AGENDA

Ordinary Council Meeting

Wednesday, 26 August 2026

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Wednesday, 26 August 2026

Time: 10am

Location: Mapoon Aboriginal Shire Council Chambers

Chad King

Chief Executive Officer

NOTICE OF AN ORDINARY MEETING OF COUNCIL

(Local Government Regulation 2012 Chapter 8 Administration Part 2 Local Government Meetings and Committees (s 254B and s 254C).

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Wednesday, 26 August 2026
Time: 10am
Location: Mapoon Aboriginal Shire Council Chambers

Yours faithfully,

Chad King
Chief Executive Officer

Order Of Business

1 OPEN MEETING

2 LEAVE OF ABSENCE AND APOLOGIES

3 CONFLICTS OF INTEREST AND COUNCILLOR OBLIGATIONS

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

DECLARABLE CONFLICTS OF INTEREST

PRESCRIBED CONFLICTS OF INTEREST

REGISTERS OF INTEREST

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE COUNCIL HELD ON 30 JULY 2026

Author: **Chad King, Chief Executive Officer**

Authoriser: **Chad King, Chief Executive Officer**

Attachments: **1. Minutes of the Council held on 30 July 2026**

RECOMMENDATION

1. That the Minutes of the Council held on 30 July 2026 be received and the recommendations therein be adopted.

MINUTES

Ordinary Council Meeting

Thursday, 30 July 2026

MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS
ON THURSDAY, 30 JULY 2026 AT 10:00AM

PRESENT: Cr Ronaldo Guivarra, Cr Justina Reid, Cr Sheree Jia, Cr Janelle Ling – Via teams

IN ATTENDANCE: Colin Wakefield (Acting Executive Manager Finance)

1 OPEN MEETING

MAYOR HAS OPENED THE COUNCIL MEETING AT 11:00AM

2 LEAVE OF ABSENCE AND APOLOGIES

Cr. McLachlan – New Mapoon.

3 CONFLICTS OF INTEREST AND COUNCILLOR OBLIGATIONS

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

DECLARABLE CONFLICTS OF INTEREST

Pursuant to Sections 150EN - 150ET of the Local Government Act 2009, no Declarable Conflict of Interests were made relating to this meeting.

PRESCRIBED CONFLICTS OF INTEREST

Pursuant to Sections 150EG - 150EM of the Local Government Act 2009, no Prescribed Conflict of Interest were made relating to this meeting.

REGISTERS OF INTEREST

Councillors were reminded of their obligation to keep their Registers of Interests and Related Parties Disclosures updated.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE COUNCIL HELD ON 18 JUNE 2026

RESOLUTION C049/26

Moved: Cr Sheree Jia
Seconded: Cr Justina Reid

1. That the Minutes of the Council held on 18 June 2026 be received and the recommendations therein be adopted.

CARRIED

5 MATTERS ARISING FROM THE MINUTES

6 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

6.1 Confirmation to access housing register

This matter is considered to be confidential under Section s254J 3 - f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with matters that may directly affect the health and safety of an individual or a group of individuals;.

RESOLUTION C050/26

Moved: Cr Sheree Jia
Seconded: Cr Justina Reid

That Council moves out of Closed Council into Open Council.

CARRIED

7 MAYOR AND COUNCILLOR REPORTS

Nil

11:30am Acting Executive Manager, Colin Wakefield entered – Financial Monthly Report, Annual Budget 2026 – 2027 Report.

8 OPERATIONAL REPORTS

8.1 JUNE EXECUTIVE FINANCE REPORT

PURPOSE OF REPORT

Pursuant to meet Council's legislative requirements under section 204 of the Local Government Regulation 2012, the finance report must be prepared each month and be presented to Council on its financial performance for the period.

BACKGROUND

The 2026/2027 budget is nearing completion and will be presented to a special meeting of Council for adoption. The below report outlines the results for June 2026.

Discussion

Refer to summary items below

Profit & Loss

As at 30 June 2026 the Council made a net profit of $0.849M. This includes depreciation of $2.181M which makes the operating profit before depreciation $3.03M.

REVENUE

As at 30 June 2026 Council received revenue totalling $16.614M, -7% below the budget of $17.906M.

General Expenses & Cost of Goods Sold

As at 30 June 2026 Council total expenditure was $15.765M, 14% below the budget of $18.301M.

Untied Funds

The Council currently holds $7.841M in untied funds an increase over last months figure of $4.323M due to the early payment of FA Grants to Council.

Fuel Sales (store)

Income from fuel sales is ahead of budget mainly due to increased cost at the fuel pump, this also reflects the expenses being above original budget.

Aged Care Services

The income for this division is well ahead of the budget, the income for this service was underestimated when setting the original budget which has driven the end of month result.

Works / Works Contracting and Housing Maintenance

Income for this business unit needs further investigation to understand delayed billing of completed or near completed construction work.

Workshop

Business units have been charged for work carried out during the year through a process improvement program to be implemented by the finance, resulting in higher income for the workshop. This will be further refined in the new financial year.

Accommodation

Total revenue is under budget due to an extended wet season, impacts of fuel prices may have further contributed to decline in sales. Overall the expenses of the accommodation operation are below the income and as such has delivered a surplus for this financial year. Staff are exploring ways to increase revenue through promotions and marketing.

Land and Sea
This division has ended the year delivering within 10% of the original budgeted income and expenditure demonstrating sound financial management and service delivery.

RESOLUTION C051/26

Moved: Cr Ronaldo Guivarra
Seconded: Cr Janelle Ling

That Council endorses the June Report for the period June 2026.

CARRIED

8.2 2026-2027 ANNUAL BUDGET REPORT

PURPOSE OF REPORT

Council's Annual Budget for 2026/2027 is presented for adoption by Council. The Annual Budget is

developed in accordance with the Local Government Act 2009 and Local Government Regulation 2012.

RESOLUTION C052/26

Moved: Cr Justina Reid
Seconded: Cr Sheree Jia

That pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2026/2027 financial year, incorporating:

- The Statement of Financial Position
- The Statement of Comprehensive Income
- The Statement of Cash Flows
- The Statement of Changes in Equity

- The Ratios Analysis - Key Financial Sustainability Metrics
- The 2026/2027 Budget by Divisions
- The 2026-2027 Revenue Statement
- The 2026/2027 Schedule of Fees & Charges
- The 2026/2027 Capital Works Budget

Attached to the Executive Finance Manager's Report, as tabled be adopted.

2. Pursuant to section 133 of the Local Government Regulation 2012, compound interest on daily rests at the rate of 12.19 percent (12.19%) per annum is to be charged on all overdue rates or charges for a day on or after 1 July 2026.

3. Pursuant to section 205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted

Council's Adopted the Annual Budget for the annual 2026 – 2027.

CARRIED

8 ANY OTHER BUSINESS

DEVELOPMENT APPLICATION - MATERIAL CHANGE IN USE - LOT 86 - 32 CLERMONT STREET MAPOON

PURPOSE OF REPORT

To seek Council approval for a Material Change in Use to include the permanent operation of a mobile food van from an existing residential allotment.

RESOLUTION C053/26

Moved: Cr Ronaldo Guivarra
Seconded: Cr Sheree Jia

That Council issue consent for a Material Change in Use from Dwelling House to Dwelling House and Food and Drink Outlet (Mobile Food Van) for Lot 86 on SP278077 subject to the following conditions:

1) The development is undertaken in accordance with the approved plans;

2) Limitation of use – This consent is limited to the use of single mobile food van and does not include outdoor dining at tables and chairs;
3) Hours of operation - Limit the hours of operation of the Food and drink outlet to between 6am to 9pm Sunday to Thursday, and 8am to 9pm Friday and Saturday.
4) Any external lighting must not create glare or nuisance to the neighbouring properties or roadway;
5) Potable water connections must be made in accordance with Council standards and Regulatory requirements;
6) Sewerage connections must be made in accordance with Council standards and Regulatory requirements;
7) No amplified music shall be played from the development;
8) Municipal waste disposal must utilise existing Council supplied 240 litre mobile garbage bins, bins shall be stored securely to prevent access by animals and must not be overflowing.

Note: This application does not include consent to erect any additional signage other than that already attached to the mobile food van.

This consent does not avoid the need to seek approvals under separate Acts and Regulations.

Council have discussed the conditions that have been listed. And the additional note.

CARRIED

9.2 LGAQ NOTICE OF MOTION - IEOP

PURPOSE OF REPORT

To seek Council support for a notice of motion to the LGAQ conference for the reinstatement of Indigenous Economic Opportunities Plans.

RESOLUTION C054/26

Moved: Cr Sheree Jia
Seconded: Cr Justina Reid

That Council submit a motion to the LGAQ conference seeking support for the re-establishment of Indigenous Economic Opportunities Plans as a requirement for all Queensland Government capital projects in local government areas with discrete First Nations populations.

Council has discussed the request for motion support.

CARRIED

<u>Motion without notices</u>

Café Lease – Raised by Cr. Jia, asked for an update on the lease situation.
That Council delegate to the CEO readvertise the Tender.

9 CORRESPONDENCE IN

Nil

10 CORRESPONDENCE OUT

Nil

11 NEXT MEETING DATE

Proposed date for next meeting: 20 August 2026

12 CLOSE MEETING

The Meeting closed at 1:06pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 August 2026.

..

CHAIRPERSON

5 MATTERS ARISING FROM THE MINUTES

6 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

6.1 Airstrip Widening - Project Management Procurement

This matter is considered to be confidential under Section s254J 3 - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;.

6.2 New Dwelling Construction - Builder Procurement

This matter is considered to be confidential under Section s254J 3 - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;.

7 MAYOR AND COUNCILLOR REPORTS

Nil

8 OPERATIONAL REPORTS

8.1 UPDATE OF CEO DELEGATIONS

Author: **Chad King, Chief Executive Officer**

Authoriser: **Chad King, Chief Executive Officer**

Attachments: **1. Council to CEO delegations**

PURPOSE OF REPORT

To provide the Chief Executive Officer with updated delegations.

BACKGROUND

Council undertook an update of its delegations to the Chief Executive Officer in July 2024, these delegations reflect the standard suite prepared by the Local Government Association. Where Council has a power to undertake work under a statue, the delegations allow this work to be undertaken by the Chief Executive Officer on behalf of the Council. Some powers can be further delegated to Council staff though sub delegations. Council has delegated powers under 165 individual statutes and regulations in addition to powers under Councils local laws.

DISCUSSION

Delegations are a two-part process being Council Delegations to the CEO (the purpose of this report) and the CEO to staff to authorise the legal conduct of their duties and allow decision making and handling of matters to occur at an operational level.

This step is the first part required to allow council to update its delegation register of all relevant legislation applicable to the effective function of Council. The list of delegations was prepared by King and Co Solicitors on behalf of the Local Government Association of Queensland to support the function of Queensland local Government. The list is very comprehensive and has been reviewed in detail prior to presentation to the Ordinary meeting.

BUDGET

This report does not impact Council’s annual budget.

RECOMMENDATION

That Council adopt the updated Register of Delegations – Council to CEO

See separate attachment.

8.2 INVOICE APPROVAL

Author: Colin Wakefield, Acting Executive Manager Financial Services

Authoriser: Chad King, Chief Executive Officer

Attachments: 1. LGM Insurance Invoice

PURPOSE OF REPORT

To seek Council endorsement for the processing on an invoice.

BACKGROUND

Council's financial delegations require the approval of any invoice greater than $100,000 to be presented to Council for consideration.

DISCUSSION

Council is provided insurance cover through the Queensland Local Government Mutual Liability Scheme, this scheme provides flexibility and coverage for the unique types of risk associated with local government.

BUDGET

The invoice value of $218,396.61 has been allowed for within Council's adopted budget for this financial year.

RISK ASSESSMENT

Payment of the invoice is required in order to maintain insurance coverage, insurance is required in order to maintain corporate risk.

RECOMMENDATION

That Council approve the invoice for payment from LGM Assets for $218,396.61.

LGM ASSETS

Tax Invoice

Queensland Local Government Mutual
ABN 48 871 511 808
Managed by
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864
27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006
Tel +61 7 3000 5555
Fax +61 7 3000 5550
https://lgms.jlta.com.au/

Hisato Horiguchi
Mapoon Aboriginal Shire Council
PO Box 213
WEIPA QLD 4874

V000338

Invoice No.	**091-006972**
Date	21 July 2026
Our Ref	000699
Member Code	091-MAPOO
Member	Mapoon Aboriginal Shire Council
Cover	**Property - Renewal**
Period	30/06/2026 to 30/06/2027
Situation	Anywhere in Australia
Trust	Queensland Local Government Mutual

ACCOUNT MANAGER/S

Rhiannon Alexander	+61 7 3000 5552
Stephanie Teo	(07) 3000 5510

Contribution	218,396.61
GST	21,839.66
TOTAL DUE	**AUD $240,236.27**

Base incl. Stamp Duty, paid by LGM Assets on behalf of the Member

MAPOON ABORIGINAL SHIRE COUNCIL
INVOICE APPROVED FOR PAYMENT

JOB: 625 GL Acct: 63120

Approved by (position): CEO

...al: Date:

...ent:

PAYMENT OPTIONS

PAY IN FULL NOW

Total Due AUD $240,236.27 by 04/08/2026

EFT ONLY
Bank: ANZ Banking Group Ltd
Account Name: Queensland Local Govt Mutual (LGM Assets)
BSB: 014-245
Account: 836674611
Ref: 091-MAPOO
Email Remittance to: QLDaccounts@jlta.com.au

LGM ASSETS

Invoice # 091-006972
Cover # MAPOON000240A
Mapoon Aboriginal Shire Council

INFORMATION RELATING TO YOUR INVOICE AND OUR SERVICES

If you are registered for GST purposes, your input tax credit entitlement is, or is based on, the GST amount shown. In accordance with the GST law, the GST amount will be less than 1/11th of the total amount payable. This document will be a tax invoice for GST when you make a payment.

FINANCIAL SERVICES GUIDE (FSG)

For important information about us and the services we provide go to https://www.jltpublicsector.com/financial-services-guide.html to download the JLT Public Sector Financial Services Guide. You should read it carefully and make sure you understand it. If there is anything in the FSG that you do not understand, please contact us.

Invoice # 091-006972
Cover # MAPOON000240A
Mapoon Aboriginal Shire Council

IMPORTANT INFORMATION - MUTUAL RISK PRODUCTS

LGM QUEENSLAND (THE SCHEME) - STATUTORY NOTICE

Queensland Local Government Mutual (LGM Queensland) incorporating LGM Liability and LGM Assets is a Managed Investment Scheme and Mutual Risk Product as defined by ASIC under the Corporations Act 2001 (Cth) and is neither authorised under, nor subject to, the provisions of the Insurance Act 1973 (Cth). LGM Queensland is not a product regulated by APRA. The future liabilities of LGM Queensland are estimated based upon procedures which are supported by both independent legal and actuarial experts. Specific financial provisions for late reported claims (IBNR) and future claim developments plus a prudential risk margin are maintained in LGM Queensland. These provisions are amounts in addition to specific claim estimates.

The LGM Queensland Board has established financial targets to ensure that adequate financial resources are available to discharge future liabilities and make future payments. This is achieved via a combination of financial management strategies which may include purchasing reinsurance, developing risk margins and retaining surplus funds. The LGM Queensland Board reviews the operating financial statements at regular intervals and an independent audit occurs annually with its findings reported to members.

The LGM Queensland trust deeds and scheme rules are the primary documents which govern the operation of the Schemes. Wordings for each Scheme (LGM Liability and LGM Assets) are issued as a guide as to the terms under which a claim will be considered and settled. Go to https://lgms.jlta.com.au/ for a copy of the LGM Queensland trust deeds and scheme rules.

CHANGE OF RISK OR CIRCUMSTANCES

Please tell the Scheme Manager about any changes to your circumstances or business, such as any alteration of risk, location changes, new or changed business activities, as they could affect your protection.

UNREPORTED LOSSES

Please let the Scheme Manager know whether there are any losses which have occurred that have not been reported to the Scheme Manager, whether you intend making a claim or not.

NEW CLAIMS

Any terms provided to you are based on the understanding that there will be no deterioration in the claims experience (or change in the underwriting information) between the date terms are quoted and the inception date of the cover. If changes do occur during this period, the terms quoted may be revised or even withdrawn.

RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES

The Scheme Manager may, from time to time, offer you information about products and services which may be of interest to you. Please notify the Scheme Manager if you do not wish to receive such additional information.

FINANCIAL SERVICES GUIDE (FSG)

For important information about the Scheme and the services provided, access the link below JLT Public Sector Financial Services Guide. You should read it carefully and make sure you understand it. If there is anything in the FSG that you do not understand, please contact the Scheme Manager.

www.jltpublicsector.com/financial-services-guide.html

PRIVACY POLICY

We value your privacy and are committed to handling your personal information in accordance with the Australian Privacy Principles and Privacy Act. Full details of how we collect, hold, use and disclose personal information is detailed in our Privacy Policy available online via the link below. If you require a copy, you can contact us or email privacy.australia@marsh.com.

https://www.jltpublicsector.com/privacy-policy.html

COMPLAINTS PROCEDURES

If a Member has a complaint about the Scheme, including but not limited to a complaint about non-payment of a Claim, they can communicate it to the Scheme Manager via post, telephone or email:

PO Box 2321
Fortitude Valley BC QLD 4006

+61 7 3000 5555

https://lgms.jlta.com.au/

A more detailed explanation of our complaints procedures can be found here:

https://jltpublicsector.com/financial-services-guide.html.

If you require a further explanation of the above information, please contact us immediately.

Invoice # 091-006972
Cover # MAPOON000240A
Mapoon Aboriginal Shire Council

MEMBER	Mapoon Aboriginal Shire Council and/or all subsidiary and/or all related companies of all of the above for their respective rights and interests.
ABN AND ITC DETAILS	ABN 15 093 924 706 ITC 100.00%
BUSINESS	Principally but not limited to Local Government Authority and all other activities incidental thereto.
SITUATION AND/OR PREMISES	Anywhere in Australia including contract sites, where the Member has property or carries on business or has goods or other property stored, or being processed or has work done.
CHOICE OF LAW AND JURISDICTION	Queensland, Australia
PERIOD OF PROTECTION	(a) From: 30 June 2026 at 4 PM Local Time (QLD). To: 30 June 2027 at 4 PM Local Time (QLD). (b) Any subsequent period for which the Member shall agree to pay and LGM Assets agree to accept a renewal contribution.
SCOPE OF COVER	**Section 1** – Risks of physical loss, destruction or damage to property not specifically excluded in the protection wording; and **Section 2** – Resultant Consequential Loss (Business Interruption)
INTEREST(S) PROTECTED	**Section 1 – Material Loss or Damage** All tangible Real and Personal Property of every kind and description (not otherwise excluded) for which a value has been declared, including Personal Property of Councillors, Directors and Employees whilst on the Member's business and not otherwise insured, as more fully defined in the LGM Assets Property Protection Wording V710062025. **Section 2 – Business Interruption** Item 1 – Loss of Gross Revenue and Increased Cost of Working; Item 2 – Additional Increased Cost of Working; Item 3 – Severance Pay; Item 4 – Professional Fees; and as more fully defined in the LGM Assets Property Protection Wording V710062025.
DECLARED VALUES	The declared values listed below have been used for the calculation of the Member's Contribution to LGM Assets: Section 1: Material Loss or Damage $25,266,558 Section 2: Business Interruption $600,000

LGM ASSETS

Invoice # 091-006972
Cover # MAPOON000240A
Mapoon Aboriginal Shire Council

LIMIT(S) OF INDEMNITY

The amounts set out hereunder represent The Pool's maximum Limit(s) of Indemnity any one loss or series of losses arising out of any one Event at any one Situation subject to any lesser Limit(s) of Indemnity specified elsewhere in this Wording. The Limit(s) or any lesser Limit(s) of Indemnity shall only be applied in excess of the relevant Deductible.

Sections 1 & 2 Combined:	$150,000,000
Sections 1 & 2 Combined - Flood (as defined):	$250,000 any one loss or series of losses arising out of any one Event and in the Annual Aggregate

And subject to:

$150,000,000 in respect of Flood (as defined) and water from or action by the sea, tidal wave or high water (where water from or action by the sea, tidal wave or high water is endorsed into the individual Member's cover) any one loss or series of losses arising out of any one Event and in the annual aggregate for all Members.

Noting that the $150,000,000 annual aggregate for all Members is the aggregated total for all losses arising from the perils of Flood and/or water from or action by the sea, tidal wave or high water (where water from or action by the sea, tidal wave or high water is endorsed into the individual Member's cover).

SUB-LIMITS OF INDEMNITY

The liability of The Pool shall be further limited in respect of any one loss or series of losses arising out of any one Event at any one Situation as set out hereunder subject to the following conditions:

1. Such Sub-Limit(s) shall apply cumulatively to any one Event at any one Situation (unless expressed to apply on some other basis).
2. The sub-Limit(s) shall only apply to any direct loss or damage to the Property Protected and shall not include any subsequent, consequential or indirect losses which may result therefrom.
3. Each Sub-Limit shall not increase the liability of The Pool beyond the Limit(s) of Indemnity expressed above.

Section 1 – Material Loss or Damage

Unspecified Damage	$10,000,000
Burglary/Theft	$1,000,000
Money & Securities	$1,000,000
Glass	Replacement Value
Property Undergoing Construction, Erection, Alteration or Addition/Inclusion	$1,000,000
Property in Transit	$1,000,000
Statutory Inquiries	$100,000
Liability to Make Enquiries	$1,000,000
Additional Taxation Indemnity	$250,000
Expediting Expenses	$500,000
Emergency Services	$100,000
Reward	$100,000
Landscaping	$200,000
Loss of Land Value	$500,000
Rewriting Records	$2,500,000
Registered Vehicles on Premises	$250,000

Invoice # 091-006972
Cover # MAPOON000240A
Mapoon Aboriginal Shire Council

Section 2 – Business Interruption

Loss of Gross Revenue and Increased Cost of Working	Not Covered
Additional Increased Cost of Working	$10,000,000
Severance Pay	$250,000
Professional Fees	$1,000,000
Public Utilities Extension (Land Based Only)	$5,000,000 any one Event
Premises in the Vicinity (Prevention of Access)	$5,000,000 any one Event
Other Contributing Properties	$1,000,000
Fines or Damages	$100,000
Accounts Receivable	$200,000
Unspecified Direct Suppliers and/or Customers Premises (Commonwealth of Australia Only)	$5,000,000 any one Event
General Area Damage	$5,000,000 any one Event

INDEMNITY PERIOD

36 months except in respect of Public Utilities Extension (Land Based Only), Premises in the Vicinity (Prevention of Access), General Area Damage and Unspecified Direct Suppliers' and/or Direct Customers' Premises (Commonwealth Of Australia Only)where the indemnity period will be 12 months.

DEDUCTIBLES

The Member shall bear the following amount(s) in respect of each loss or series of losses arising out of any one Event.

Section 1 – Material Loss or Damage

Named Cyclone $100,000

Earthquake, Subterranean Fire or Volcanic Eruption

a) $20,000 or
b) An amount equal to 1% of the total Declared Values at the situation where the Damage occurs whichever is the lesser.

All Fire Claims $25,000

All Other Losses $5,000

Section 2 – Business Interruption

Public Utilities Extension (Land Based Only)	48 hours
Premises in the Vicinity (Prevention of Access)	48 hours
General Area Damage	48 hours
Unspecified Direct Suppliers' and/or Direct Customers' Premises (Commonwealth Of Australia Only)	48 hours

Where any deductible is described as a period of time, it shall be subject to the conditions contained in the Time Deductible Clause attached to this Policy

Should more than one deductible appear under this schedule for any one loss or series of losses arising from the one event, such deductibles shall not be aggregated - the highest single monetary (or its monetary equivalent) level of deductible only shall apply.

PROTECTION WORDING AND CONDITIONS

LGM Assets Property Protection Wording V710062025

8.3 HOUSING - STRATEGIC CAPITAL WORKS PLAN

Author: **Chad King, Chief Executive Officer**

Authoriser: **Chad King, Chief Executive Officer**

Attachments:
1. **Housing Strategic Capital Works Plan**
2. **Capital Plan**
3. **Capital Plan**

PURPOSE OF REPORT

Seek Council endorsement of the Housing Strategic Capital Works Plan.

BACKGROUND

Through the Remote Capital Funding Program Council is funded to develop a series of houses which are handed over at completion to the Department of Housing and Public Works for use as social housing. This pipeline of construction work will serve to address housing shortages in Mapoon.

DISCUSSION

A Strategic Capital Works Plan has been developed to provide guidance to the program and ensure that the delivery of housing meets the needs of the community. The attached plan outlines key factors about the current housing demand in Mapoon and how the delivery of housing will seek to match demand.

The plan will be revisited periodically and as new builds are completed to apply lessons learned and ensure that the needs of future tenants are reflected in the document.

BUDGET ANALYSIS

This project does not have an immediate impact on Councils operating budget. Capital Planning will be informed by this plan. The delivery of this program will increase the housing yield and commensurate demand on Council services within Mapoon over time which will be reflected in the 10 year budget and capital planning activities.

RECOMMENDATION

That Council adopt the Housing Strategic Capital Works Plan and delegate to the CEO the delivery of housing against the plan.

Housing Strategic Capital Plan
MAPOON ABORIGINAL SHIRE COUNCIL

August 2026

Housing Register of Need

Number of applications by bedroom count as at 19 January 2026:

Bedroom entitlement	Number of applications
1	2
2	11
3	8
4	3
5	0
6	0
Total	**24**
	25% - Young persons 29% - Seniors 33% - Persons with a disability 63% - Families with children (60% of this cohort are single parent families)

Population

Mapoon's current population is estimated to be 500 persons, this is projected to grow by 20 persons every five years based on data from the Queensland Government Statisticians Office.

Priority Cohorts

Mapoon's Housing Register of Need identifies the following priority cohorts:

- 25% Young persons
- 29% Seniors
- 33% Persons with a disability
- 63% Families with children (60% of this cohort are single parent families)

Housing Solutions

In early 2026, Mapoon's Strategic Capital Plan (SCP) and 10-year construction program, originally endorsed in March 2024, was reviewed to ensure alignment with current community needs. The revised SCP and associated construction program (refer to **Attachment 1**) focus on delivering 2- and 3-bedroom accommodation, including 2- and 3-bedroom detached houses and duplexes.

The SCP also includes special projects to address the needs of Mapoon's priority cohorts, such as:

- **The Mapoon Project** – 6x 1-bedroom units designed for young professionals or people in part- or full-time employment, clustered on a large lot.
- **Elders' Residences** – a cluster of 16x 2-bedroom self-contained units on a large lot, designed to meet the needs of Elders and promote ageing in place. The designs will incorporate ***platinum accessibility*** features to further support ageing in place.

Currently, there is minimal demand for large family homes with five- or six-bedroom accommodation. However, if this becomes a priority, it will be addressed by constructing two-bedroom self-contained units adjacent to existing primary dwellings. This approach will also assist in alleviating overcrowding within the community.

Housing Design

Council is developing a suite of built-form design principles specific to Mapoon. The design principles are being co-design with the community via strategic First Nations-led community engagement to ensure future housing is culturally and climatically appropriate for the people of Mapoon.

The built-form design principles will define non-negotiable design elements, embody the collective voice of the community, and foster self-determination in housing design - serving as a powerful advocacy tool for achieving culturally and climatically appropriate housing.

The built-form design principles will serve as a framework for future social housing delivery in Mapoon.

Council will create a suite of schematic floor plans based on the built-form design principles. This will provide a catalogue of designs to be used throughout the 10-year construction program, ensuring that housing designs align with community living preferences.

Additionally, all new housing designs are to be generally consistent with the department's ***Design and Construction Standards for Remote Housing*** and Mapoon's *Built-Form Design Principles* (once finalised and endorsed by Council).

Site Responsive Design

All new construction within Mapoon will seek to balance liveability, fire management and culture to maximise the amount of native vegetation preserved on each allotment. This will provide sufficient space for housing, septic and soakage trenches and space for outbuildings whilst maintaining privacy, managing noise and dust.

Accessibility

New dwellings must meet a minimum ***gold*** accessibility standard, as outlined in the ***Design and Construction Standards for Remote Housing***. The department's Occupational Therapist services will assess and identify any new constructions requiring ***platinum accessibility*** designs to enhance tenant mobility, amenity, and overall liveability.

Land availability and development:

In June 2025, Council received funding for the design and construction of 35x residential lots across 5x separate subdivisions – please see table below:

Development Approval Reference	Name	Number of Lots/units	Development Permit Status	Comments
DA2022_005	Wheeler St	6	Approved	Funded - June 2025
DA2022_006	Cumbina St	5	Approved	Funded - June 2025
DA2022_012	A-Rae St	8	Approved	Funded – June 2025
DA2022_024	Ti-Sing St	13	Approved	Funded – June 2025
DA2023_019	Laambra St	3	Approved	Funded – June 2025

Critical infrastructure

To support long-term residential development, Council will be required to source funding for critical trunk infrastructure, including sewer, electricity, water, roads, and kerb and channel construction.

Development of existing vacant lots

In addition to the vacant allotments listed in the table above, Council has several vacant allotments available for future residential development. These could potentially serve as locations for Mapoon's special projects mentioned above – Elders' Residences and the Mapoon Project. The development of the vacant lots should be planned in conjunction with a review of Mapoon's masterplan.

<u>Future residential subdivisions and review of residential allotment sizes</u>

Council does not support high-density living and prefers to maintain a linear expansion of the Mapoon township to preserve and enhance the community's privacy. This approach helps maintain the township's character, provides greater privacy for residents, improves overall liveability, and supports the preservation of natural landscapes and green spaces. Council proposes to reduce density and develop areas R6, R7, and R8, as shown in the image below (excluding the area already nominated for the cemetery expansion).

Additionally, Council will explore the option of reducing the size of residential allotments through a local planning scheme amendment to improve the efficiency of town services to homes. The current allotment size of $3{,}000m^2$ exceeds tenant needs and contributes to maintenance and safety issues.

Delivery:

Acting as Principal, Council will deliver capital housing projects within the community under a grant funding model, taking responsibility for project management, compliance, and reporting obligations under the funding agreements.

To support its project staff, Council will engage an external project manager to provide program-level assistance and will also engage external contractors to carry out the works.

This plan will be periodically updated to reflect the ongoing needs of Council and to apply lessons learnt as the program of work is delivered.

Considerations

EXT

Extensions																					EXT
BEDROOMS	2023/24		2024/25		2025/26		2026/27		2027/28		2028/29		2029/30		2030/31		2031/32		2032/33		12
	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Total
2	0	0	8	0	0	0	0	4	2	4	0	2	0	0	2	0	0	2	0	0	
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

HOUSE

New Dwellings (Detached House or Duplex)																					DH/DU
	2023/24		2024/25		2025/26		2026/27		2027/28		2028/29		2029/30		2030/31		2031/32		2032/33		24
BEDROOMS	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Total
TOTAL	5	0	7	0	0	5	0	7	6	0	0	6	0	0	6	0	0	6	0	0	
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	0	0	7	0	0	0	0	7	6	0	0	6	0	0	4	0	0	4	0	0	
3	3	0	0	0	0	3	0	0	0	0	0	0	0	0	1	0	0	1	0	0	
4	2	0	0	0	0	2	0	0	0	0	0	0	0	0	1	0	0	1	0	0	

UNIT — SPECIAL PROJECTS - ELDERS OR YOUNG PROFESSIONALS (MAPOON PROJECT)

Unit Development																					LOTS
BEDROOMS	2023/24		2024/25		2025/26		2026/27		2027/28		2028/29		2029/30		2030/31		2031/32		2032/33		4
	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Total
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0	

LOTS

Land Development																				LOTS
2023-24		2024-25		2025-26		2026-27		2027-28		2028-29		2029-30		2030-31		2031-32		2032-33		35
Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Commence	Complete	Total
0	0	35	0	0	0	0	35	0	0	0	0	0	0	0	0	0	0	0	0	

Housing Register of Need, Mapoon Aboriginal Shire Council: Number of applications by bedroom entitlement, as at 19 January 2026

Bedroom entitlement	Number of applications	Total remaining after program
1	2	2
2	11	-10
3	8	4
4	3	0
5	0	1
6	0	-
Total	24.0	-3.0

Note: Housing Register of Need data is at a point in time [illegible] new applications are assessed.

Commencement Year	Completion Year	Construction Type	Bedroom Yield	Address
2023/24	2025/26	HOUSE	4	Lot 165 Weipa Mapoon Road, Mapoon
2023/24	2025/26	HOUSE	3	Lot 166 Weipa Mapoon Road, Mapoon
2023/24	2025/26	HOUSE	4	Lot 167 Weipa Mapoon Road, Mapoon
2023/24	2025/26	HOUSE	3	Lot 168 Weipa Mapoon Road, Mapoon
2023/24	2025/26	HOUSE	3	Lot 169 Weipa Mapoon Road, Mapoon
2027/28	2028/29	HOUSE	2	TBD
2027/28	2028/29	HOUSE	2	TBD
2027/28	2028/29	HOUSE	2	TBD
2027/28	2028/29	HOUSE	2	TBD
2027/28	2028/29	HOUSE	2	TBD
2027/28	2028/29	HOUSE	2	TBD
2027/28	2028/29	EXT	2	TBD
2027/28	2028/29	EXT	2	TBD
2030/31	2031/32	HOUSE	2	TBD
2030/31	2031/32	HOUSE	3	TBD
2030/31	2031/32	HOUSE	4	TBD
2030/31	2031/32	HOUSE	2	TBD
2030/31	2031/32	HOUSE	2	TBD
2030/31	2031/32	HOUSE	2	TBD
2030/31	2031/32	UNIT	2	Wheeler Street, Mapoon
2030/31	2031/32	UNIT	2	Wheeler Street, Mapoon
2030/31	2031/32	UNIT	2	Wheeler Street, Mapoon
2030/31	2031/32	UNIT	2	Wheeler Street, Mapoon
2030/31	2031/32	EXT	2	TBD
2030/31	2031/32	EXT	2	TBD

Note: New builds will be a combination of duplex and detached housing and are shown in this plan as detached houses only.
Preference for new housing constructions to be 4 bed and less witih 5 and 6 bed need to be met through extensions to existing dwellings.

Mapoon housing data as at 5 March 2024

Bedroom entitlement	Number of applications
1	6
2	9
3	4
4	3
5	2
6	1
Total Applicants	**25**

Interim Remote Capital Program

Planning	15 months
Construction	17 months

Forward Remote Capital Program

Planning	18 months
Construction	17 months

Forecast based on proposed construction commencement 31 March 2024 and completion August 2026

	Immediate Priorities (1-2 years)
	Medium Priorities (3-5 years)
	Long-Term Priorities (5-10 years)

8.4 FUEL SUPPLY UPDATE

Author: **William Guivarra, Business Services Coordinator**

Authoriser: **Chad King, Chief Executive Officer**

Attachments: **Nil**

PURPOSE OF REPORT

To provide Council with an update on the status of Mapoon’s fuel supply.

BACKGROUND

Council operates two fuel bowers adjacent the IBIS store serving unleaded and diesel fuel, two additional diesel bowsers are available for Councils heavy fleet at the depot. Council maintains 1.5 months of fuel to ensure continuity of supply.

DISCUSSION

The fuel supplied to Mapoon comes via the Weipa terminal, a tender process is used to purchase and cart the fuel to Mapoon with the lowest price available being selected. A small margin is applied to cover the cost of administering and maintaining the fuel supply. However as shown in the monthly financial statements fuel is not a major revenue stream for Council.

Council updates the fuel price whenever a new load arrives from Weipa, this is why there some variation between the Weipa service stations and the Mapoon fuel price.

The continued uncertainty in the middle east has put pressure on fuel pricing, the federal government recently rolled back the 16 cent per litre excise, as such the next load of fuel purchased will be subject to this increased cost.

OUTLOOK

As shown in this months financial report fuel sales are tracking against budget, the administration will continue to monitor the communities fuel security and seek to deliver the most reliable and lowest cost fuel possible.

8.5 JULY FINANCE REPORT

Author: **Colin Wakefield, Acting Executive Manager Financial Services**

Authoriser: **Chad King, Chief Executive Officer**

Attachments:
1. **July Finance Report**
2. **Capital Report**

PURPOSE OF REPORT

To provide Council an update on its financial performance.

BACKGROUND

Pursuant to meet Council's legislative requirements under section 204 of the Local Government Regulation 2012, the finance report must be prepared each month and be presented to Council on its financial performance for the period.

DISCUSSION

Profit & Loss

As at 31 July 2026 the Council made a net loss of $-0.558M. This includes depreciation of $0.182M which makes the operating loss before depreciation $-0.376M.

Revenue

As at 31 July 2026 Council received revenue totalling $0.821M, -33% below the budget of $1.222M.

General Expenses & Cost of Goods Sold

As at 31 July 2026 Council total expenditure was $1.379M, -11% above the budget of $1.241M.

Untied Funds

The Council report shows $7.980 in untied funds. Following 2026-year end accounts it is expected that this figure will be in the range of 4 to 5 million as contract liabilities are calculated by Altius our accounting advisers.

Accommodation

The result for the month of July 26 was behind budget by $15,075 due to lower sales of $4,702 and timing differences on expenses, Contractor’s maintenance on all cabins and RMS booking system annual fee totalling $10,281.

Administration and Corporate Services

The result for July 26 was behind budget by $371k due to timing differences with both income and expenses. Expectations are that this variance will correct as the year progresses.

Councillors

The result is favourable to budget by approximately $7k. Other expenses such as training, travel etc. will come to hand as the year moves on which will use that variance.

Land & Sea

The $143k unfavourable variance is entirely due to timing of grant funding receivals. Expectations are that his will correct itself when funds come to hand.

Fuel (Bowsers located in front of IBIS Store)

Profit for the month exceeded budget by $12k – higher volume sales and lower costs – Fuel costs have risen in August given middle east conflict and removal of Government subsidy. Diesel is currently selling for $2.99 per litre.

Parks and Gardens

The month’s result was favourable to budget by $4k due to lower costs (salary) than budget.

Aged Care Services

July 26 result down on budget by $27k due to invoicing not competed via portal. This is currently being addressed by the manager.

Water and Sanitation

Expenses for July 26 are under budget by $44k. Allocation of Salaries to this department needs to be examined to ensure salary costs are apportioned via timesheets coding.

Works Contract and Housing Maintenance

All Income is invoicing to Qbuild for works completed. Costs include Salaries and Material costs. Reasons for this variance can be attributed to jobs not completed which cannot be billed to Qbuild until complete and efficiencies in performing the work. Stock procurement efficiencies need to be improved to reduce costs overall.

Works Other

This area relates to work done on Council property and does not include Qbuild works. Income is for a State government Grant EHW Service Agreement. Expenses relate to Salaries and Materials.

Workshop

Income is for fuel sales which are down due to activity levels of work and internal fuel cards utilisation at Ibis store. Internal works conducted on Council vehicles is not cross charged to divisions. Processes are currently being investigated to remedy this situation.

RECOMMENDATION

That Council endorses the report for the period July 2026.

MONTHLY FINANCE REPORT

July 2026

MAPOON ABORIGINAL SHIRE COUNCIL

OVERVIEW

July 2026

Pursuant to meet Council's legislative requirements under section 204 of the Local Government Regulation 2012, the finance report must be prepared each month and be presented to Council on its financial performance for the period.

Finance

Refer to summary items below

Profit & Loss

As at 31 July 2026 the Council made a net loss of $-0.558M. This includes depreciation of $0.182M which makes the operating loss before depreciation $-0.376M.

Revenue

As at 31 July 2026 Council received revenue totalling $0.821M, -33% below the budget of $1.222M.

General Expenses & Cost of Goods Sold

As at 31 July 2026 Council total expenditure was $1.379M, -11% above the budget of $1.241M.

Untied Funds

The Council report shows $7.8 M in untied funds. Following 2026 year end accounts it is expected that this figure will be in the range of 4 to 5 million as contract liabilities are calculated by Altius our accounting advisers.

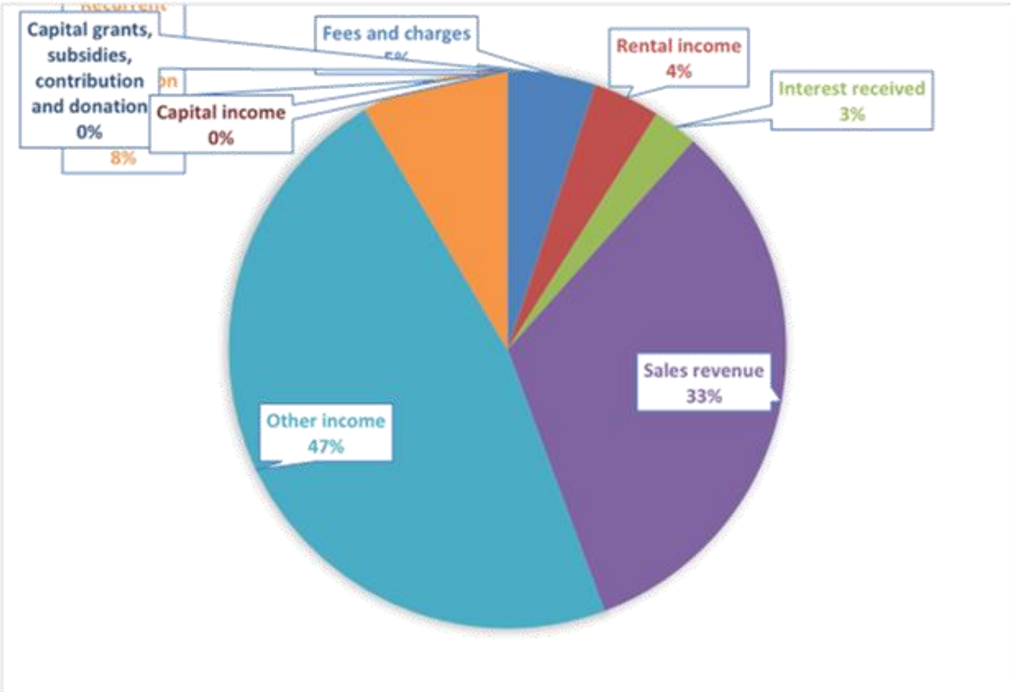
Accommodation

The result for the month of July 26 was behind budget by $17,993 due to lower sales of $7,712 and timing differences on expenses, mainly Contractors maintenance on all cabins and RMS booking system annual fee totalling $10,281.

Statement of Income and Expenditure

July 2026

	ACTUAL	BUDGET	% of Budget
INCOME			
Fees and charges	41,911	51,526	-19%
Rental income	31,927	46,687	-32%
Interest received	21,308	12,766	67%
Sales revenue	268,764	207,837	29%
Other income	386,698	54,954	604%
Recurrent grants, subsidies, contribution and donation	70,140	826,987	-92%
Capital grants, subsidies, contribution and donation	-	20,833	-100%
Capital income	-	-	
	820,748	1,221,590	-33%

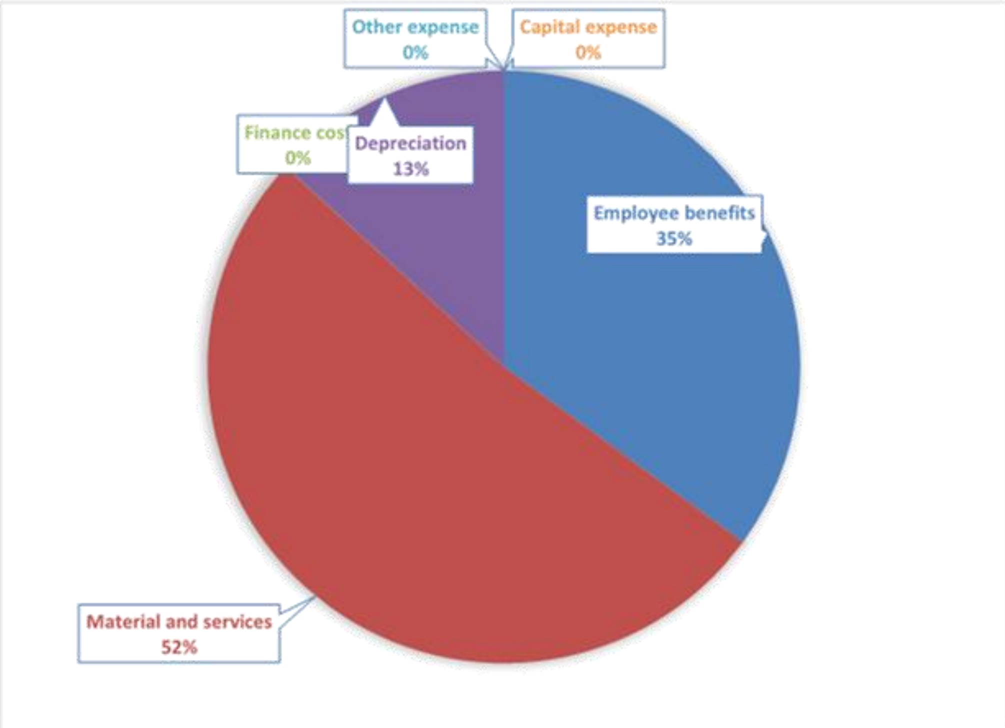


As at 31 July 2026 Council received revenue totalling $0.821M, -33% below the budget of $1.222M.

Statement of Income and Expenditure

July 2026

	ACTUAL	BUDGET	% of Budget
Expense			
Employee benefits	483,570	500,106	3%
Material and services	713,706	541,786	-32%
Finance cost	(212)	324	166%
Depreciation	181,765	190,126	4%
Other expense	-	-	0%
Capital expense	-	-	0%
	1,378,829	1,241,242	-11%
Net result	(558,081)	(19,653)	



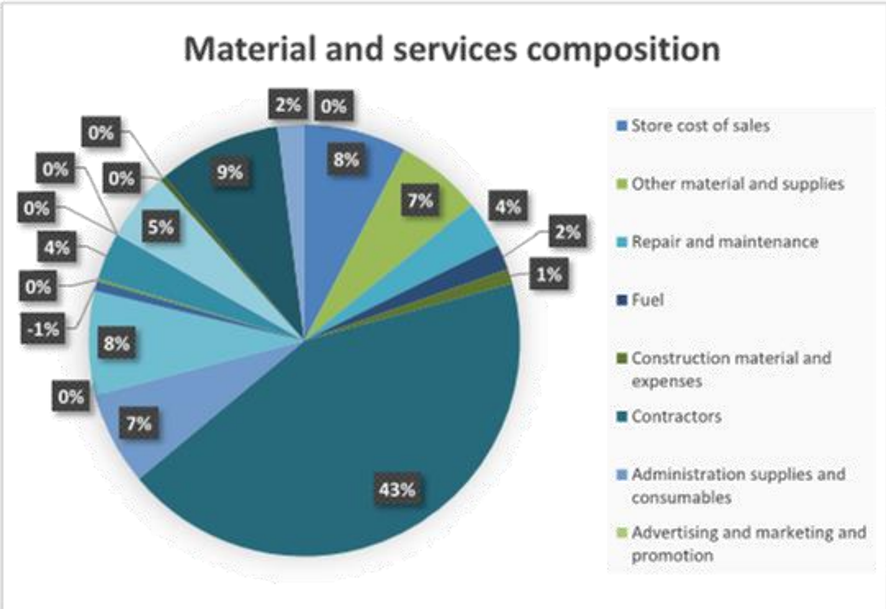
As at 31 July 2026 Council total expenditure was $1.379M, -11% above the budget of $1.241M.

** Budgeted figures are shown on a pro-rata basis to reflect the YTD amounts as at the reporting date*

Statement of Income and Expenditure

July 2026

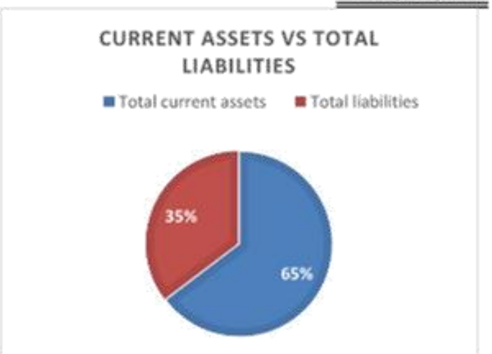
Material and services	ACTUAL	BUDGET*	% of Budget
Store cost of sales	55,572	53,485	-4%
Other material and supplies	47,208	67,651	30%
Repair and maintenance	25,452	25,244	-1%
Fuel	13,838	5,029	-175%
Construction material and expenses	7,857	29,713	74%
Contractors	313,165	185,255	-69%
Administration supplies and consumables	50,755	10,066	-404%
Advertising and marketing and promotion	-	-	-
Consultants	56,439	33,019	-71%
Insurance	(5,360)	38,116	114%
Tools and minor equipment	1,408	2,398	41%
Service fees	25,757	8,890	-190%
Office supplies	298	1,439	79%
Audit of annual financial statements	-	9,634	100%
Communication and IT	37,174	19,181	-94%
Donation paid	-	-	-
Power	2,786	11,604	76%
Subscription and registration	66,912	16,555	-304%
Travel	14,445	24,507	41%
Grants refunded	-	-	-
	713,706	541,786	-32%



Statement of Financial Position

July 2026

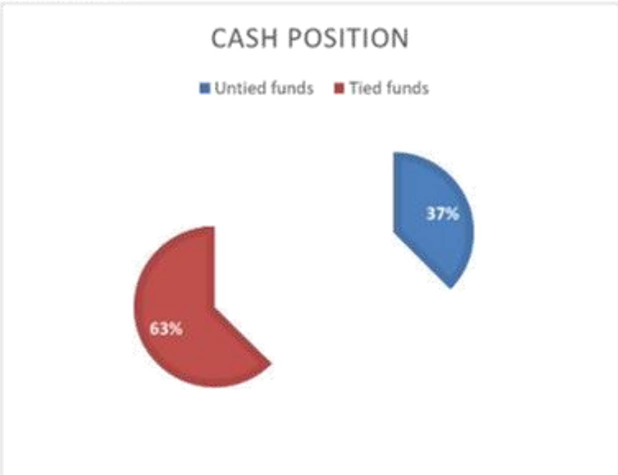
	ACTUAL	BUDGET	% of Budget
Current assets			
Cash and cash equivalents	20,470,911	8,788,037	133%
Receivables	837,263	572,229	46%
Inventories	122,694	277,629	-56%
Contract assets	2,711,831	-	
Other financial assets - leases	367,159	278,694	32%
Total current assets	24,509,858	9,916,590	147%
Non-current assets			
Other financial assets - lease NC	9,346,614	10,055,643	-7%
Property, plant and equipment	113,421,599	94,768,728	20%
Intangible assets - fishing licence	-	-	
Total non-current assets	122,768,213	104,824,371	17%
Total assets	147,278,071	114,740,960	28%
Current liabilities			
Payables	843,102	1,143,916	-26%
Contract liabilities	12,033,185	1,327,613	806%
Provisions	398,683	186,017	114%
Total current liabilities	13,274,970	2,657,547	400%
Non-current liabilities			
Provisions - NC	140,133	189,227	-26%
Total non-current liabilities	140,133	189,227	
Total liabilities	13,415,103	2,846,774	371%
Net community assets	**133,862,968**	**111,894,186**	20%
Asset revaluation surplus	64,933,449	55,097,605	18%
Retained surplus	68,929,520	56,796,581	21%
Total community equity	**133,862,968**	**111,894,186**	20%



Cash Position and Un-tied Funds

July 2026

Cash at bank	20,470,911	
Debtors	837,263	
Total cash & debtors		**21,308,174**
Tied grants	53,060	
Liabilities	13,274,970	
Total tied grants & liabilities		**13,328,030**
Untied Funds		**7,980,144**
Total cash less liabilities		7,142,881
Debtors		837,263
Total untied cash & debtors		**7,980,144**

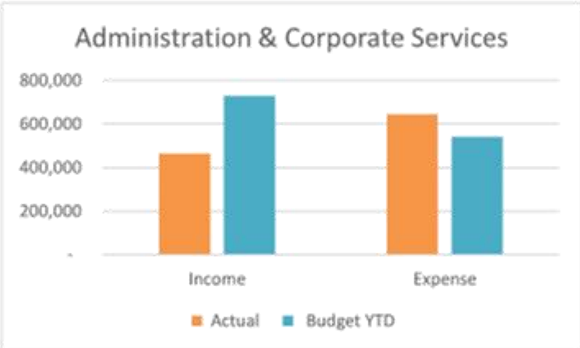


Performance by Division

July 2026

Accommodation	Actual	Budget YTD	Variance $	Variance %	Comments
Income	27,319	32,021	(4,702)	-15%	
Expense	30,943	20,571	10,372	50%	
Profit / (Loss)	**(3,625)**	**11,450**	(15,075)	-132%	

Administration & Corporate Services	Actual	Budget YTD	Variance $	Variance %	Comments
Income	464,170	729,554	(265,384)	-36%	
Expense	645,462	539,697	105,765	20%	
Profit / (Loss)	**(181,292)**	**189,858**	(371,149)	-195%	



Councillors	Actual	Budget YTD	Variance $	Variance %	Comments
Income	-	-	-	-	
Expense	38,416	46,061	(7,645)	-17%	
Profit / (Loss)	**(38,416)**	**(46,061)**	7,645	-17%	

Performance by Division

July 2026

Fuel	Actual	Budget YTD	Variance $	Variance %	Comments
Income	53,889	45,563	8,326	18%	
Expense	36,475	40,502	(4,027)	-10%	
Profit / (Loss)	**17,414**	**5,061**	12,353	244%	

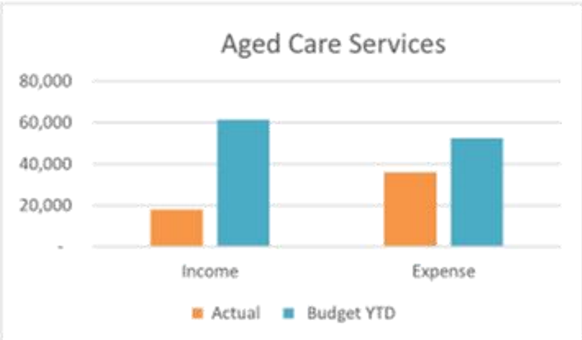
Parks & Gardens	Actual	Budget YTD	Variance $	Variance %	Comments
Income	-	-	-	0%	
Expense	8,742	12,625	(3,883)	-31%	
Profit / (Loss)	**(8,742)**	**(12,625)**	3,883	-31%	

Performance by Division

July 2026

Land & Sea	Actual	Budget YTD	Variance $	Variance %	Comments
Income	23,962	157,715	(133,754)	-85%	
Expense	164,200	154,942	9,259	6%	
	(140,239)	**2,773**	(143,012)	-5157%	

Aged Care Services	Actual	Budget YTD	Variance $	Variance %	Comments
Income	17,959	61,429	(43,470)	-71%	
Expense	35,989	52,441	(16,452)	-31%	
Profit / (Loss)	**(18,029)**	**8,989**	(27,018)	-301%	

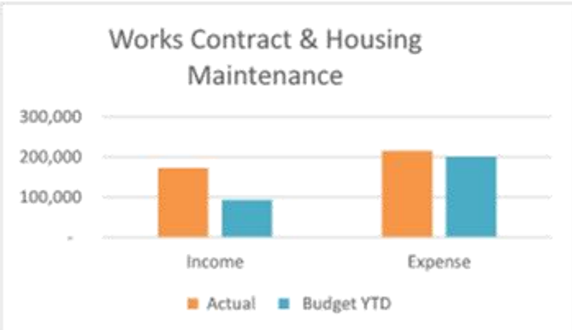


Performance by Division

July 2026

Water & Sanitation	Actual	Budget YTD	Variance $	Variance %	Comments
Income	-	-	-		
Expense	11,357	54,893	(43,536)	-79%	
Profit / (Loss)	**(11,357)**	**(54,893)**	43,536	-79%	

Works Contract & Housing Maintenance	Actual	Budget YTD	Variance $	Variance %	Comments
Income	173,146	92,593	80,554	87%	
Expense	215,811	200,683	15,128	8%	
Profit / (Loss)	**(42,665)**	**(108,091)**	65,426	-61%	



Performance by Division

July 2026

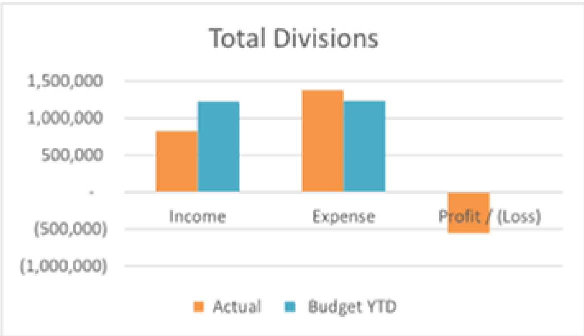
Works Other	Actual	Budget YTD	Variance $	Variance %	Comments
Income	53,487	74,039	(20,552)	-28%	
Expense	129,193	69,659	59,534	85%	
Profit / (Loss)	**(75,706)**	**4,380**	(80,086)	-1828%	

Workshop	Actual	Budget YTD	Variance $	Variance %	Comments
Income	6,815	28,673	(21,858)	-76%	
Expense	62,240	40,284	21,956	55%	
Profit / (Loss)	**(55,425)**	**(11,611)**	(43,814)	377%	

Performance by Division

July 2026

Total Divisions	Actual	Budget YTD	Variance $	Variance %	Comments
Income	820,748	1,221,588	(400,840)	-33%	
Expense	1,378,829	1,232,357	146,472	12%	
Profit / (Loss)	**(558,081)**	**(10,770)**	(547,311)	5082%	



WIP & Capital Projects Expenditure Report

July 2026

Note: amounts reported are unaudited and subject to further review by EFM and Internal Auditors.

Row	Asset No & Asset Sub No	Sub-account	JN	Asset Group	Description/Name	Initial budget	Add FY 2026 ($)	Total Cost -life to date as at 30 June 2026	Add FYTD 31 July 2026 ($)	Total Cost -life to date as at 31 July 2027	Variance to Budget under / (over)
1	WIP23	**70-20-10-385**	385	Building	New store	$1,070,000	$54,894	$1,748,642	$0	$1,748,642	-$678,642
2	WIP20	**70-20-20-291**	291	Housing	ATSIH Remote Housing #2 Budget $2,352,941 (inc GST) - Weipa Road	$2,352,941	$220,321	$2,094,420	$24,978	$2,119,398	$233,543
3	WIP8	**70-20-10-368**	368	Other infrastructure	Landfill	$300,000	$0	$103,270	$0	$103,270	$196,730
4	WIP23	**70-20-10-801**	801	Other infrastructure	Cullen Point Camping and Mission Site Development (RCIF Round 2)	$3,220,359	$92,800	$1,233,958	$34	$1,233,992	$1,986,367
5	WIP24	**70-20-10-320**	320	Water and Sewerage	BOR R06 Mapoon Sewerage Works and Water Recovery Facility	$495,000	$5,100	$454,895	$0	$454,895	$40,105
6	WIP24-02	**10-20-10-132**	JN132	Building	NIAA - Remote Australia Strategies Programme - Mapoon New Store Commercial Chiller, Freezer and Dry Goods Storage - Budget $495,000 (exc GST) Extension Granted to 31.10.2023	$495,000	$1,677	$395,093	$0	$395,093	$99,907
7	WIP24-03	**10-20-30-135**	JN135	Plant & equipment	Indigenous Land and Sea Corporation (ILSC) - 14 metre multi purpose barge. Budget $1,300,000 (exc GST)	$1,300,000	$15,445	$1,228,886	$0	$1,228,886	$71,114
8	WIP24-04	**70-20-10-338**	JN338	Other infrastructure	ICCIP Project 3.08 Transfer Station	$1,444,000	$163,958	$1,494,037	$5,032	$1,499,069	-$55,069
9	WIP24-05	**70-20-10-366**	JN366	Water and Sewerage	Additional bore, Supervisory Control and Data Acquisition (SCADA).upgrades and associated works. Budget $2,824,375. Mthly reports payments 60%,30% implemneting costs & design, 10% completion	$2,824,375	$4,695	$3,275,391	$0	$3,275,391	-$451,016
10	WIP24-06	**70-20-20-294**	JN294	Building	Building Better Regions Fund - Infrastructure Project Stream - Round 5 Project: Mapoon Ranger Base Visitor Information and Interpretive Centre	$1,814,319	$285,514	$1,566,088	$26,754	$1,592,841	$221,478
11	n/a	**70-20-10-389**	JN389	Building	Phase one main building for new ranger base	$590,000	$42,386	$579,045		$579,045	$10,955
12	WIP25-01	**70-10-10-387**	JN387	Other infrastructure	QRA - DRFA Reconstruction of Essential Public Assets - Thuungu Road (MASC.0016.2223G.REC, MASC.0018.2223G.REC) MASC.0016.2223G.REC - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2022/2023 Reconstruction of Essential Public Assets To 30/06/2026 Budget: $3,445,560.84 (Exc GST)	$3,445,560	$39,568	$4,001,765	$0	$4,001,765	-$556,205
13	n/a			Other infrastructure	QRA - DRFA Reconstruction of Essential Public Assets - Thuungu Road		$0	$339,273	$0	$339,273	-$339,273
14	n/a		jn285	Other infrastructure	QRA - DRFA Reconstruction of Essential Public Assets - Thuungu Road		$0	$180,244	$0	$180,244	-$180,244
15	WIP25-02	**70-20-10-401**	JN401	Other infrastructure	2024-27 W4Q - New Cemetery for Mapoon 2024-27 W4Q - New Cemetery for Mapoon - Budget $1,000,000 excl GST	$1,000,000	$131,226	$131,226	$0	$131,226	$868,774
16	WIP25-03	**70-20-10-402**	JN402	Building	2024-27 W4Q - Upgrade Mums & Bubs Facility on Hudson Street 2024-27 W4Q - Upgrade ICT Connectivity for Mums & Bubs & Aged Care Facilities - $100,000 excl GST	$165,000	$304	$304	$0	$304	$164,696
17	WIP25-04	**70-20-10-403**	JN403	Building	2024-27 W4Q - Upgrade Kitchen & Toilets in Sports & Rec Hall - Budget $110,000 excl GST	$100,000	$25,552	$25,552	$0	$25,552	$74,448
18	WIP25-05	**70-20-10-404**	JN404	Building	2024-27 W4Q - Upgrade Kitchen & Toilets in Sports & Rec Hall	$100,000	$8,897	$8,897	$0	$8,897	$91,103
19	WIP25-06	**70-20-10-405**	JN405	Building	2024-27 W4Q - Renovate Staff Housing Lot 12,13,14,15 Clermont Road 2024-27 W4Q - Renovate Staff Housing Lot 12,13,14,15 Clermont Road - $175,000 excl GST	$175,000	$380	$100,833	$0	$100,833	$74,167
20	WIP25-08	**70-20-20-410**	JN410	Other infrastructure	QRA / DRFA 2024/25 - Mapoon Airport Runway Widening (MASC.0020.2425S.QMF) QRA / DRFA 2024/25 - Mapoon Airport Runway Widening (MASC.0020.2425S.QMF) Budget: $2,000,000	$2,000,000	$12,170	$54,443	$8,000	$62,443	$1,937,557

WIP & Capital Projects Expenditure Report

July 2026

Note: amounts reported are unaudited and subject to further review by EFM and Internal Auditors.

Row	Asset No & Asset Sub No	Sub-account	JN	Asset Group	Description/Name	Initial budget	Add FY 2026 ($)	Total Cost -life to date as at 30 June 2026	Add FYTD 31 July 2026 ($)	Total Cost -life to date as at 31 July 2027	Variance to Budget under / (over)
21	WIP25-09	**70-20-20-350**	JN350	Other infrastructure	Cullen Point Barge Ramp Rock Wall - Dept of Infrastructure, Transport, Regional Development, Communications & The Arts ($600,000 ex gst) Cullen Point Barge Ramp Rock Wall - Dept of Infrastructure, Transport, Regional Development, Communications & The Arts	$600,000	$0	$321,827	$0	$321,827	$278,173
22	WIP25-10	**70-20-10-351**	JN351	Other infrastructure	Department of Transport and Main Roads - ATSI TIDS Cullen Point Rock Goyne -$1,1885,000 (from July 2024)	$1,188,500	$10,676	$1,199,176	$0	$1,199,176	-$10,676
23	WIP25-14	**70-21-20-491**	JN491	Building	Aged Care Facility upgrades project -Community Grants Hub ACCAP ($170,000 start July 2024) Aged Care Facility upgrades project -Community Grants Hub ACCAP ($170,000 start July 2024)	$170,000	$80,930	$133,657	$0	$133,657	$36,343
24	tba	**70-20-20-300**	300	Housing	DoH Remote Capital Program FUNDING AGREEMENT - Umbrella Funding (Schedule 1)	$570,000	$100,010	$100,010	$16,720	$116,730	$453,270
25	tba	**70-20-20-301**	301	Housing	DoH Remote Capital Program FUNDING AGREEMENT - Umbrella Funding (Schedule 2)	$5,035,374	$279	$279	$0	$279	$5,035,095
26	tba	**70-20-20-302**	302	Housing	DoH Remote Capital Program FUNDING AGREEMENT - Umbrella Funding (Schedule 3)	$2,877,356	$0	$0	$0	$0	$2,877,356
27	tba	**70-20-20-303**	303	Housing	DoH Remote Capital Program FUNDING AGREEMENT - Umbrella Funding (Schedule 4)	$2,992,451	$0	$0	$0	$0	$2,992,451
28	tba	**70-20-20-304**	304	Housing	DoH Remote Capital Program FUNDING AGREEMENT - Umbrella Funding (Schedule 5)	$15,243,563	$46,885	$46,885	$3,846	$50,731	$15,192,832
29											
30											
31											
32						**$51,568,798**	**$1,343,665**	**$20,818,095**	**$85,363**	**$20,903,459**	

9 ANY OTHER BUSINESS

9.1 CONTRACTS MANUAL

Author: **Mala Guivarra, Executive Support Officer**

Authoriser: **Chad King, Chief Executive Officer**

Attachments: **1. Draft Contracts Manual**

PURPOSE OF REPORT

To present the revised Contract Manual (Version 3.0) for Council's consideration and adoption in accordance with the requirements of section 222 of the Local Government Regulation 2012.

BACKGROUND

Section 222 of the Local Government Regulation 2012 requires each Council to adopt and maintain a Contract Manual that establishes the procedures for the administration, management and monitoring of contracts entered into by Council.

The Contract Manual has been reviewed to ensure it remains consistent with current legislative requirements, Council's Procurement Policy and current procurement and contract management practices. The review also incorporates amendments arising from the Empowering Councils legislative reforms and reflects improvements identified through Council's ongoing governance review.

The Manual provides officers with a consistent framework for the planning, procurement, administration, management and monitoring of contracts and supports compliance with the sound contracting principles contained in the *Local Government Act 2009*.

DISCUSSION

The revised Contract Manual strengthens Council's governance framework by providing greater clarity around procurement, contract administration, probity and legislative compliance throughout the contract lifecycle.

The principal amendments include:

- Updated references to legislative requirements, including procurement reforms introduced under the *Empowering Councils* legislation.
- Expanded guidance on the use of Registers of Pre-qualified Suppliers, Preferred Supplier Arrangements and Local Government Association (LGA) procurement arrangements.
- Greater clarification regarding procurement exemptions and alternative procurement methods permitted under the *Local Government Regulation 2012*.
- Strengthened governance and probity requirements, including conflict of interest declarations, confidentiality obligations and probity planning for complex procurements.
- Clarification that contractors, consultants and project managers are not authorised to undertake procurement activities or commit Council funds unless formally delegated by the Chief Executive Officer.

- Enhanced requirements relating to quotation, tender and evaluation processes to improve consistency, transparency and accountability.
- Inclusion of requirements for budget verification prior to entering into contractual commitments.
- Expanded provisions relating to sole source procurement, legislative exemptions, disposal of assets and public interest disposals.
- Introduction of additional guidance regarding contract negotiations, contract variations, record keeping and documentation requirements.
- Strengthened provisions prohibiting order splitting to avoid procurement thresholds or delegated authority limits.
- Updated references to associated policies, including the Procurement Policy, Delegations Register and Disposal of Current Assets Policy.

The revised Manual complements Council's Procurement Policy and provides officers with practical guidance to ensure procurement activities are undertaken consistently and in accordance with legislative obligations.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the adoption of the revised Contract Manual.

Implementation of the Manual is expected to improve procurement governance, reduce procurement risk, strengthen contract administration and support better value for money outcomes across Council's operations.

LEGISLATIVE IMPLICATIONS

The Contract Manual has been prepared to ensure compliance with:

- Local Government Act 2009
- Local Government Regulation 2012
- Financial Accountability Act 2009
- Public Records Act 2023
- Right to Information Act 2009
- Information Privacy Act 2009
- Work Health and Safety Act 2011
- Crime and Corruption Act 2001

The Manual meets Council's obligation under section 222 of the Local Government Regulation 2012 to maintain a Contract Manual.

RISK IMPLICATIONS

Adoption of the revised Contract Manual will:

- strengthen procurement governance
- improve legislative compliance
- reduce procurement and contract management risks
- improve accountability and transparency in contracting activities
- provide clearer guidance to Council officers
- support consistent application of Council's Procurement Policy and Delegations Register.

Failure to maintain an up-to-date Contract Manual may expose Council to increased procurement risks, governance deficiencies and potential legislative non-compliance.

RECOMMENDATION

That Council resolves to:

1. Adopts the Contract Manual Version 3.0

   AND

2. Authorise the Chief Executive Officer to make minor administrative, formatting and legislative reference amendments that do not alter the intent of the Manual.

Mapoon Aboriginal Shire Council

Contracts Manual

This document is the official Contract Manual of the Mapoon Aboriginal Shire Council, developed and adopted in accordance with the requirements of the Local Government Act 2009 (Qld), the Local Government Regulation 2012 (Qld), the Public Records Act 2002 (Qld), relevant local laws, and Council's adopted policies and procedures.

The Contract Manual is a statutory document required under section 222 of the Local Government Regulation 2012. It establishes the procedures and requirements for the planning, administration, management and monitoring of contracts undertaken by Council and provides guidance to employees in carrying out contracting activities in a manner that is consistent, transparent, accountable and aligned with the sound contracting principles.

Document Version Control			
Version	Date	Resolution Number	Details
1.0	12/07/2023	C103/23	**Responsible Officer:** Finance/Governance **Policy Type:** Statutory Policy
2.0	05/07/2024	C095/2024	**Responsible Officer:** Finance/Governance **Policy Type:** Statutory Policy
3.0			**Responsible Officer:** Finance/Governance **Policy Type:** Statutory Policy
		Recommended Review Date:	30/06/2027

1. Introduction

Mapoon Aboriginal Shire Council is committed to ensuring that all contracting activities are undertaken in a manner that demonstrates transparency, accountability, value for money, ethical conduct and compliance with legislative requirements.

This Contract Manual enables Mapoon Aboriginal Shire Council to provide a consistent framework for the planning, procurement, administration, management and monitoring of contracts entered into by Council. The Manual establishes the procedures, responsibilities and controls that apply throughout the contract lifecycle and supports Council officers in carrying out contracting activities in accordance with legislative obligations and sound governance principles.

The Manual has been prepared in accordance with the requirements of the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld), including the requirement for local governments to adopt and maintain a contract manual. It supports the implementation of Council's Procurement Policy and complements other governance documents including Council's Delegations Register, Financial Management Framework, Disposal of Current Assets Policy, Code of Conduct, Fraud and Corruption Control Framework, and relevant operational procedures.

The purpose of this Manual is to ensure that contracts are managed effectively and consistently, that risks are appropriately identified and controlled, and that Council obtains the best possible outcomes for the community through responsible stewardship of public resources.

2. Scope

This Policy applies to all Council employees, contractors, consultants and authorised officers involved in the procurement, establishment, administration or management on behalf of Mapoon Aboriginal Shire Council. Compliance with this manual is mandatory unless otherwise authorised in accordance with Mapoon Aboriginal Shire Council's delegations and legislative requirement.

This Manual applies to all procurement and disposal activities and the resulting contracts, as defined in Section 3 – Definitions.

3. Definitions

Name	Definition
Consultant	An individual or organisation engaged by Council to provide independent professional, technical, strategic, advisory or specialist services to assist Council in decision-making, project delivery, planning, compliance or the performance of its functions.
Contractor	Any individual, company, consultant, supplier, service provider, labour hire organisation or other entity engaged by Council under a contract or other arrangement to provide goods, services, works or professional advice to Council. The term includes subcontractors engaged by the Contractor but does not include Council employees.
Disposal	The sale, trade-in, transfer, donation, recycling, write-off or other authorised removal of Council-owned goods, assets or materials from Council ownership, possession or control.
Disposal contract	Contracts for the disposal of valuable non-current assets (excluding land) and surplus assets.
Expression of Interest (EOI)	The formal process used by Council to invite suppliers or contractors to demonstrate their capability, capacity, experience and suitability to provide goods, services or works, prior to Council determining whether to proceed to a quotation, proposal or tender process.

Name	Definition
Genuine Emergency	An unforeseen situation requiring immediate action to protect life, property, essential services, public health, public safety or Council assets.
Governance	The framework of policies, procedures, delegations, controls and decision-making processes through which Council directs, manages and monitors its activities to ensure accountability, transparency, compliance with legislative requirements and the achievement of Council objectives.
Preferred supplier	A pre-qualified supplier that has been selected by Council to provide specified goods or services under a standing offer arrangement, typically based on agreed pricing, terms, and conditions.
Pre-qualified supplier	A supplier that has been assessed and approved by Council as meeting specified criteria, including capability, experience, and compliance requirements, and is eligible to provide goods or services in accordance with section 232(3) of the Local Government Regulation 2012.
Probity	Adherence to the highest standards of honesty, integrity, and ethical conduct in decision-making and actions, ensuring transparency, fairness, and accountability in all procurement and business activities.
Procurement	The process by which Council acquires goods and services, including the planning, sourcing, evaluation, purchasing, and ongoing management of contracts, in accordance with legislative and policy requirements.
Procurement contract	Contracts to purchase goods and services, including the provision of works.
Project Manager	An individual or organisation engaged by Council to plan, coordinate, manage and monitor the delivery of a project on Council's behalf, including the administration of project scope, budget, schedule, contractors and reporting requirements.
Sound contracting principles	Refer to section 5
Standing offer arrangement	An agreement under specified terms and conditions whereby Council may purchase goods or services, as required, over a defined period at agreed pricing or a defined pricing basis. A standing offer arrangement does not generally guarantee a minimum quantity of work, although estimated quantities may be provided for guidance.
Whole-of-life cost	The total cost associated with the acquisition, ownership, operation, maintenance, and disposal of an asset over its entire lifecycle, including both direct and indirect costs.

4. Limitation on Contractors Conducting Contractor Activities

Only authorised Council Officers acting within their delegated authority may initiate, approve, or undertake procurement activities, enter into contracts, or commit expenditure on behalf of Mapoon Aboriginal Shire Council.

Contractors, consultants, project managers, labour hire personnel, or other external service providers engaged by Council are not authorised to commence a procurement process, approve procurement decisions, award contracts, or otherwise bind Council to any contractual arrangement unless they have been explicitly delegated such authority by the Chief Executive Officer through a formal Instrument of Delegation.

Council may engage contractors or consultants to provide specialist advice, technical expertise, project management services, market research, tender evaluation assistance, or other support throughout the procurement lifecycle. While such persons may assist in the planning, assessment, and administration of procurement activities, they must not exercise decision-making authority reserved to Council Officers or undertake any action that results in the commencement of a procurement process, the formation of a contract, or the commitment of Council funds without an approved delegation.

All persons involved in procurement activities on behalf of Council, including contractors and consultants, must comply with Council's procurement policies, probity requirements, confidentiality obligations, and conflict of interest provisions. Any actual, potential, or perceived conflict of interest must be declared and appropriately managed prior to participation in any procurement or disposal activity.

A suitably authorised Council Officer shall remain accountable for all procurement decisions, approvals, and outcomes where a contractor or consultant is engaged to assist with any aspect of the procurement or disposal process.

Responsibility for compliance with legislative requirements, Council policy, and delegated authority cannot be transferred to an external party.

5. Sound Contracting Principles

The Mapoon Aboriginal Shire Council is required to adhere to the principles of sound contracting for all procurement activities pursuant to section 104(3) of the Local Government Act 2009. These principles are:

1. Value for money; and
2. Open and effective competition; and
3. The development of competitive local business and industry; and
4. Environmental protection; and
5. Ethical behaviour and fair dealing.

5.1 Value for money

Value for money is not restricted to the purchase price alone. A value for money assessment may consider, but not limited to, the following factors:

1. The advancement of Council priorities and strategic objectives including supporting local suppliers wherever possible;
2. Non-price factors such as fitness for purpose, quality, service, and ongoing support;
3. Cost related factors including whole-of-life costs and transaction costs associated with acquisition, usage, storage, maintenance, and disposal;
4. Value-added opportunities, cost saving and/or discounts;
5. Technical compliance and adherence to required standards;
6. Mitigation of potential risks; and
7. Benefits to the community, including social, environmental, and economic outcomes.

5.2 Open and effective competition

Procurement must be conducted in an open and transparent manner and result in effective competition in the provision of all goods, services, and works. Council shall give fair and equitable consideration to all prospective suppliers by ensuring that:

1. Procurement and contracting processes are visible and transparent to Council, suppliers, and the public;
2. Suppliers wishing to provide goods and services have an equal opportunity to do business with Council and are given reasonable opportunities to participate; and
3. Invitations to supply are clearly specified and structured to encourage competition among suppliers, with the objective of attracting offers that deliver the best value for money.

5.3 The development of competitive local business and industry

Council encourages the development of competitive local businesses and industry when entering into contracts for the supply of goods or services, or for carrying out works. In addition to price, performance, quality, suitability, and legislative compliance, Council may also consider the following factors during evaluation:

1. Maximising opportunities for local suppliers to be considered for Council business based on merit and value for money;
2. Recognising that the local market may be limited in terms of size, diversity, and location when evaluating quotations, tenders, and expressions of interest from local suppliers;
3. Supporting economic growth within Mapoon, surrounding communities, and the broader Cape York region;
4. Encouraging the development of a diverse supply chain, with particular focus on entities that deliver social, economic, and environmental benefits to the Mapoon community;
5. Access to more readily available servicing, support, and convenient communication for contract management; and
6. Generating benefits to Council and the community through associated local commercial transactions.

5.4 Environmental protection

Council recognises that caring for the natural environment is essential to ensure it remains healthy for current and future generations. In conducting procurement activities, Council will consider the environmental impacts of its decisions and seek opportunities to reduce those impacts over time.

In line with this principle, Council may:

1. Promote the procurement of environmentally responsible goods and services that meet value for money criteria, taking into account whole-of-life costs;
2. Foster the development and use of products, processes, and services with low environmental and climatic impact;
3. Lead by example to business, industry, and the community by encouraging the adoption of environmentally sustainable goods and services; and
4. Encourage environmentally responsible practices by specifying minimum environmental requirements in procurement documentation.

5.5 Ethical behaviour and fair dealing

Council is committed to conducting all procurement activities with impartiality, fairness, independence, openness, integrity, and professionalism, ensuring probity, transparency, and accountability in all outcomes. Employees involved in procurement must uphold these principles in their discussions and negotiations with suppliers and their representatives.

To promote ethical behaviour and fair dealing, Council will:

1. Establish and observe accountable and transparent procurement and purchasing processes;
2. Ensure that all officers with procurement responsibilities act with impartiality, fairness, independence, openness, integrity, and professionalism;
3. Identify and manage any possible, actual, or perceived conflicts of interest involving Council, Council officers, Councillors, and prospective or existing contractors, requiring disclosure prior to commencing any procurement or business transaction;
4. Review relationships with suppliers found to be conducting themselves unethically; and
5. Ensure compliance with the Employee and Councillor Codes of Conduct.

6. Governance and Probity Requirements

All contracting activities undertaken on behalf of Mapoon Aboriginal Shire Council must be conducted in a manner that is transparent, accountable, ethical, and consistent with the Local Government Principles, Council's Procurement Policy, and this Contract Manual.

Council Officers, and any person involved in a contracting activity must ensure that procurement and contracting decisions are made fairly, impartially, and in the best interests of Council and the community.

The objectives of probity in contracting activities are to:

1. Achieve value for money and effective use of public resources;
2. Maintain public confidence in Council's decision-making;
3. Ensure fair and equitable treatment of suppliers;
4. Support transparent and defensible procurement outcomes;
5. Identify, disclose and manage conflicts of interest; and
6. Ensure compliance with legislative, policy and delegation requirements.

Probity requirements apply to all contracting activities regardless of value and include:

1. Compliance with approved procurement and contracting processes;
2. Maintaining confidentiality of commercial and evaluation information;
3. Managing actual, perceived or potential conflicts of interest;
4. Using consistent and documented evaluation processes;
5. Ensuring decisions are properly authorised under Council's Delegations Register; and
6. Maintaining appropriate records of procurement and contracting decisions.

6.1 Probity Declarations

For procurement activities involving quotations, tenders, expressions of interest, or evaluation panels, all persons participating in the assessment process must complete a Conflict of Interest and Confidentiality Declaration prior to accessing submissions.

No evaluation documentation or supplier submissions are to be provided to evaluators until declarations have been completed.

6.2 Conflict of Interest

All Council Officers, consultants and contractors involved in a contracting activity must disclose any actual, potential or perceived conflict of interest as soon as it becomes known.

Declared conflicts must be assessed and managed in accordance with Council policies and legislative requirements. Persons with a conflict of interest may be excluded from all or part of the procurement, evaluation or decision-making process where necessary to protect the integrity of the activity.

6.3 Probity Planning

A formal Probity Plan may be required for high-risk, high-value or complex procurement activities as determined by the Chief Executive Officer or delegate.

Where a Probity Plan is required, evaluation criteria and weightings must be established prior to the release of procurement documents and before submissions are received.

7. Budget Availability and Financial Commitment

A contract must not be entered into unless sufficient funding is available and approved within Council's adopted budget or otherwise authorised in accordance with legislative requirements.

Prior to commencing a contracting activity or awarding a contract, the responsible officer must confirm that adequate budget provision exists and that funding has been committed for the proposed expenditure. Evidence of budget availability may be required as part of the procurement and contract approval process.

In circumstances involving a genuine emergency or hardship, expenditure may be incurred in accordance with the Local Government Act 2009 and Council's Delegations Register. Any such expenditure must be reported and funded in accordance with Council resolution and legislative requirements as soon as practicable.

8. Publishing Details of Contracts

Section 237 of the Local Government Regulation 2012 requires that a local government will, as soon as practicable after entering into a contract with the value equal to, or greater than, $200,000, publish the relevant details of the contractual arrangement. These details must be published on the local government's website and displayed in a conspicuous place in the local government's public office.

9. Requirements for Quotations and Associated Information

Council officers must undertake procurement activities in accordance with the quotation and tender thresholds prescribed in Council's Procurement Policy.

When seeking quotations, officers must ensure that the process is transparent, competitive, and capable of demonstrating value for money. The number of quotations required will depend on the estimated value of the procurement and whether the goods or services can be sourced through an approved procurement arrangement.

Where available and appropriate, officers must first consider:

1. Council's Preferred Supplier List;
2. Council's Prequalified Supplier List;
3. Local Buy arrangements;
4. Standing Offer Arrangements; and
5. Other procurement arrangements permitted under the Local Government Regulation 2012.

For procurements requiring quotations, officers must:

1. Provide suppliers with sufficient information to prepare a meaningful quotation;
2. Allow the minimum response periods specified in Council's Procurement Policy;
3. Ensure quotations are appropriately documented and retained on Council's records management system;
4. Assess quotations against the stated requirements and value for money considerations;
5. Consider local supplier participation in accordance with Council's Procurement Policy;
6. Document reasons for selecting a supplier, particularly where the lowest conforming quotation is not accepted; and
7. Ensure all approvals are obtained in accordance with Council's Delegations Register.

For higher-value procurements, officers must prepare an appropriate specification or scope of works, identify evaluation criteria before seeking quotations, and maintain records demonstrating how the successful supplier was selected.

Where fewer quotations are received than required under Council's Procurement Policy, the responsible officer must document the circumstances and demonstrate that reasonable efforts were made to obtain competitive quotations and that the selected procurement approach represents value for money.

10. Requirements for Tenders or Proposals

In accordance with the Local Government Regulation 2012, Council must invite written tenders for the carrying out of work, or the supply of goods and services, where the expected value of the procurement is greater than $280,000 (exclusive of GST), unless an exemption under the legislation applies.

Prior to commencing a tender process, the responsible officer must ensure that:

1. Sufficient budget provision exists;
2. The procurement has been appropriately planned;
3. The proposed procurement method complies with Council's Procurement Policy and this Contract Manual; and
4. All required approvals have been obtained in accordance with Council's Delegations Register.

Council may undertake its procurement obligations through the use of approved purchasing arrangements established by the Local Government Association of Queensland's procurement services company, Local Buy, or other arrangements recognised under the Local Government Regulation 2012. Where an approved Local Buy arrangement is utilised, Council is not required to undertake a separate public tender process, provided the procurement is conducted in accordance with the terms of the arrangement and legislative requirements.

When determining the most appropriate procurement method, Council will have regard to:

1. Value for money;
2. The complexity and risk of the procurement;
3. Opportunities for local and Indigenous business participation;
4. Market capability and supplier availability;
5. Council's operational requirements; and
6. The principles of transparency, accountability and ethical conduct.

Any exemption from the requirement to invite written tenders must be fully documented and approved in accordance with legislative requirements, Council's Procurement Policy and delegated authority.

11. Sole or Select Sourcing

Council may procure goods, services or works from a single supplier, or a restricted number of suppliers, without inviting public tenders or quotations where permitted under the Local Government Regulation 2012, Council's Procurement Policy, or another applicable legislative exemption.

Circumstances where a sole source or limited market procurement may be applicable include:

1. Where it is in the public interest;
2. Where there is only one known supplier capable of providing the required goods, services or works;
3. Where there is a genuine lack of available suppliers in the marketplace;
4. Where the procurement is restricted by intellectual property rights, licensing arrangements, proprietary systems, or third-party ownership of an asset;
5. Where a supplier has been selected through a compliant multi-stage procurement process;
6. Where an approved Local Buy, prequalified supplier, standing offer or other arrangement permitted under section 234 of the Local Government Regulation 2012 is utilised; or
7. Where another legislative exemption applies.

Prior to undertaking a sole source procurement, the responsible officer must document:

1. The reasons for the proposed exemption;
2. The basis on which value for money will be achieved;
3. Any risks associated with the procurement;
4. The approval obtained under Council's Delegations Register; and

5. Any supporting market analysis or evidence demonstrating the limited availability of suppliers.

Where a procurement or disposal process has already commenced, the process must be formally discontinued and appropriately documented before an alternative procurement method is adopted.

The use of a sole source procurement does not remove Council's obligation to demonstrate value for money, accountability, transparency and compliance with the sound contracting principles contained in the Local Government Act 2009.

12. Exemptions from Tendering

Council may enter into procurement or disposal arrangements without undertaking a separate quotation, tender or request for proposal process where an exemption is permitted under the Local Government Act 2009, the Local Government Regulation 2012, or Council's Procurement Policy.

Exemptions may include, but are not limited to, the following circumstances:

1. Contracts entered into with:
    a. The Commonwealth, State or Territory Government;
    b. Another local government;
    c. A government agency, statutory authority or public authority; or
    d. A corporation owned or controlled by a government entity.
2. Contracts established under procurement arrangements or purchasing schemes made available by:
    a. the Commonwealth, State or Territory Government;
    b. another local government; or
    c. an approved local government procurement arrangement.
3. Purchases made at a public auction.
4. Contracts entered into due to a genuine emergency, disaster event, or hardship situation where it is not practicable to undertake a competitive procurement process.
5. Contracts established through a Local Buy arrangement or another arrangement permitted under section 234 of the Local Government Regulation 2012.
6. Contracts established under:
    a. A panel arrangement;
    b. A standing offer arrangement;
    c. A preferred supplier arrangement; or
    d. A register of prequalified suppliers,

    where the arrangement has been established through an approved procurement process and in accordance with Council's Procurement Policy and delegated authority.
7. Circumstances where an existing panel, standing offer, preferred supplier arrangement or register of prequalified suppliers does not adequately meet Council's operational requirements, and an alternative procurement approach has been approved by the relevant delegate and appropriately documented.
8. The use of an exemption does not remove Council's obligation to:
    a. Achieve value for money;
    b. Comply with the sound contracting principles contained in the Local Government Act 2009;
    c. Maintain appropriate records;
    d. Obtain the necessary approvals under Council's Delegations Register; and
    e. Demonstrate that the exemption was applied appropriately and in accordance with legislative requirements.

13. Shortlisting

Council may utilise shortlisting during quotation, tender, proposal or expression of interest processes where it is considered appropriate to efficiently identify suppliers capable of meeting Council's requirements.

Where an Expression of Interest (EOI) process is undertaken, Council may invite a shortlist of respondents to participate in a subsequent quotation, proposal or tender process, provided that:

1. The intention to shortlist is disclosed in the EOI documentation;
2. The shortlisting criteria are clearly identified before submissions are received;
3. Submissions are assessed consistently against the published criteria; and
4. The process is conducted in accordance with the principles of fairness, transparency and value for money.

All shortlisting decisions must be appropriately documented and retained on Council's records management system.

14. Acceptance of Tenders, Proposals and Quotations

Council will accept the tender, proposal or quotation that represents the best overall value for money and is considered most advantageous to Council, having regard to the evaluation criteria, procurement objectives and the sound contracting principles contained in the Local Government Act 2009.

Council is not obliged to accept the lowest-priced submission or any submission received.

In determining the preferred supplier, Council may consider factors including:

1. Price and whole-of-life costs;
2. Compliance with specifications and requirements;
3. Demonstrated capability, capacity and experience;
4. Quality, safety and risk considerations;
5. Local and Indigenous business participation, where applicable;
6. Past performance; and
7. Any other criteria identified in the procurement documentation.

All procurement decisions must be appropriately documented and approved in accordance with Council's Procurement Policy, Delegations Register and this Contract Manual.

15. Modifications and Negotiations

Council may seek clarification, modifications or undertake negotiations with one or more suppliers during a quotation, proposal, expression of interest or tender process where this is permitted by the procurement documentation and is consistent with the principles of fairness, transparency and value for money.

Following the receipt and evaluation of submissions, Council may:

1. Seek clarification of information contained within a submission;
2. Invite a preferred supplier or shortlisted suppliers to refine their submission;
3. Negotiate scope, methodology, pricing, contractual terms or delivery arrangements; or
4. Request revised offers from one or more suppliers.

Where negotiations are undertaken, they must not unfairly disadvantage other suppliers or materially alter the nature of the procurement without appropriate approval and documentation.

All negotiations, clarifications and modifications must be appropriately documented and conducted in accordance with Council's Procurement Policy, this Contract Manual and applicable probity requirements.

Council officers involved in negotiations must ensure that confidentiality, conflict of interest, fairness and ethical conduct are maintained throughout the procurement process.

16. Alternative Procurement Arrangements and Legislative Exemptions

Council may utilise alternative procurement arrangements and legislative exemptions permitted under the Local Government Regulation 2012 in circumstances where inviting quotations or tenders is not required or would not provide the best outcome for Council.

Alternative procurement arrangements may include:

1. Approved contractor lists;
2. Registers of pre-qualified suppliers;
3. Preferred supplier arrangements;
4. Local Buy and other approved LGA arrangements;
5. Quote or tender consideration plans adopted by Council resolution; and
6. Other arrangements specifically authorised under legislation.

Council may also rely on legislative exemptions where:

1. Only one supplier is reasonably available;
2. The services required are specialised or confidential in nature;
3. A genuine emergency exists;
4. The procurement is from another government agency;
5. Goods are purchased by auction; or
6. Second-hand goods are being acquired.

Where an exemption or alternative procurement arrangement is used, the responsible officer must:

1. Document the basis for the exemption;
2. Demonstrate how value for money will be achieved;
3. Consider the sound contracting principles;
4. Obtain the required approvals under Council's Delegations Register; and
5. Retain sufficient records to demonstrate compliance with legislative requirements and Council policy.

17. Disposal of Goods and Assets

Council must dispose of surplus, obsolete or unserviceable goods and non-current assets in a manner that is transparent, accountable and achieves value for money.

The disposal of goods and non-current assets (excluding land) must be undertaken in accordance with Council's Procurement Policy, Disposal of Current Assets Policy, Asset Management Framework, Delegations Register and any legislative requirements.

For higher-value assets, disposal will generally be undertaken through a competitive process such as public auction, public tender, expressions of interest or another approved market-based approach. The disposal method selected must be appropriate to the nature, condition and estimated value of the asset.

Where the value of an asset falls below the disposal thresholds prescribed in Council's Disposal of Current Assets Policy, an alternative disposal method may be used, provided that:

1. The disposal represents value for money;
2. Appropriate approvals have been obtained;
3. Any conflicts of interest are managed;
4. The disposal process is appropriately documented; and

5. Probity and transparency are maintained.

Council officers must not dispose of Council assets for personal benefit or in a manner that could give rise to an actual, perceived or potential conflict of interest.

All asset disposals must be supported by appropriate records, including the asset details, disposal method, approvals obtained, sale proceeds (if applicable) and the basis for the disposal decision.

18. Disposal in the Public Interest

Council may determine that a disposal process should proceed on the basis that it is in the public interest not to apply the usual disposal requirements prescribed by legislation or Council policy.

A public interest disposal may be considered where the disposal delivers a clear community, cultural, social, economic or operational benefit to Council or the Mapoon community that outweighs the benefits of a competitive disposal process.

Any decision to dispose of goods or assets on public interest grounds must:

1. Be supported by documented reasons;
2. Clearly identify the public interest considerations relied upon;
3. Be approved by the appropriate delegated authority or Council, as required; and
4. Comply with any applicable legislative requirements.

A public interest determination may apply to a specific disposal or a class of disposals where Council considers it appropriate to do so.

19. Order Splitting

Council officers must not divide a procurement into multiple purchases, contracts or stages for the purpose of avoiding procurement thresholds, approval requirements, tendering obligations or delegated authority limits.

When determining the appropriate procurement process, the total estimated value of the procurement, including any related purchases, stages, extensions or options, must be considered.

20. Delegation and Guidance Material

This Contract Manual does not amend, replace or override any delegation made by Council.

All procurement, contracting and disposal activities must be undertaken in accordance with the current Delegations Register and any conditions attached to those delegations.

Where there is any inconsistency between this Contract Manual and a delegation, the matter must be referred to the Chief Executive Officer for clarification and, where necessary, the delegation or this Manual should be reviewed and updated.

The Chief Executive Officer may issue administrative procedures, guidance notes, forms, templates and other explanatory material to assist officers in complying with this Contract Manual.

21. Variations to this Policy

Mapoon Aboriginal Shire Council reserves the right to amend, replace, or revoke this Policy at any time.

22. Relevant Legislation

1. Local Government Act 2009
2. Local Government Regulation 2012
3. Financial Accountability Act 2009
4. Public Records Act 2023
5. Information Privacy Act 2009
6. Right to Information Act 2009
7. Work Health and Safety Act 2011
8. Crime and Corruption Act 2001

23. Associated Policy

1. Procurement Policy
2. Delegations Register
3. Code of Conduct
4. Disposal of Current Assets Policy
5. Fraud and Corruption Policy

24. Review

It is the responsibility of the Executive Manager Finance to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

9.2 ESTABLISHMENT OF A PRE-QUALIFIED SUPPLIER REGISTER

Author: **Katrina Savo, Acting Executive Manager Community Services**

Authoriser: **Chad King, Chief Executive Officer**

Attachments: **Nil**

PURPOSE OF REPORT

To seek Council approval to establish a Register of Pre-qualified Suppliers and to authorise the Chief Executive Officer to publicly invite applications from suitably qualified suppliers for inclusion on the Register in accordance with the *Local Government Regulation 2012*.

BACKGROUND

Mapoon Aboriginal Shire Council undertakes a significant number of procurement activities each year across a diverse range of goods, services and works.

The Register will provide Council with a pool of suppliers who have been assessed against predetermined capability, financial, work health and safety, insurance, governance, environmental and probity requirements. Inclusion on the Register will not guarantee work but will enable Council to procure from pre-qualified suppliers where permitted under legislation and Council policy.

The proposed Register supports Council's commitment to achieving value for money, transparency, ethical procurement and the development of local and Indigenous businesses.

LEGISLATIVE FRAMEWORK

The establishment and use of a Register of Pre-qualified Suppliers is authorised under the Local Government Regulation 2012.

The relevant legislative provisions include:

- **Section 232 – Exception for Register of Pre-qualified Suppliers**, which permits Council to establish and maintain a Register of Pre-qualified Suppliers through a publicly advertised application process and subsequently procure from that Register where appropriate.
- **Section 234 – Exception for LGA Arrangements**, which permits Council to utilise approved Local Government procurement arrangements where appropriate.

The Register must be established through an open invitation process and suppliers assessed against predetermined selection criteria consistent with the sound contracting principles.

Council must also continue to comply with the sound contracting principles prescribed under section 104(3) of the Local Government Act 2009, namely:

- value for money
- open and effective competition
- development of competitive local business and industry
- environmental protection
- ethical behaviour and fair dealing

The proposed Register has been developed to ensure compliance with these legislative requirements.

DISCUSSION

Officers have ensured the following criteria has been addressed to support establishment of the Register:

- Pre-Qualification Application Form
- Preferred Supplier Assessment Matrix
- Assessment methodology
- Supplier categories
- Evaluation criteria
- Governance and probity requirements.

The application documentation requires suppliers to provide information relating to:

- Business capability
- Financial capacity
- Previous experience
- Insurance
- Work health and safety systems
- Environmental management
- Conflicts of interest
- Ethical conduct
- Local and Indigenous participation
- Governance arrangements.

Applications will be assessed using a weighted evaluation matrix which considers business capability, experience, financial capacity, WHS systems, insurance, environmental management, ethical conduct and local and social value outcomes.

Following Council approval, applications will be publicly invited through Council's website and other appropriate advertising platforms.

Once the application period has closed, submissions will be evaluated by an assessment panel in accordance with the approved assessment methodology.

A further report will then be presented to Council recommending suppliers for inclusion on the Register of Pre-qualified Suppliers.

BENEFITS

The establishment of a Register of Pre-qualified Suppliers will:

- Improve procurement efficiency
- Reduce procurement lead times
- Ensure suppliers have been appropriately assessed prior to engagement
- Strengthen governance and probity
- Improve consistency in procurement decision-making
- Support opportunities for local and Indigenous businesses
- Improve value for money
- Reduce procurement risk.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from establishing the Register.

The Register is expected to reduce procurement administration costs, improve procurement efficiency and provide better value for money over time.

RISK IMPLICATIONS

The Register will reduce procurement risk by ensuring suppliers have been assessed before being engaged by Council.

Risks relating to financial capacity, insurance, workplace health and safety, environmental compliance, governance and supplier capability will be assessed during the application process.

The Register will also strengthen compliance with Council's Procurement Policy, Contract Manual and legislative procurement requirements.

RECOMMENDATION

That Council resolves to:

1. Authorises the Chief Executive Officer to publicly invite applications from suitably qualified suppliers for inclusion on the Register of Pre-qualified Suppliers
2. Authorises the Chief Executive Officer to appoint an assessment panel to evaluate applications in accordance with the approved assessment criteria
3. Receive a further report following completion of the assessment process recommending suppliers for inclusion on the Register of Pre-qualified Suppliers.

9.3 ANNUAL REVIEW OF PROCUREMENT POLICY

Author: **Colin Wakefield, Acting Executive Manager Financial Services**

Authoriser: **Chad King, Chief Executive Officer**

Attachments: **1. Draft Procurement Policy V6**

PURPOSE OF REPORT

To present the revised Procurement Policy for Council's consideration and adoption following its annual review. The amendments ensure the policy aligns with recent legislative changes, including the *Empowering Councils* reforms, and continues to meet the statutory requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

BACKGROUND

Section 198 of the Local Government Act 2009 requires Council to review its procurement policy every 12 months to ensure that it reflects the needs of the organisation.

DISCUSSION

Council's procurement policy outlines how it will go about purchasing goods and services, the annual review processes allow Council to ensure alignment with legislation, changes in operation needs and local economic opportunities such as the introduction or adjustment of local contracting principles. An updated procurement policy is attached for Councils consideration and adoption.

Key changes:

The Procurement Policy has been reviewed and updated to ensure alignment with current legislative requirements and procurement practices. The key amendments include:

1. **Purchasing Thresholds** – Updated purchasing thresholds to align with the provisions of the *Empowering Councils* legislation, including adjustments to reflect increases in the Consumer Price Index (CPI).
2. **Procurement Exceptions** – Expanded the policy to incorporate the exceptions relating to Registers of Pre-qualified Suppliers under section 232 of the *Local Government Regulation 2012* and LGA Arrangements under section 234 of the Regulation.
3. **Purchasing Delegations** – Revised purchasing delegations to ensure consistency with the updated purchasing thresholds introduced through the legislative amendments.
4. **Delegated Authority and Order Splitting** – Introduced additional provisions clarifying the scope of delegated purchasing authority and reinforcing the prohibition on order splitting to circumvent approved procurement thresholds.

RECOMMENDATION

That Council adopt the amended procurement policy.

Mapoon Aboriginal Shire Council

Procurement Policy

This document is an official copy of the Procurement Policy of Mapoon Aboriginal Shire Council, developed in accordance with the requirements of the Local Government Act 2009 (Qld), the Local Government Regulation 2012 (Qld), the Public Records Act 2002 (Qld), relevant local laws, and the Council's adopted policies and procedures.

The Procurement Policy is classified as a Statutory Policy. Statutory policies provide direction for the administration and delivery of Council functions and guide employee decision-making in the performance of their duties. This Policy has been formally adopted by Council to support consistent, transparent and accountable decision-making by Council officers in the administration of procurement activities.

Document Version Control			
Version	Date	Resolution Number	Details
1.0	20/03/2018		**Responsible Officer:** Executive Manager Finance **Policy Type:** Statutory Policy
2.0	16/06/2020		Major Revision
3.0	19/07/2022	C135/22	Annual Review
4.0	21/02/2023	C021/23	Review
5.0	16/04/2026	C029/26	Major Review
6.0			Annual Review – Minor Changes
		Recommended Review Date:	30/07/2027

1. Introduction

The purpose of this Policy is to provide Mapoon Aboriginal Shire Council (Council) with a structured framework for the acquisition of goods and services, in accordance with the principles of sound contracting as outlined in section 104(3) of the *Local Government Act 2009*, and to ensure compliance with section 198 of the *Local Government Regulation 2021*.

This Procurement Policy outlines Council's approach to developing and maintaining robust procurement processes that support the acquisition of goods and services while optimising value for money and effective supplier relationships.

Value for money does not necessarily mean selecting the lowest price; it involves the consideration of whole-of-life costs, environmental and human health impacts, sustainability, ethical and social responsibility, and the overall quality and benefits of the procurement.

2. Scope

This Policy applies to all Council employees involved in the procurement of goods and services. All employees engaged in the procurement process are required to understand and comply with the intent and requirements of this Policy.

Only employees with an approved financial delegation, or those granted delegation by the Chief Executive Officer (CEO), are authorised to approve and/or sign purchase requisitions. All financial delegations are subject to applicable conditions and must be applied in accordance with approved delegation limits.

3. Definitions

Name	Definition
Large-sized contractual arrangement	Procurement that are expected to be worth $280,000 (excluding GST) or more in a financial year, or over the proposed term of the contractual agreement.
Local Business	For the purposes of this Policy, Local Business refers to a business that is physically based within Mapoon, Napranum and Weipa Local Government Area and operates primarily within the community, including businesses that are locally owned, Indigenous-owned, or employ local residents.
Local supplier preference	Refer to section 7
Medium-sized contractual arrangement	Procurement that are expected to be worth between $21,000 (excluding GST) and $279,000 (excluding GST)
Preferred supplier	A pre-qualified supplier that has been selected by Council to provide specified goods or services under a standing offer arrangement, typically based on agreed pricing, terms, and conditions.
Pre-qualified supplier	A supplier that has been assessed and approved by Council as meeting specified criteria, including capability, experience, and compliance requirements, and is eligible to provide goods or services in accordance with section 232(3) of the Local Government Regulation 2012.
Probity	Adherence to the highest standards of honesty, integrity, and ethical conduct in decision-making and actions, ensuring transparency, fairness, and accountability in all procurement and business activities.

Name	Definition
Procurement	The process by which Council acquires goods and services, including the planning, sourcing, evaluation, purchasing, and ongoing management of contracts, in accordance with legislative and policy requirements.
Purchase order	A formal document issued by Council to a supplier that authorises the supply of specified goods or services, detailing quantities, pricing, terms, and conditions, and constituting a contractual agreement upon acceptance by the supplier.
Purchase requisition	An internal request seeking approval to procure goods or services, including details of quotes obtained and the rationale for supplier selection. The purchase requisition initiates the procurement process and, once approved, results in the creation of a purchase order.
Sound contracting principles	Refer to section 4.1
Standing offer arrangement	An agreement under specified terms and conditions whereby Council may purchase goods or services, as required, over a defined period at agreed pricing or a defined pricing basis. A standing offer arrangement does not generally guarantee a minimum quantity of work, although estimated quantities may be provided for guidance.
Whole-of-life cost	The total cost associated with the acquisition, ownership, operation, maintenance, and disposal of an asset over its entire lifecycle, including both direct and indirect costs.

4. Procurement Principles

There are four aspects of the Procurement Policy, which are the guiding principles that local government will apply for the period in which this policy remains current, for the procurement of goods and services:

1. The Procurement Principles provide guidance regarding ethical behaviour and sound contracting principles.
2. The Procurement Arrangements provide the procedures to be followed for each procurement category.
3. The Local Supplier Preference provides guidance on how to apply the Council's desire to give preference.
4. The Delegations prescribe the limits for staff to authorise the procurement of goods and services.

4.1 Sound Contracting Principles

The Mapoon Aboriginal Shire Council is required to adhere to the principles of sound contracting for all procurement activities pursuant to section 104(3) of the Local Government Act 2009. These principles are:

1. Value for money; and
2. Open and effective competition; and
3. The development of competitive local business and industry; and
4. Environmental protection; and
5. Ethical behaviour and fair dealing.

4.1.1 Value for money

Value for money is not restricted to the purchase price alone. A value for money assessment may consider, but not limited to, the following factors:

1. The advancement of Council priorities and strategic objectives including supporting local suppliers wherever possible;

2. Non-price factors such as fitness for purpose, quality, service, and ongoing support;
3. Cost related factors including whole-of-life costs and transaction costs associated with acquisition, usage, storage, maintenance, and disposal;
4. Value-added opportunities, cost saving and/or discounts;
5. Technical compliance and adherence to required standards;
6. Mitigation of potential risks; and
7. Benefits to the community, including social, environmental, and economic outcomes.

4.1.2 Open and effective competition

Procurement must be conducted in an open and transparent manner and result in effective competition in the provision of all goods, services, and works. Council shall give fair and equitable consideration to all prospective suppliers by ensuring that:

1. Procurement and contracting processes are visible and transparent to Council, suppliers, and the public;
2. Suppliers wishing to provide goods and services have an equal opportunity to do business with Council and are given reasonable opportunities to participate; and
3. Invitations to supply are clearly specified and structured to encourage competition among suppliers, with the objective of attracting offers that deliver the best value for money.

4.1.3 The development of competitive local business and industry

Council encourages the development of competitive local businesses and industry when entering into contracts for the supply of goods or services, or for carrying out works. In addition to price, performance, quality, suitability, and legislative compliance, Council may also consider the following factors during evaluation:

1. Maximising opportunities for local suppliers to be considered for Council business based on merit and value for money;
2. Recognising that the local market may be limited in terms of size, diversity, and location when evaluating quotations, tenders, and expressions of interest from local suppliers;
3. Supporting economic growth within Mapoon, surrounding communities, and the broader Cape York region;
4. Encouraging the development of a diverse supply chain, with particular focus on entities that deliver social, economic, and environmental benefits to the Mapoon community;
5. Access to more readily available servicing, support, and convenient communication for contract management; and
6. Generating benefits to Council and the community through associated local commercial transactions.

4.1.4 Environmental protection

Council recognises that caring for the natural environment is essential to ensure it remains healthy for current and future generations. In conducting procurement activities, Council will consider the environmental impacts of its decisions and seek opportunities to reduce those impacts over time.

In line with this principle, Council may:

1. Promote the procurement of environmentally responsible goods and services that meet value for money criteria, taking into account whole-of-life costs;
2. Foster the development and use of products, processes, and services with low environmental and climatic impact;
3. Lead by example to business, industry, and the community by encouraging the adoption of environmentally sustainable goods and services; and

4. Encourage environmentally responsible practices by specifying minimum environmental requirements in procurement documentation.

4.1.5 Ethical behaviour and fair dealing

Council is committed to conducting all procurement activities with impartiality, fairness, independence, openness, integrity, and professionalism, ensuring probity, transparency, and accountability in all outcomes. Employees involved in procurement must uphold these principles in their discussions and negotiations with suppliers and their representatives.

To promote ethical behaviour and fair dealing, Council will:

1. Establish and observe accountable and transparent procurement and purchasing processes;
2. Ensure that all officers with procurement responsibilities act with impartiality, fairness, independence, openness, integrity, and professionalism;
3. Identify and manage any possible, actual, or perceived conflicts of interest involving Council, Council officers, Councillors, and prospective or existing contractors, requiring disclosure prior to commencing any procurement or business transaction;
4. Review relationships with suppliers found to be conducting themselves unethically; and
5. Ensure compliance with the Employee and Councillor Codes of Conduct.

5. Evaluation Criteria and Purchasing Thresholds

The relative weighting of different evaluation components will depend on both the value of the transaction and the nature of the goods or services being procured. Consideration should be given to the application of evaluation criteria for medium-sized contractual arrangements where it assists in identifying the most advantageous supply arrangement for Council over the long term.

The use of evaluation criteria is mandatory for all large-sized contractual arrangements.

All purchasing thresholds, as described in Table 1, must be adhered to unless otherwise directed in writing by the CEO or varied by Council. The value of a purchase contract is to be calculated over the full contract period. Purchase Orders must be approved by the appropriately delegated officer, in accordance with the delegations provided in Table 2.

In the event of any inconsistency between these purchasing thresholds and the provisions of the Local Government Act 2009, Local Government Regulation 2012, or any other applicable legislation, the legislative requirement will prevail.

Table 1: Purchasing thresholds

Amount of	Requirement
Under $999	a. The Preferred or Prequalified Supplier List shall be utilised for these procurements where such goods and services are on the Preferred or Prequalified Supplier List. b. Quotations are not required, but staff must be able to demonstrate that Council is receiving value for money with the purchase; c. Payment for purchases under $1,000 can be made with a Corporate Card; d. Staff may make purchases with the prior approval of a purchasing delegate and request reimbursement. e. Staff may request a Purchase Order to be used for the purchase.
$1,000 - $20,999	a. The Preferred or Prequalified Supplier List shall be utilised for these procurements where such goods and services are on the

Amount of	Requirement
	Preferred or Prequalified Supplier list. A single written quote shall be obtained. b. Where suppliers cannot be sought from the Preferred or Prequalified Suppliers List, a minimum of two written quotes shall be requested, with the details recorded on the Purchase Requisition. A minimum of two working days is to be allowed for the receipt of such quotes from the time of request. c. A local supplier will be given preference for purchases in this category to encourage the development of local businesses and the availability of such goods and services to the community locally. d. Suppliers may be sourced from Local Buy Panel Arrangements with a written quotation. e. Relevant Quality Assurance and Workplace Health and Safety requirements are to be considered in the procurement of such goods and services. f. Reasons for not accepting the lowest quote from the lowest conforming local supplier must be recorded. g. Where local preference has been applied to award the procurement to a local supplier, the local preference amount applied will be noted. h. The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Chief Executive Officer's delegation to relevant Council Officers.
$21,000 - $279,999	a. A specification/scope shall be prepared for all goods and services in this category. b. The Preferred or Prequalified Supplier List shall be utilised for these procurements where such goods and services are on the Preferred or Prequalified Supplier list. A minimum of one single written quote shall be obtained. c. Where suppliers cannot be sought from the Preferred or Prequalified Suppliers List or a Local Buy Panel Arrangement, a minimum of three written quotes shall be requested, with the details recorded on the Purchase Requisition. A minimum of four working days, except in the case of emergencies, is to be allowed for the receipt of such quotes from the time of request. d. A Local Supplier will be given preference for purchases in this category to encourage the development of local businesses and the availability of such goods and services to the community locally. e. Public advertising may also be used for this category. Where public advertising is used to source quotations, a minimum of four selection criteria shall be used to assess the submissions. A minimum of ten working days is to be allowed for the receipt of such quotes from the time of advertising f. Relevant Quality Assurance and Workplace Health and Safety requirements are to be considered in the procurement of such goods and services.

Amount of	Requirement
	g. The procurement of these goods and services shall be in accord with the conditions of delegation under this policy and the Council's delegation to the Chief Executive Officer. **Note:** Council approval is required for all procurements exceeding $100,000 (excluding GST).
$280,000 and above	a. Council approval is required for all procurements of $100,000 or more. b. A detailed specification shall be prepared and shall include any relevant Quality Assurance requirements and Workplace Health and Safety requirements in accordance with the Work Health and Safety Act 2011 for all goods and services in this category. c. Selection criteria shall be used to assess the submissions. Relevant Quality Assurance and Workplace Health requirements must be considered when procuring such goods and services. d. A form of contract will be included with the specification. e. The Local Supplier preference arrangements do not apply to this category. f. The tender advertisement/notice shall allow at least 21 days for responses. g. All offers shall be evaluated against the specification and the selection criteria, and a report prepared for Council's consideration. Purchase Orders cannot be placed or contracts entered until Council has approved the purchase. h. Notwithstanding the above, Council may procure goods and services through a Local Buy arrangement, prequalified supplier arrangement, standing offer arrangement, or other arrangement permitted under section 234 of the Local Government Regulation 2012, without inviting separate tenders, where the arrangement has been established through a compliant procurement process and Council is satisfied that the procurement represents value for money and complies with the sound contracting principles prescribed by the Local Government Act 2009. Any procurement undertaken under this provision must comply with the requirements of the relevant panel or arrangement and be supported by appropriate documentation demonstrating the basis for supplier selection.

6. Exemptions from Quotation and Tender Requirements

Council may enter into medium-sized and large-sized contractual arrangements without first inviting written quotations or tenders where permitted by the Local Government Regulation 2012, including but not limited to:

1. Approved contractor lists;
2. Registers of pre-qualified suppliers;
3. Preferred supplier arrangements;
4. Local Buy and other approved LGA arrangements;
5. Sole supplier situations;

6. Specialised or confidential services;
7. Genuine emergencies;
8. Government-to-government arrangements;
9. Suctions and second-hand goods purchases; and
10. Any other exemption permitted under the Local Government Regulation 2012.

Before relying on an exemption, Council must be satisfied that the proposed procurement represents value for money, is consistent with the sound contracting principles, and is supported by appropriate approvals and documentation.

7. Purchasing Delegations

The Chief Executive Officer (CEO) is authorised to assign financial delegations to designated positions within Council. These delegations are outlined in Table 3. Any establishment of new positions, or amendments to existing delegations, must be approved by the CEO in accordance with applicable legislation and Council requirements.

All expenditure must be within the approved financial delegations, and delegation holders are required to operate within their allocated budgets. The CEO reserves the right to amend, suspend, or revoke any delegation where it is determined that it has been misused or exercised inappropriately.

Table 2: Financial delegations

Position	Financial Delegation Amount
CEO	$100,000
Executive Manager Financial Services	$50,000
Executive Manager Infrastructure Services	$50,000
Executive Manager Community Services	$50,000
Executive Manager Environmental Services	$50,000
Executive Manager Corporate Services	$50,000
Building Services Manager	$15,000
Essential Services Manager	$15,000
Infrastructure Projects Manager	$15,000
Accommodation Manager	$15,000
Aged Care Manager	$15,000
Civil Works Supervisor	$5,000
Workshop Supervisor	$5,000
Office Manager	$5,000
Executive Officer	$5,000

8. Scope of Delegated Authority

Financial delegations granted under this Policy apply only to procurement activities that fall within the officer's authorised area of responsibility, operational function, approved budget, and departmental scope. Delegation holders must not approve purchases, contracts, or procurement activities relating to another department or functional area unless expressly authorised in writing by the Chief Executive Officer (CEO). All procurement approvals must be directly connected to the officer's role and operational responsibilities within Council.

9. Order Splitting

Council officers must not divide a procurement requirement into multiple purchases, contracts, orders or stages for the purpose of avoiding procurement thresholds, approval requirements, tendering obligations or delegated authority limits.

The total anticipated value of the procurement, including any extensions, options, related purchases or stages of work, must be considered when determining the applicable procurement process and approval requirements.

10. Local Supplier Preference

Council encourages the development of competitive local businesses within the Mapoon, Napranum and Weipa local government area. For the purposes of this policy, a local supplier is defined as:

1. A registered business that is beneficially owned and operated by persons who are residents of the Mapoon Local Government Area, Napranum Local Government Area, or Weipa Town Authority Area; or
2. A registered business or individual whose principal place of business is located within the Mapoon Local Government Area, Napranum Local Government Area, or Weipa Town Authority Area; or
3. A registered business that maintains a place of business within the Mapoon Local Government Area, Napranum Local Government Area, or Weipa Town Authority Area and primarily employs persons who are residents of the local area.

Where goods or services are available locally but are procured from outside the local government area, appropriate documentation must be maintained to demonstrate that local preference has been considered as part of the procurement process.

Council may give preference to local suppliers, including those operating within Mapoon and the surrounding Cape York region, even where their quoted price is higher than that of non-local suppliers, provided that:

11. The price difference is considered reasonable;
12. The procurement represents value for money when assessed against all relevant criteria; and
13. The total cost remains within the approved budget for the project or purchase.

Where quotations or tender responses are evaluated, local preference weightings may be applied in accordance with this policy.

Plant hire is excluded from the application of the Local Supplier Preference as local suppliers have an advantage in regard to the transport of plant to site.

Table 3: Local supplier preference values

Procurement Value	Mapoon LGA Preference	Napranum LGA and Weipa TAA
Up to $1,000	15% up to a maximum of $200	10% up to a maximum of $200
$1,000 - $15,000	10% up to a maximum of $650	7.5% up to a maximum of $650
$15,000 - $200,000	5% up to a maximum of $7,500	5% up to a maximum of $2,000
Greater than $200,000	Nil	Nil

11. Inclusions and Exclusions

For the purposes of this policy, the following inclusions and exclusions apply:

1. Disposal of land and valuable non-current assets. Section 227 of the Local Government Regulation 2012 provides that land and valuable non-current assets must be disposed of by way of auction or by inviting tenders.
2. Additional exceptions are permissible where Council considers that one of the following circumstances is evident:
   1. Council is satisfied that only 1 supplier is reasonably available;
   2. Council determines that, due to the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders;
   3. A genuine emergency exists as determined by the Mayor or CEO;
   4. The contract is for the purchase of goods and is made by auction;
   5. The contract is for the purchase of second-hand goods; or
   6. The contract is made with, or under arrangement with, a government body.
   7. For invoices values less than $15,000 threshold, variances of $50.00 or 10% (whichever is less) will be accepted by the Accounts Payable Team.

Where an exception to the standard procurement process is proposed on the basis that only one supplier is reasonably available, or that the specialised or confidential nature of the goods or services makes it impractical or disadvantageous to invite quotations or tenders, the circumstances must be fully documented and justified. Such exceptions must be formally reported to and tabled at a Council meeting for consideration and approval. Council's resolution must clearly outline the basis for the exception, demonstrate compliance with the principles of value for money, transparency, and accountability, and authorise the procurement approach to be undertaken.

12. Reoccurring Operational Expenditure and Purchase Orders

Where purchasing activities are recurring in nature, it may not be practical to obtain quotations on each occasion. Examples of recurring operational expenditure include, but are not limited to, insurances, vehicle registrations, audit fees, electricity, telecommunications, annual memberships, information technology services and licences, flights and accommodation, and WorkCover. These examples are indicative only and not exhaustive.

Any queries regarding whether expenditure qualifies as recurring must be referred to the Director of Finance and Corporate Services, who will determine its classification.

Purchase Orders must be raised for all purchases of goods and services, except for the following:

1. Staff reimbursements;
2. Corporate card transactions;
3. Long-term or standing supply arrangements (e.g. utilities and telecommunications providers);
4. Direct payments and statutory fees (e.g. bank charges); or
5. Other purchases where, in extenuating circumstances, an Executive Manager or the Chief Executive Officer has approved that a Purchase Order is not required prior to purchase.

13. Emergency Procurement

Mapoon Aboriginal Shire Council recognises that full compliance with standard procurement procedures may not be practicable during a critical or emergency event. In such circumstances, an alternative procurement process may be implemented to meet urgent operational requirements, while ensuring that actions taken remain reasonable and, where practicable, consistent with sound procurement principles, including value for money, transparency, and accountability.

All emergency procurement must be authorised by the Chief Executive Officer (CEO), or an appropriately delegated or legislated authority, following the declaration of a critical or emergency event. Such events may include:

1. A declared disaster under the Disaster Management Act 2003 (Qld), or any other emergency declaration made by the Premier under relevant legislation;

2. Any incident declared by the CEO where the safety, health, or security of persons or property associated with Council is at risk; or
3. Any situation where the CEO has authorised the provision of urgent support to respond to an unforeseen event.

Where an emergency procurement process is enacted, Council officers must, as far as practicable, document decisions, supplier selection, and expenditure to ensure appropriate records are maintained.

Following the emergency, and once normal operations resume, all procurement expenditure must be reconciled. Where expenditure exceeds approved financial delegations, a report must be submitted to Council as soon as practicable for retrospective approval. This report must outline:

1. The nature and extent of the emergency;
2. The procurement actions undertaken, including justification for any departures from standard procedures;
3. The total expenditure incurred; and
4. Confirmation that the expenditure was necessary and reasonable in the circumstances.

Any resulting Council resolution must clearly identify the emergency situation and formally acknowledge and authorise the procurement actions undertaken, including any required delegations.

14. Contract Variations

Where there is a financial variation to the original contract, agreement, or purchase order value, the following requirements apply:

1. All variations must reference the original purchase order or contract and be clearly identified and recorded as a variation;
2. All variations must be approved in accordance with this Policy and the applicable financial delegations;
3. The cumulative value of the contract or purchase order, including all approved variations, must remain within the relevant financial delegation and approval thresholds; and
4. All variations must be assessed with regard to the original procurement documentation (e.g. Conditions of Tender or contract terms), including Council's legal rights and obligations.

The approving officer must hold the appropriate financial delegation for the total cumulative value of the contract or purchase order, inclusive of all variations. Where the cumulative value exceeds the original delegation threshold, approval must be escalated to an officer with the appropriate higher level of delegation.

15. Variations to this Policy

Mapoon Aboriginal Shire Council reserves the right to amend, replace, or revoke this Policy at any time.

16. Relevant Legislation

1. Local Government Act 2009
2. Local Government Regulations 2012

17. Associated Policy

1. Code of Conduct
2. Credit Card Policy
3. Disposal of Current Assets Policy
4. Fraud and Corruption Policy
5. Contract Manual

18. Review

It is the responsibility of the Executive Manager Finance to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

10 CORRESPONDENCE IN

Nil

11 CORRESPONDENCE OUT

Nil

12 NEXT MEETING DATE

Proposed date for next meeting: 17 September 2026

13 CLOSE MEETING