



Ordinary Meeting of Council

21 March 2025

The Mayor and Council Members
Pormpuraaw Shire Council
PORMPURA QLD 4892

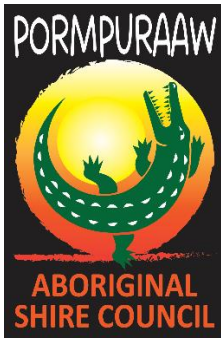
Dear Members

Notice is hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on Wednesday 26 March 2025 commencing at 10:00 am.

The agenda for the ordinary meeting is attached for your information.

Yours faithfully

Janelle Menzies
Chief Executive Officer



ORDINARY MEETING OF COUNCIL

Wednesday 26 March 2025
Pormpuraaw Aboriginal Shire Council
Boardroom
24 Thinraathin Street, Pormpuraaw

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1 OPENING OF MEETING

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

3 APOLOGIES

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 RECEIVING AND CONFIRMATION OF MINUTES

RECOMMENDATION

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council Held on 24 February 2025.

Attachments: 1. Unconfirmed- Minutes- Ordinary- Council- Meeting-24 February 2025 [6.1.1 - 9 pages]



Ordinary Meeting of Council

MINUTES

Monday 24 February 2025

Pormpuraaw Aboriginal Shire
Council Boardroom

24 Thinraathin Street
Pormpuraaw

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

**MINUTES OF PORMPURA AW SHIRE
COUNCIL ORDINARY COUNCIL
MEETING
HELD AT THE PORMPURA AW ABORIGINAL SHIRE COUNCIL BOARDROOM,
24 THINRAATHING STREET, PORMPURA AW
ON MONDAY 24 JANUARY 2025, AT 10.00 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 10.06 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDENCE

Mayor Ralph Kendall (Jnr) (Via teams), Cr Tim Koo-Aga (Deputy Mayor), Cr Keith Barney, Cr Romena Edwards

In Attendance: Ms Janelle Menzies (Chief Executive Officer and Minute Taker)

3 APOLOGIES

Cr Lucy Foote supplied a medical certificate and is therefore still eligible for the meeting fee to be paid to her.

4 DECLARATIONS OF INTEREST

Nil

5 RELATED PARTY DECLARATION FORM

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF PORMPURA AW ABORIGINAL SHIRE COUNCIL HELD ON WEDNESDAY 29 JANUARY 2025

RESOLUTION NO: 2025/02/24/01

That the Minutes of the Council Meeting held on 29 January 2025, be received and the recommendations therein be adopted.

Moved: Mayor Ralph Kendall

Seconded: Cr Romena Edwards

CARRIED 4/0

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

6.2 SPECIAL MEETING OF PORMPURAAB ORIGINAL SHIRE COUNCIL HELD ON MONDAY 10 FEBRUARY 2025

RESOLUTION NO: 2025/02/25/02

That the Minutes of the Special Council Meeting held on 10 February 2025, be received and the recommendations therein be adopted.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

7.1 MATTERS ARRIVING FROM THE MINUTES

Nil

8 DELEGATIONS/GUESTS

Nil

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

To provide the Council with an update on the corporate services functions as of 16 February 2025.

RESOLUTION NO: 2025/02/24/03

That Council accepts the Corporate Services Reports provided by the Executive Manager of Corporate Services.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

10.2 COMMUNITY SERVICES MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

Provide update to Council regarding Community Services operational activities for the reporting period

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

RESOLUTION NO: 2025/02/24/04

That the Councils accept the Community Services monthly report for January 2025.

Moved: Cr Keith Barney
Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

Cr Romena Edwards left the meeting at 10.41 am

Cr Romena Edwards returned to the meeting at 10.42 am

10.3 OPERATIONS MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

To provide the Council with the Operations monthly report for January 2025.

RESOLUTION NO: 2025/02/24/05

That the Council accept the Operations monthly report for January 2025

Moved: Cr Romena Edwards
Seconded: Cr Keith Barney

CARRIED 4/0

11 CHIEF EXECUTIVE OFFICERS REPORTS

11.1 POLICY REVIEW

EXECUTIVE SUMMARY

For Council to consider and adopt new and updated statutory policies.

RESOLUTION NO: 2025/02/24/06

That the Council resolve to adopt the following policies:-

- Community Grants and Assistance Policy
- Standing Orders
- Model Meeting Procedures

Moved: Cr Romena Edwards
Seconded: Mayor Ralph Kendall

CARRIED 4/0

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

11.2 PORMPURA AW STATE SCHOOL LUNCH PROGRAM

EXECUTIVE SUMMARY

Report to Council an update on the Pormpuraaw State School Lunch Program

RESOLUTION NO: 2025/02/24/07

That Council

1. Resolve to approve the Pormpuraaw State School Lunch program as a Community Grant and Assistance.
2. Request that Pormpuraaw State School issue an invoice amounting to \$28,080 for 2025 as soon as possible so that the Council can make the payment.

Moved: Mayor Ralph Kendall

Seconded: Cr Romena Edwards

CARRIED 4/0

11.3 DELEGATIONS COUNCIL TO CEO

EXECUTIVE SUMMARY

For council to consider and adopt the Council to Chief Executive Officer Delegations.

RESOLUTION NO: 2025/02/24/08

That Council adopts the Council to CEO Delegations Register.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

11.4 PORMPUR PAANTH – MENS SHELTER PROPOSAL

EXECUTIVE SUMMARY

For Council to consider the proposal from PPAC to allow 1 or 2 caravan granny flats to be installed at the Mens' Shed location

RESOLUTION NO: 2025/02/24/09

That Council have decided to lay this item on the table until they can be obtain further Information.

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

11.5 PORMPURA AW UNITED BROTHERS SPORTS CLUB – APPLICATION FOR EXTENDED TRADING HOURS FOR 2025 STATE OF ORIGIN MATCHES

EXECUTIVE SUMMARY

For Council to consider and support the proposed changes to the PUBSC Trading Hours during the 2025 State of Origin Matches.

RESOLUTION NO: 2025/02/24/10

That Council resolve

1. to support the proposed changes to the PUBSC Trading Hours during the 2025 State of Origin Matches.
2. Delegate to the Chief Executive Officer to sign the application on confirmation that the Justice Group has met and given their consent.

CARRIED 4/0

12 CORPORATE SERVICES

12.1 FINANCIAL STATEMENTS FOR THE PERIOD 31 JANUARY 2025

EXECUTIVE SUMMARY

To provide the Council with The Financial Statements for the period to 31 January 2025.

RESOLUTION NO: 2025/02/24/11

That Council adopts the Financial Statements for the period to 31 January 2025.

Moved: Deputy Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

13 COMMUNITY SERVICES

13.1 COMPETITION “DESIGN A SHIRT”

EXECUTIVE SUMMARY

Following the Council Judging of the Design a Shirt for the Fishing competition, a second design was deemed to be a great design for the Don't Buy Sly” initiative.

As a second prize for the competition Council agree that the winner of the second favoured design should be awarded a prize of \$250.00 Gift Card to be funded from the “Don't Buy Sly” funding

RESOLUTION NO: 2025/02/24/12

That the Council award a second prize of \$250.00 of the Design a Shirt to be funded from the “Don't Buy Sly” initiative.

Moved: Cr Romena Edwards
Seconded: Cr Keith Barney

CARRIED 4/0

14 CONFIDENTIAL ITEMS

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.

14.1 APPLICATIONS FOR PERMISSION TO RESIDE IN PORMPURAAW

EXECUTIVE SUMMARY

For Council to approve applications to reside in Pormpuraaw.

14.2 PERMISSION TO REPACKAGE THE CEO SALARY

EXECUTIVE SUMMARY

For Council to consider and approve the CEO Salary Repackage.

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/02/24/13

That the Council moved into closed session at 11.10am .

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

At 11.21 am Janelle Menzies left the meeting.

At 11.23 am Janelle Menzies Returned to the meetings.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/02/24/14

That the Council moved out of closed session at 11.24 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

14.1 APPLICATIONS FOR PERMISSION TO RESIDE IN PORMPURAAW

EXECUTIVE SUMMARY

For Council to approve applications to reside in Pormpuraaw.

RESOLUTION NO: 2025/02/24/15

That Council approve the applications to reside in Pormpuraaw.

Moved: Mayor Kendall

Seconded: Cr Keith Barney

CARRIED 4/0

ORDINARY COUNCIL MEETING MINUTES

24 FEBRUARY 2025

14.2 PERMISSION TO REPACKAGE THE CEO SALARY

EXECUTIVE SUMMARY

For Council to consider and approve the CEO Salary Repackage.

RESOLUTION NO: 2025/02/24/16

That Council resolve to approve to

1. Approve CEO Salary Repackage to include the living away from home allowance and to adjust how superannuation is processed for the first 12 months of employment; and
2. Approve the recalculation on 1 April 2025 to ensure there are no shortfalls in the superannuation calculations.

Moved: Cr Romena Edwards
Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15 Late Items

Nil

16 TENDERS & QUOTATIONS

NIL

17 NOTICE OF MOTION

NIL

18 NEXT MEETING AND CLOSE

There being no further business, the Mayor declared the meeting closed at 12.15 pm.

These minutes are to be confirmed at the next Ordinary Meeting of the Council. In accordance with the public notice of meetings published by the Council, the next Ordinary Meeting will be held on Wednesday 26 March 2025, in the Pormpuraaw Aboriginal Shire Council Boardroom, 24 Thinraathin Street, Pormpuraaw.

**RALPH KENDALL JNR
 MAYOR**

**JANELLE MENZIES
 CHIEF EXECUTIVE OFFICER**

7 ITEMS ARISING FROM PREVIOUS MEETINGS

7.1 RESOLUTION REGISTER

REPORT ATTACHED

Attachments: 1. Resolution Register [7.1.1 - 2 pages]

2025 RESOLUTOIN REGISTER

Res Nor	Resolution	Update	Status
2025/01/01	Into Closed Session	N/A	Complete
2025/01/02	Out of Close Session	N/A	Complete
2025/01/03	Appointment of Janelle Menzies as CEO	Adopted	Complete
2025/01/04	Receiving Minutes of 18 December 2024	Adopted and updated on Website	Complete
2025/01/05	Operational Plan Quarterly Update	Adopted	Complete
2025/01/06	Corp Services Monthly Status Report	Adopted	Complete
2025/01/07	Monthly Financial Report	Adopted	Complete
2025/01/08	Operations Monthly Status Report	Adopted	Complete
2025/01/09	Community Services Monthly Status Report	Adopted	Complete
2025/01/10	CHSP Activity Report	Adopted	Complete
2025/01/11	Aged Care Monthly Status Report	Adopted	Complete
2025/01/12	Hall Lease Proposal – Pormpur Paanth	No approved. Can hire as per fees and charges	Ganthi Notified and completed
2025/01/13	Procurement Policy	Changes to financial delegations	Policy to be updated and posted to website
2025/01/14	2025 Council Meeting Dates	Council meeting dates posted to Facebook and on noticeboard	Completed
2025/01/15	Councillor Remuneration 2025/26	Adopted new remuneration at 30 June 2025	Complete and noted for 2025/26 budget
2025/01/16	Scheme Supply Fund	Apply for \$100,000 for Supply Scheme Fund – completed on 8 March 2025	Complete on 8 March 2025
2025/01/17	Pormpuraaw State School 2025 Lunch Program	Approved and paid to School	Complete
2025/02/10/01	Councillor Remuneration and Expense Reimbursement Policy	Adopted and posted to website	Complete
2025/02/10/02	Council Contribution to Fishing Competition	Adopted	Complete
2025/02/10/03	Justice Program – Broc Martin Holistic Healing	Not Approved – further consultation required with Justice Group	Waiting to meet with JAG.
2025/02/10/04	Into Closed Session	N/A	Complete
2025/02/10/05	Out of Closed Session	N/A	Complete
2025/02/10/06	Applications to reside in Pormpuraaw	Approved and housing notified	Complete
2025/02/24/01	Receiving Minutes of 29 January 2025	Adopted and updated on website	Complete
2025/02/24/02	Receiving of Minutes of Special Meeting on 10 February 2025	Adopted and updated website	Complete
2025/02/24/03	Corporate Services Operational Update	Adopted	Complete

2025 RESOLUTOIN REGISTER

Res Nor	Resolution	Update	Status
2025/02/24/04	Community Services Operational Update	Adopted	Complete
2025/02/24/05	Operational Services Update	Adopted	Complete
2025/02/24/06	Policy Update Community Grants, Standing Orders & Model Meeting Procedures	Adopted and updated on website	Complete
2025/02/24/07	Pormpuraaw State School Lunch Program	Adopted now a Council Donation	Complete
2025/02/24/08	Delegations Council to CEO	Adopted and printed	Complete
2025/02/24/09	Pormpur Paanth Men's Shelter proposal	Waiting for more information	Ronald Kingi Jr to meeting with Council on Monday 24 March
2025/02/24/10	PUBSC application for extension to Trading Hours	Supported	Waiting for Justice Group Meeting before endorsing
2025/02/24/11	Finance Report for February 2025	Approved	Complete
2025/02/24/12	Competition "Design a Shirt"	Approved to Award a Second Prize	Gift Card Purchased – Complete
2025/02/24/13	Into Closed Session	N/A	Complete
2025/02/24/14	Out of Closed Session	N/A	Complete
2025/02/24/15	Permission to reside in Pormpuraaw	Application Approved with questions	Signed off and complete
2025/02/24/16	Permission to Repackage CEO Salary	Approved	Complete

8 DELEGATIONS / GUESTS

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

Nil

11 CHIEF EXECUTIVE REPORTS

11.1 POLICY REVIEW

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments:

1. Advertising Spending Policy [11.1.1 - 4 pages]
2. Accepting Gifts and Benefits Policy [11.1.2 - 5 pages]
3. Administrative Action Complains Policy [11.1.3 - 7 pages]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

To provide Council with Policies that have been reviewed for approval.

RECOMMENDATION

That Council adopt the following policies

1. G001 – Accepting Gifts and Benefits Policy
2. A002 – Advertising Spending Policy
3. C004 – Administrative Action Complains Policy

BACKGROUND

Council is currently reviewing all the Statutory Policies under Section 268 of the *Local Government Act 2009* and Section 164 of the *Local Government Regulation 2012*.

There have been no significant changes to the policies other than new style and formatting.

CONSULTATIONS (Internal/External)

Brett and Shave Consultations

Executive Manager Corporate Services

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

268 Process for administrative action complaints

- (1) A local government must adopt a process for resolving administrative action complaints.
- (2) An *administrative action complaint* is a complaint that—
 - (a) is about an administrative action of a local government, including the following, for example—
 - (i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
 - (ii) an act, or a failure to do an act;
 - (iii) the formulation of a proposal or intention;
 - (iv) the making of a recommendation; and
 - (b) is made by an affected person.
- (3) An *affected person* is a person who is apparently directly affected by an administrative action of a local government.
- (4) A regulation may provide for the process for resolving complaints about administrative actions of the local government by affected persons.

Local Government Regulations 2012

164 Requirement to keep record of particular matters

- (1) A local government must keep a written record stating the following—
 - (a) the risks the local government’s operations are exposed to, to the extent they are relevant to financial management;
 - (b) the control measures adopted to manage the risks.
- (2) The local government must keep, with the record, a copy of each of the following—
 - (a) its community grants **policy** ;
 - (b) its entertainment and hospitality **policy** ;
 - (c) its advertising spending **policy** ;
 - (d) its procurement **policy**.

POLICY IMPLICATIONS

Updated Policies attached

FINANCIAL AND RESOURCE IMPLICATIONS

TNil

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

- 1. Recognition and equality before the law;
- 13. Cultural rights—generally;

- | | |
|--|--|
| <ul style="list-style-type: none"> 2. Right to life; 3. Protection from torture and cruel, inhuman or degrading treatment; 4. Freedom from forced work; 5. Freedom of movement; 6. Freedom of thought, conscience, religion and belief; 7. Freedom of expression; 8. Peaceful assembly and freedom of association; 9. Taking part in public life; 10. Property rights; 11. Privacy and reputation; 12. Protection of families and children; | <ul style="list-style-type: none"> 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; 15. Right to liberty and security of person; 16. Humane treatment when deprived of liberty; 17. Fair hearing; 18. Rights in criminal proceedings; 19. Children in the criminal process; 20. Right not to be tried or punished more than once; 21. Retrospective criminal laws; 22. Right to education; 23. Right to health services. |
|--|--|

Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.



A002 – Advertising Spending Policy

1 HEAD OF POWER

- *Local Government Act 2009 (QLD)*
- *Local Government Regulation 2012 (QLD)*

2 POLICY PURPOSE

This policy establishes a framework for managing the Council's advertising expenditure, ensuring that all decisions regarding advertising are made in the public interest. As specified by Section 197 of the *Local Government Regulation 2012 (QLD)*, the Council is required to adopt a policy concerning advertising spending.

3 POLICY OBJECTIVE

This policy's objective is to ensure that the Council's advertising expenditures are transparent and accountable and deliver value to the community by clearly communicating important information and opportunities in accordance with statutory requirements.

4 POLICY SCOPE

The policy applies to all expenditures on advertising, which includes newspapers, online, social media, radio, and posters. This policy applies to all Council officers, including the Chief Executive Officer and Councillors.

5 POLICY STATEMENT

Council can incur expenditure for advertising only if the advertising is for:

- Education for the public.
- Share information about Council services and events.
- Help people learn about what the Council does.
- Meet legal needs to tell the public certain information.

Council must not spend advertising to:

- Promote achievements of an individual Councillor or select group of Councillors.
- Promote plans of an individual Councillor or select group of Councillors.
- Used to Influence Voters in an election.

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025
Policy A002 Version: 3
Effective Date: 26 March 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: March 2029

A002 – Advertising Spending Policy)

- During Caretaker in accordance with S90D of *Local Government Act 2009 (QLD)*, anything that may influence an elector about voting in an election.

All money spent on advertising must:

- Be reasonable and right for the Council's work.
- Be used only for Council work that helps the community.
- Be well recorded with all details, like detailed bills and receipts, so that anyone can check them.
- Follow all other Council rules and processes.
- Be included in the Council's budget and approved according to our procurement policies and procedures.

We can spend money on advertising for things like:

- Telling the community about new or existing services, programs, places, or events.
- Letting people know if there are changes to any services, programs, places, or events.
- Helping more people use our services, programs, places, or events.
- Meeting the Council's plans and goals.
- Informing the public about Council meetings, what decisions are made, laws, and new policy ideas.
- Asking for the community's opinions or comments on what the Council is doing.
- Hiring staff, buying or selling stuff like property or equipment, and announcing tenders or calls for interest.
- Announcing jobs or projects that need doing to move our plans forward.
- Helping grow and sustain our region's economy.
- Getting involved with the community as part of our plan to talk and work with the public.
- Promoting the region.
- Following the law.

In accordance with section 90D of the *Local Government Act 2009*, Councillors and Council officers shall not publish or distribute anything during a caretaker period that may influence an elector about voting in an election or affect the result of an election.

Authorisation of expenditure:

- All officers incurring and authorising advertising expenditure shall do so in accordance with relevant financial delegations and Council's Procurement Policy, and must ensure that
 - It is for official purposes and falls generally within the type of advertising listed in this policy
 - It is properly documented with the purpose identified; and
 - It appears appropriate and reasonable and can withstand the 'public defensibility test'.

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

7 DEFINITIONS

Term	Definition
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Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025
Policy A002 Version: 3
Effective Date: 26 March 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: March 2029

A002 – Advertising Spending Policy)

Advertising	defined by the <i>Local Government Regulation 2012 (QLD)</i> , section 197, as promoting, for the payment of a fee, an idea, goods or services to the public
Caretaker Period	as defined in Section 90A of the <i>Local Government Act 2009 (QLD)</i> , the period during an election for the Council that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election. The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ)
Council	Pormpuraaw Aboriginal Shire Council
Council Officers	includes employees, contractors, volunteers and all others who perform work on behalf of Council.
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009 (QLD)</i> .

8 RELATED DOCUMENTS

Policies:

- Procurement Policy.

Documents:

- Council's Annual Budget.
- Local Disaster Management Plan
- Community Plan

9 MONITORING AND REVIEW

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

10 RESPONSIBILITY

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended in accordance with the by the Executive Manager Corporate Services.

11 VERSION CONTROL

Version	Adoption (Council Resolution Number)	Date
V1	March 2012	01/03/2012
V2	August 2015	23/08/2015

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025
Policy A002 Version: 3
Effective Date: 26 March 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: March 2029

A002 – Advertising Spending Policy)

V3	March 2025	

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025
Policy A002 Version: 3
Effective Date: 26 March 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: March 2029



G001 – ACCEPTING GIFTS AND BENEFITS POLICY

1 HEAD OF POWER

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Public Sector Ethics Act 1994 (Qld)

2 POLICY PURPOSE

This policy aims to uphold the integrity and transparency of the Pormpuraaw Aboriginal Shire Council (Council) by establishing clear guidelines for the acceptance, refusal, and reporting of gifts and benefits. It seeks to prevent conflicts of interest and ensure that all Council decisions are made impartially and without undue influence, thereby maintaining public confidence in Council governance.

3 POLICY OBJECTIVE

This policy provides a framework for managing and regulating the acceptance of gifts and benefits that could influence, or be perceived to influence, the actions and decisions of Council members and employees. It will mitigate risks associated with the acceptance of gifts and foster an ethical culture that aligns with public sector values.

4 POLICY SCOPE

This policy applies to all elected members, council officers, contractors, and special committee members of Council. It covers all forms of gifts and benefits, including tangible and intangible items, offered in connection with the duties of Council members, employees, contractors, and special committee members. Gifts excluded from this policy are pens, lanyards, stationery items, drink bottles, and conference apparel.

5 POLICY STATEMENT

There are inherent risks when individuals covered by this policy receive gifts during their official duties. Such gifts might be intended to sway, or could be perceived as attempts to influence, their decision-making processes.

Individuals within the scope of this policy must consistently uphold public trust in the integrity of Council's administration. They should be aware that accepting any gifts or benefits from external parties could impact, or appear to impact, their ability to perform their duties impartially or could influence, or be perceived to influence, their decision-making and conduct.

G001 – Accepting Gifts and Benefits Policy

5.1 PRINCIPLES:

This policy sets out the principles that apply to the offer and acceptance of gifts and benefits, including hospitality.

5.2 PROHIBITION OF SOLICITATION

Solicitation of any personal gifts or benefits by Council members or employees is strictly prohibited. Any such actions are to be reported immediately to the CEO and will be subject to disciplinary measures and potential notification to the Crime and Corruption Commission.

5.3 PROHIBITION OF BRIBERY

Acceptance of money or any other gifts perceived as bribery is strictly prohibited in all cases and the offer must be reported by the employee to the CEO or appropriate manager immediately.

The CEO is required to notify the Crime and Corruption Commission of any offer of money or attempted bribery.

5.4 ACCEPTANCE OF GIFTS AND BENEFITS

Gifts and benefits may only be accepted under circumstances that do not compromise, or appear to compromise, the integrity and impartiality of Council operations. This includes ensuring that gifts:

- Do not influence the recipient's official duties or decision-making;
- Are not given with the intent of influencing the recipient's actions; and
- Are openly offered without expectation of reciprocity.

5.5 NOT ACCEPTING OF GIFTS AND BENEFITS

A gift or benefit must not be accepted if any of the following principles apply:

- it is considered as a gift of influence - that is, it is seen, or may be seen to affect the performance of the recipient's official duties, or influence, or be seen to influence the decision-making or behaviour of the recipient;
- the gift giver or any reasonable observer would apprehend that the recipient may be under obligation to the gift giver;
- it is not offered openly; or
- it is an offer of money or anything readily convertible to money - for example, gift vouchers.

5.6 GIFT VALUE LIMITS AND REPORTING

Gifts or benefits valued under \$100 may be accepted without registration.

Gifts or benefits valued between \$100 and \$350 must be reported in writing and registered with the CEO or Mayor (for Gifts provided to the CEO), who will decide whether they can be retained.

Gifts or benefits valued over \$350 are considered Council property and are to be used for the public benefit or retained under exceptional circumstances only.

The value of a gift can accumulate over time. For instance, if an initial gift valued at \$60 is given, and a second gift follows two months later valued at \$60, the total value of the gifts should be considered cumulatively, therefore \$120.

G001 – Accepting Gifts and Benefits Policy

5.7 GIFT VALUE DETERMINATION

The value of a gift or benefit is the estimated retail value at the time it is received. When multiple gifts are received from the same individual or organisation, their value is considered cumulative.

5.7.1 Gifts from Suppliers

Supplier are encouraged to supply donations to Council and Community events instead of providing gifts to individual staff.

5.8 GIFTS REGISTER

A detailed register of all accepted gifts and benefits valued over \$100 must be maintained. The register will include:

- the date of receipt
- details of the donor
- description
- value of the gift
- the decision regarding its retention, disposal, or refusal.

Gifts Register is to be maintained by the CEO and can be made available upon an appropriate request.

5.9 PRESCRIBED CONFLICTS OF INTEREST

Receiving gifts creates a prescribed conflict of interest for Councillors and Executives under the Local Government Act 2009 (QLD) because it can compromise, or be perceived to compromise, their ability to make impartial decisions in the public interest. Accepting gifts, particularly those intended to influence decision-making, may lead to a breach of public trust, as it suggests a risk of favouritism or undue influence.

5.10 DECISION-MAKING FRAMEWORK GUIDANCE (PROVE IT MODEL):

When deciding whether to accept a gift or benefit, Council members and employees should use the PROVE IT model:

Purpose: What is the purpose of the gift?

Rules: What are the Council's rules regarding gifts?

Openness: How openly is the gift offered?

Value: What is the value of the gift?

Ethics: Does accepting the gift align with Council's values?

Identity: Who is giving the gift and why?

Timing: What is the timing of the gift relative to any Council decisions?

5.11 ENFORCEMENT AND COMPLIANCE

Non-compliance with this policy will be treated seriously and may result in disciplinary action, including termination of employment or contracts and notification to relevant authorities.

G001 – Accepting Gifts and Benefits Policy

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

7 DEFINITIONS

Term	Definition
Council	Pormpuraaw Aboriginal Shire Council
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009 (QLD)</i> .
Employee	A person appointed an employee under section 196 of the <i>Local Government Act 2009 (QLD)</i> or “Council Advisor” per section 197A.
Gift and Benefit	Refers to any item, service, or benefit received by an individual without payment in return. Gifts may include but are not limited to, tangible items such as goods, meals, and tickets to events, as well as intangible benefits like services and discounts
Soliciting	Is the act of requesting or encouraging the offer of gifts, benefits, or favours from external parties for personal gain.
Suppliers	Businesses that supplier goods to Council

8 RELATED DOCUMENTS

Policies:

- Employee Code of Conduct (PASC)
- Councillor Code of Conduct (PASC).

Documents:

- Gifts Register

9 MONITORING AND REVIEW

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

10 RESPONSIBILITY

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended in accordance with the by the Executive Manager Corporate Services.

G001 – Accepting Gifts and Benefits Policy

11 VERSION CONTROL

Version	Adoption (<i>Council Resolution Number</i>)	Date
V1	July 2021 (2021/07/12)	28/07/2021
V2	March 2025	



C004 - Administrative Action Complaint Management Procedure (Policy)

1 HEAD OF POWER

- *Local Government Act 2009*
- *Local Government Regulation 2012*

2 POLICY PURPOSE

To provide a procedural framework for investigating and resolving administrative action complaints received by Council in accordance with requirements under the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld).

3 POLICY OBJECTIVE

The complaints process is established with the following objectives:

- The fair, efficient and consistent treatment of complaints about decisions and other administrative actions of the council.
- A complaints process that is easy to understand and is readily accessible to all.
- Detection and rectification, where appropriate, of administrative errors and identification of areas for improvement in the council's administrative practices.
- Increase in awareness of the complaints process for the council's staff and the community and the building of staff capacity to effectively manage complaints.
- Enhancement of the community's confidence in the complaints process and of the reputation of the council as being accountable and transparent.

4 POLICY SCOPE

For the purposes of this policy, an administrative action complaint is:

- an expression of dissatisfaction with the quality of service Council has provided, or the failure to provide a service; or
- any form of misconduct by employees or agents.

Administrative matters do not include:

- Requests for information;
- Requests for service;
- Suggestions;
- Enquiries;
- Petitions;
- Comments submitted during a formal consultation or negotiation processes; or

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council **Res No:** 2025

Policy C004 Version: 3

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C004 – Administrative Action Complaints Procedure (Policy)

- Councillor conduct.

The following complaints will not be managed under this policy:

- Corruption complaints that are required to be dealt with under the *Crime and Corruption Act 2001*(Qld);
- Competitive neutrality complaints;
- Public Interest Disclosures (PIDS) made under the *Public Interest Disclosure Act 2010* (Qld);
- Internal complaints relating to employee conduct (i.e., Code of Conduct matters) will be actioned in accordance with the relevant policies; or
- Social media comments.

5 POLICY STATEMENT

Council will endeavour to ensure that:

- All complaints are handled with respect for confidentiality and privacy;.
- Anyone unhappy with a Council decision or action can easily make a complaint;
- Information on how to make a complaint and how complaints are handled is available on the Council's website;
- Help will be provided to anyone needing assistance to submit a complaint;
- Each complaint is recorded and assessed based on its priority, complexity, and urgency;
- Complaints will be addressed as quickly as possible, following the timeframes in the Administrative Action Complaint Management Procedure;
- Complainants will be informed of the outcome, the decision made, and the reasons for it, along with options for review if needed;
- Complainants won't face any negative consequences from Council for making a complaint; and
- Complaints are reviewed regularly to help improve Council services and processes.

Council is committed to managing all complaints quickly and efficiently, the objectives being to:

- Ensure the complaint management process is fair, objective, and consistent;
- Facilitate the use of information obtained from the complaints management process to improve overall service delivery; and
- Ensure that complaints are responded to in a timely manner.

5.1 HOW TO MAKE A COMPLAINT

There are several ways you can lodge a complaint:

In Person: Pormpuraaw Aboriginal Shire Council, 24 Thinraathin Street, Pormpuraaw

By Phone: 07 4060 4600

By Mail: Chief Executive Officer
Pormpuraaw Aboriginal Shire Council
C/- Post Office, PORMPURA AW QLD 4892

By Email: admin@pormpuraaw.qld.gov.au

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council Res No: 2025

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C004 – Administrative Action Complaints Procedure (Policy)

People who make verbal complaints should provide their name, address, and contact details to help the Council respond. They may also request a copy of the complaint from Council to confirm that the statement has been accurately recorded.

Council will accept anonymous complaints.

5.1.1 Language Assistance

If language assistance is required to communicate with Council, support is available for people from non-English speaking backgrounds by request to Council or calling the Translating and Interpreting Service (TIS National) on 13 14 50.

5.1.2 Lodging a Complaint on Behalf of Another Person

If someone can't make a complaint themselves due to health, distance, language, or other reasons, someone else can make the complaint for them.

The officer handling the complaint will check that the person making the complaint has permission to do so.

For serious complaints or those involving personal information, written permission is needed. If an authorised agent, like a solicitor or power of attorney, lodges the complaint, responses will be sent directly to them.

5.1.3 Acknowledgement of an Administrative Complaint

Council will acknowledge receipt of the complaint in writing within seven (7) days and explain the process it will follow to review the issue.

If contact details for an anonymous complainant are not available, Council will note that no acknowledgement was made.

5.2 COMPLAINTS REGISTER

All complaints will be lodged in Council's Records Management System at the time of receipt and

5.3 NOTIFICATION OF INVALID OR OUT-OF-SCOPE COMPLAINTS.

If a complaint has not been properly made or is not within the scope of an administrative action complaint, the complainant will be notified in writing within 14 days of Council's decision, outlining why the complaint cannot be processed under the Administrative Action Complaints Process.

5.4 ASSESSMENT OF SERVICE STANDARD OR COMPLIANCE COMPLAINT

5.4.1 Reviewing Officer

When an administrative action complaint relates to service delivery standards or a decision made under Council policy or legislation, it will be referred to the reviewing officer. The reviewing officer will consider all information, including any new information from the affected person. The table below outlines who may be the reviewing officer:

Previous Decision Maker	Reviewing Officer Option
Chief Executive Officer	Executive Manager or External Party
Executive Manager	Chief Executive Officer or External Party

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council **Res No:** 2025

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C004 – Administrative Action Complaints Procedure (Policy)

Previous Decision Maker	Reviewing Officer Option
Supervisor/Team Leader	Executive Manager or Chief Executive Officer
Other Officer	Supervisor/Team Leader or Executive Manager

The reviewing officer handling the complaint is responsible for capturing and recording the data related to the complaint and responding appropriately to the complainant. If the affected person is satisfied with the response, no further action is required.

5.4.2 Complaint Types and Service Delivery Standards

After reviewing the complaint, the reviewer will notify the affected person in writing within the appropriate standard of time per the following:

Low Complexity Complaints

Response time - maximum of 30 business days
 Low complexity complaints require little investigation and can be readily addressed through the provision of information, or verbally negotiating the desired outcome; a written response may not be required. The relevant business area should manage low complexity complaints.

High Complexity Complaints

Response time - maximum 90 business days
 Complexity complaints require detailed investigation and may involve multiple related issues or concerns. These complaints often require time to gather additional information, consult with relevant departments, and may involve discussions or interviews with employees, the complainant, or external parties. Given the complexity, a thorough investigation may be necessary, which could include reviewing policies or procedures and engaging in external consultation if needed.

A written responses are required from the complainant, who will be informed of the progress made throughout the investigation.

5.4.3 Types of Remedies

Types of remedies (more than one may be applied) include:

- admission of fault;
- explanation;
- apology;
- change of decision;
- change to policy or procedure;
- repair / rework / replacement;
- technical assistance.

5.4.4 Advice to Complainant

A simple complaint made verbally, either by phone or in person, can be responded to in the same way. However, file notes, including reasons for the decision, must be recorded. More serious complaints will receive a written response.

C004 – Administrative Action Complaints Procedure (Policy)

Once a Council officer has investigated a complaint using procedural fairness, they should inform the complainant of the decision, the reasons behind it, and any solutions as soon as possible. This response will also explain how the complainant can request an internal review if they are not satisfied, which must be done in writing.

5.5 ADMINISTRATIVE ACTION COMPLAINTS WHERE THE DECISION WAS MADE BY COUNCIL RESOLUTION

For complaints about decisions made by Council resolution, the CEO will:

- Acknowledge the complaint within seven (7) days,
- Provide the complainant with all relevant information used in making the decision (except confidential details),
- Meet with the affected person to discuss the matter,
- Allow the complainant to address a Council workshop or meeting if appropriate, and
- Only where necessary, seek a repeal or amendment of the decision.

The CEO will notify the complainant of the Council's review decision in writing within 14 days. The review should be completed within 90 days, subject to information availability. If the complainant is dissatisfied with the Council's decision, they can request a review, and an external party may be involved.

Suppose the complainant is not satisfied that a complaint has been satisfactorily resolved. In that case, the complainant can ask for an internal review.

5.6 INTERNAL REVIEW OF COMPLAINT

If the initial complaint cannot resolve a complaint, it will be escalated for internal review or investigation, managed by the CEO or external party.

Acknowledge of receipt of the request for internal review within seven (7) working days and, where possible, provide an estimated response time. The exact timeframe will depend on the seriousness and complexity of the issue. The officer will keep the complainant updated on progress.

Once the review is complete, the officer will consider all evidence, make a decision or recommendation, and report the outcome to the relevant executive and, in more serious cases, to the CEO.

Suppose the complainant is not satisfied that a complaint has been satisfactorily resolved. In that case, the complainant will be informed of any further available review mechanisms and given details of any statutory right of review through external agencies such as the Queensland Ombudsman.

5.7 RECTIFICATION

When an administrative action complaint is found to be valid, Council will promptly take action to correct any affected processes, policies, or procedures and inform the complainant of these changes. Wherever possible, this rectification will be completed within a reasonable timeframe, depending on financial or operational constraints.

C004 – Administrative Action Complaints Procedure (Policy)

5.8 REPORTING

All administrative action complaints will be included in the Council’s annual report. The CEO will also regularly review the number and types of complaints to identify any patterns or trends that may require improvements to processes or policies.

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

7 DEFINITIONS

Term	Definition
Affected person	is a person who is apparently directly affected by an administrative action of Council or an authorised agent of the Affected People.
Competitive neutrality complaint	is a complaint that: a) relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and b) is made by an affected person.
Complaint	is an expression of dissatisfaction, orally or in writing, by a person who is directly affected by an administrative action of Council or its employees (including contractors and volunteers), including a failure to take action
Council	Porpuraaw Aboriginal Shire Council
CEO	A person who holds an appointment as Chief Executive Officer under section 194 of the Local Government Act 2009.
Enquiry	is a request for clarification, advice, information or further information about Council services, policies or procedures. Enquiries can usually be resolved in a one-off communication.
Frivolous complaint	shall mean a complaint that is considered either minor, lacking in substance or without merit and, therefore, not worthy of any further action.
Inappropriate conduct	is conduct that is not appropriate for a representative of a local government but is not misconduct. Types of conduct that comprise inappropriate conduct include: a) failing to comply with Council's Employee Code of Conduct; or b) not following procedures and/or behaving in an offensive or disorderly manner.
Internal Review	is a re-examination of a complaint by a senior or independent Council officer not involved in the original decision to ensure fairness and adherence to Council policies.
Misconduct	is conduct that affects the performance of a person's duties. It represents a breach of trust, misuse of information or a failure to comply with the principles of the <i>Local Government Act 2009 (Qld)</i> . Misconduct is the conduct of a person that meets any of the following criteria: a) adversely affects the honest and impartial performance of the individual's responsibilities; b) is a breach of the trust placed in the person;

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025
Policy C004 Version: 3
Effective Date: 26 March 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: March 2029

C004 – Administrative Action Complaints Procedure (Policy)

Term	Definition
	c) is a misuse of information or material acquired by the individual, whether for personal benefit or d) the benefit of someone else; e) is a repeat case of inappropriate conduct; f) in the case of a councillor, involves a failure by the councillor to notify Council of alleged misconduct, material personal interest or conflict of interest of another councillor
Procedural fairness	is concerned with the procedures used by a decision-maker rather than the actual outcome reached. It requires that a fair and proper procedure be used when making a decision. A decision-maker who follows a fair procedure is more likely to reach a fair and correct decision. The rules of procedural fairness require: a) a hearing appropriate to the circumstances; b) lack of bias; c) evidence to support a decision; and d) inquiry into matters in dispute.
Queensland Ombudsman	is an independent complaint investigation agency.
Vexatious complaint	shall mean a complaint, which is considered to be made maliciously, regardless of its merits, primarily to embarrass, annoy or place an unreasonable burden on a respondent and, therefore, not worthy of any further action.

8 MONITORING AND REVIEW

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

9 RESPONSIBILITY

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended in accordance with the by the Executive Manager Corporate Services.

10 VERSION CONTROL

Version	Adoption (Council Resolution Number)	Date
V1	June 2016 (2016/06/02)	23/06/2016
V3	May 2020 (2020/05/09)	27/05/2020
V4	June 2022 (2022/06/07)	29/06/2022
V5	March 2025 (2025)	

Responsible Officer: Executive Manager Corporate Services
 Policy Owner: Council Res No: 2025
 Policy C004 Version: 3
 Effective Date: 26 March 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: March 2029

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - MARCH 2025

Author: Tracey Graham (Executive Manager of Corporate Services)
Authorisers: Janelle Menzies
Attachments: 1. Finance Report for Period Ended 28 February 2025 [12.1.1 - 10 pages]

EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 28 February 2025.

RECOMMENDATION

1. For Council to adopt the financial statements as provided for the period ended 28 February 2025.

REPORT ATTACHED

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2025

RECOMMENDATION:

That Council notes and accepts the financial statements for the period ended 28 February 2025.

EXECUTIVE SUMMARY:

This report contains the financial statements for the period ended 28 February 2025.

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	19,421,297	19,505,238	(83,941)
Total operating expenses	12,291,939	15,551,175	3,259,236
Operating Position	7,129,358	3,954,063	3,175,295
Capital items	9,376,765	13,336,312	(3,959,547)
Net Result	16,506,123	17,290,375	(784,252)
Capital Works Program			
YTD - 2024/25 capital	10,906,558	23,540,084	12,633,526
Full project life capital costing	11,842,282	40,180,017	28,337,735

Council's net result is \$16.51M, with an unfavourable variance of 5% to budget. Less than forecasted operating expenses (\$3.26M) is offsetting less than forecasted capital revenue (-\$3.96M).

For capital grant revenue, Council recognises the revenue in proportion to the completion percentage of the respective capital project. If capital grant funds are received but no work has been completed, the funds are recorded as a contract liability. Several capital projects have experienced delays, which in turn have delayed the recognition of capital revenue, resulting in a negative variance of \$3.96 to budget.

Key points to note for the month include the following:

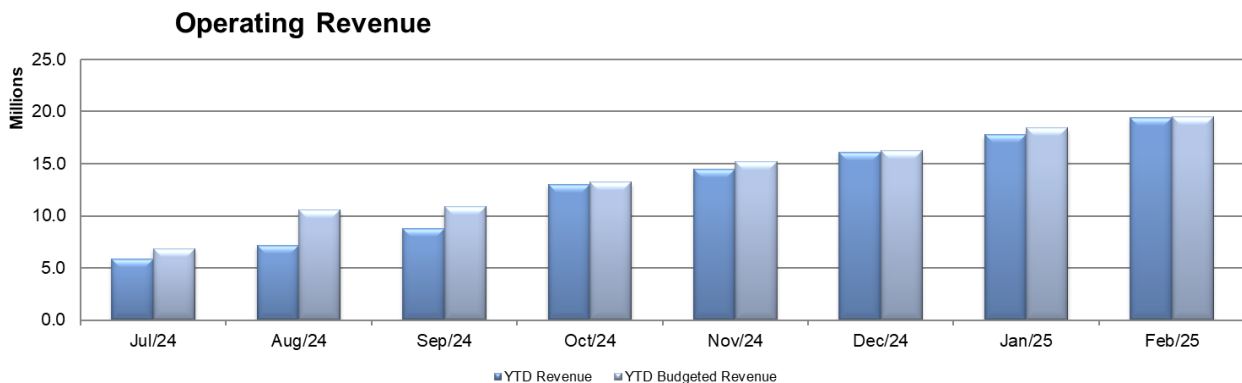
- Jackson Semler Pty Ltd has completed stage two of sewerage strainer pit and pipe repairs for \$103,071. The project has been funded under ICCIP.
- HC Construction have completed claim 8 of \$822,204 for the social housing build in February. They have also completed claims 3 & 4 totalling \$979,925 for the staff houses being built at 65 Yalu.
- 1314 ACCUs were sold in the month of February. The remainder of the ACCUs are expected to sell closer to June.

DETAILED REVIEW OF REVENUE & EXPENDITURE

	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 24/25
	\$	\$	\$	%	\$
Recurrent Revenue					
Levies & charges	531,999	534,818	(2,819)	-1%	534,821
Fees & charges	290,885	228,856	62,029	27%	343,300
Rental income	1,150,224	856,648	293,576	34%	1,285,000
Interest received	2,282,339	1,375,000	907,339	66%	2,062,500
Sales revenue	5,146,408	5,818,576	(672,168)	-12%	8,727,990
Other incomes	110,587	119,648	(9,061)	-8%	139,500
Grants & Subsidies	9,908,855	10,571,692	(662,837)	-6%	10,928,089
	19,421,297	19,505,238	(83,941)	0%	24,021,200
Recurrent Expenditure					
Employees costs	3,563,501	4,951,416	1,387,915	28%	7,795,210
Materials and services	4,880,968	6,456,999	1,576,031	24%	9,453,592
Finance costs	58,413	43,824	(14,589)	-33%	65,750
Depreciation	3,789,057	4,098,936	309,879	8%	6,148,438
	12,291,939	15,551,175	3,259,236	21%	23,462,990
Operating Result	7,129,358	3,954,063	3,175,295	80%	558,210
Capital					
Capital Revenue	19,836	-	19,836	100%	-
Capital Grants & Subsidies	9,546,222	13,361,184	(3,814,962)	-29%	20,041,875
Capital Expense	(189,292.81)	(24,872)	164,421	-100%	(6,384,757)
	9,376,765	13,336,312	(3,959,547)	-30%	13,657,118
Result After Capital	16,506,123	17,290,375	(784,252)	-5%	14,215,328

OPERATING REVENUE:

Operating revenue is \$19.42M, on target to budget.



While overall recurrent revenue is relatively on target with the budget, there are some variances that offset each other. Notable variances in operating revenue are as follows:

Variance	Income Category	Reason
\$294K	Rental income	Accommodation revenue is more than forecasted due to requirements of a large stakeholder project.
\$907K	Interest received	Interest rates forecasted were conservative with an expected drop in the beginning of the year. This aligned with the economic forecast at the time.
-\$672K	Sales revenue	<p>\$717K variance in concrete batching revenue is more than expected due to a large stakeholder project.</p> <p>-\$844K variance in private works revenue due to the timing of completion for upgrade works.</p> <p>-\$401K variance in carbon credit sales due to the timing of ACCUs sales in the year.</p> <p>-\$104K variance in other sales of goods mainly to the budgeted bakery sales as well as less than expected admin store sales.</p>
-\$663K	Recurrent grants & subsidies	Reflects the timing of payment for operational grants where payment was delayed due to variations in agreements.

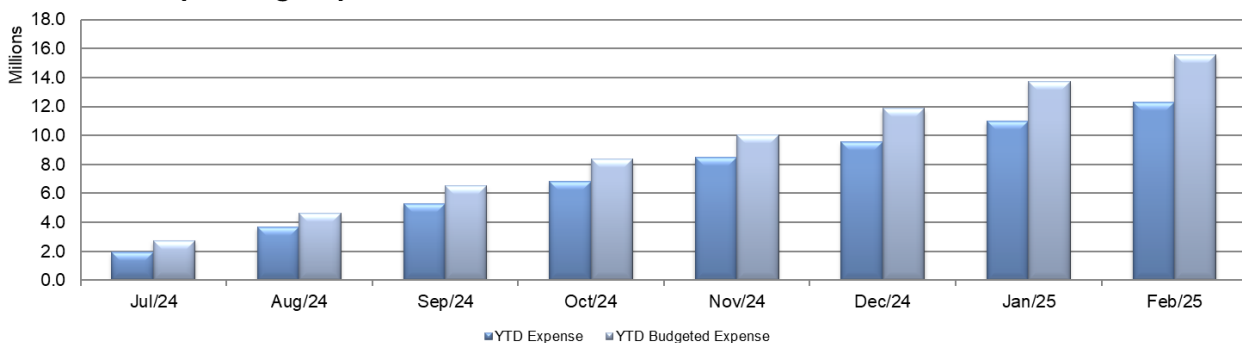
OPERATING EXPENDITURE:

Operating expenditure is \$12.29, compared to the budget of \$15.55M, \$3.26M less than budgeted.

The major drivers of this variance are as follows:

Variance	Expense Category	Reason
\$1.39M	Employee costs	Employee costs are less than budgeted by \$1.46M due to excessive absenteeism through the organisation. There have also been vacancies within the Council, notably with executive management roles vacant this financial year
\$1.58M	Materials and services	<p>Private works expenditure is \$252K less than forecasted.</p> <p>Grants repaid is \$441K less than budget, that relates to the Indigenous Employment Initiative funding.</p> <p>Administration supplies are \$429K less than budget.</p> <p>Consultant expenses are \$190K less than budget.</p>

Operating Expenditure



Awarded Contracts > \$200,000.00 (GST Exclusive)

There are no contracts awarded for amounts over \$200K in February 2025.

CAPITAL EXPENDITURE:

	YTD Actual	Budget 24/25	Overall Budget	WIP 23/24
Airport	105	20,000	20,000	
Bakery	208,781	211,800	230,000	16,098
Contractors Cai	198,910	250,000	250,000	
Council Roads	61,947	-	-	
DHPW	3,413,383	5,602,490	5,928,236	876,137
DRF R1		1,863,152	14,917,375	
DRFA	2,062,948	5,734,423	7,234,687	12,600
ICCIP	307,985	637,760	637,760	
L&S		38,000	38,000	
LGGSP	1,378,415	2,018,699	2,045,710	30,890
LRCI	255,814	389,386	389,386	
Capital Plant	880,562	1,171,000	1,147,000	
QRRRF	166,675	186,427	186,427	
R2R		434,622	2,173,111	
Sewerage		30,000	30,000	
Staff Houses	10,032	70,000	70,000	
TIDS	595,928	296,615	296,615	
W4QR4	1,340,368	2,045,710	2,045,710	
W4QR5	24,706	2,540,000	2,540,000	
Grand Total	10,906,558	23,540,084	40,180,017	935,724

Council's capital works program for 2024/25 is as follows:

- Airport: New light pole, concreting downlights (WIP)
- Bakery: Upgrade works (WIP)
- Contractor Camp: Ablution unit and donga renewals (WIP)
- DHPW: New Community Houses (WIP)
- DRFA: Restoration of Roads 2023 Wet Weather Events (Completed)
- DRF R1: Airport Upgrade (Yet to start)
- ICCIP: Sewerage Macerator, Plastic screen system, Safety system at grinder pits (WIP)
- L&S Guesthouse: New solar hot water system, Bathroom refurbishment (Yet to start)
- LGGSP: New Staff Housing (WIP)
- LRCI: Front Beach amenities renewal (WIP), Community Hall Refurbishment (WIP), Murrays Creek Crossing floodway upgrade (Completed)
- Council Plant: Isuzu MUX (x2), Toyota Hilux, Isuzu D-Max, Isuzu NPR 75-190, Isuzu NPR 65-190, Water Truck, Mini Excavator, 2.5T Forklift, Grader gearbox, Flail mower attachment, Small boat for sewer ponds, massage chairs (x2) (WIP)
- QRRRF: ARNI purchase and implementation (ARNI delivered)
- R2R: Road Upgrades (Yet to start)
- Sewerage: Engineer and install an A frame with an endless chain (Yet to start)

- Staff Houses Upgrade works (WIP)
- W4QR4: New Staff Housing (WIP)
- TIDS Strathgordon Rd Stabilise & Seal (1.1KM) (Completed)
Strathgordon Rd (41.1) Floodway Extension 160m2 (Completed)
Strathgordon Rd - Murray Crossing Extension (Completed)
- W4QR5: Main Road Camp upgrades
Admin Store upgrades
Fencing to staff housing
Power & fencing to the batching plant
Airport building & house upgrades
Campground amenities & shelter refurbishment
New shed & power supply upgrades to the Water Treatment Plant
Sewerage infrastructure upgrades
Power to the Sportsfield with amenities upgrades
(WIP)

The build of ten community houses (DHPW) is scheduled for completion in March, with the build of the staff houses ongoing.

The stabilisation and sealing of Strathgordon Rd has been completed as well as the floodway extension. The Strathgordon Rd - Murray Crossing extensions have also reached practical completion.

The AirBridge Rapid Network Infrastructure (ARNI) control unit has been delivered under the QRRRF funding. Council has purchased the Toyota Hilux, Isuzu D-Max & MUX, 2.5T Forklift, Water Truck, Excavator and two Fuso trucks.

COUNCIL CASH POSITION

Council’s Unconstrained Funds

Pormpuraaw Aboriginal Shire Council
As of 28 February, 2025

	\$	\$
Cash At Bank	1,621,962	
QTC - Investment	<u>66,636,362</u>	68,258,324
Trade Debtors	1,396,173	
Provision Doubtful Debts	<u>(173,466)</u>	1,222,706
Less: Trade Creditors		(2,060,921)
Less: Tied Grant Funds		(8,434,888)
Less: Current Commitments		(3,857,292)
Adjustment for major commitments of tied grant funds		<u>682,799</u>
Total Unconstrained Funds		<u>55,810,729</u>

Please see Appendix A: Statement of Financial Position for further details on Council’s assets, liabilities, and community equity.

Summary of Council’s Aged Debt

Council aims to minimise the amount of outstanding monies owed through regular review of debtor accounts and systematic engagement with our debtors.

As at the end of February 2025, \$397,693 is outstanding over 60 days.

Below is a snapshot of the significant aged debt:

\$123,000	For the provision of concrete & other supply	The debt mainly relates to the provision of concrete. There is a discrepancy between Council records and the debtors' records. An administrative review was undertaken that resulted with the debtor further disputing different invoices. Council has continued to review and respond to the debtor with an aim for resolution in March.
\$94,534	For service levies & rent	Negotiations through legal representation is not progressing. No resolution has been achieved to date. The Council premise has now been vacated.
\$48,612	For service levies	A commercial property is in arrears. Understanding has been achieved between the Council and debtor with payments being made towards the aged debt, however repayments have become sporadic.
\$41,468	For service levies	Debtor is a state department that is disputing the service levies. Council has escalated the matter, and it is currently under the final review by the state department.
\$77,485	For service levies	This debt relates to the service levies for 19 homeownership leasee debtor accounts within community. There are 20 accounts, 6 properties have payments recorded with 1 account paid in full and 5 others on payment plans. For 14 properties no payments have been made.

FINANCIAL SUSTAINABILITY STATEMENT

The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) financial sustainability ratios have been provided as an indication of Council’s performance against key financial sustainability criteria.

There are eight ratios that review sustainability measures across the categories of:

- Financial capacity
- Operating Performance
- Liquidity
- Asset management

The three asset management ratios and the population growth ratio will be presented to Council at end of year.

Below is an overview of Pormpuraaw’s sustainability measures for February 2025.

Type	Measure	Target	Actual 24/25	5-Year Average
Financial Capacity	Council Controlled Revenue Ratio	No target	4.24%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	36.7%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	56.2%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	56 months	-

Council Controlled Revenue Ratio – An Indicator of Financial Flexibility

Council controlled revenue is an indicator of Council’s financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks. This ratio is calculated by adding service levies plus statutory fees & charges and dividing by the total operating revenue.

Operating Surplus Ratio – A Measure of Sustainability

This ratio is a measure of a local government’s ability to cover its operational costs and have revenues available for capital funding or other purposes. This ratio is calculated by dividing the operating result by the total recurrent revenue being principally operating grants, sales revenue, interest and rental income.

Operating Cash Ratio

The operating cash ratio is a measure of Council’s ability to cover its core operational expenses and generate a cash surplus excluding depreciation and finance costs. The ratio is calculated by adding the operating result plus depreciation and finance cost divided by total operating revenue.

Unrestricted Cash Expense Cover Ratio

The unrestricted cash expense cover ratio is an indicator of the unconstrained cash available to meet ongoing and emergent financial demands. The ratio is calculated by adding total cash and current investments less externally restricted cash (grants) divided by operating expenditure (less depreciation and finance costs).

The result represents the number of months Council can continue operating based on current monthly expenses. This measure is to be present to Council as a single-year result only.

COUNCIL GRANT REVIEW

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 28 February 2025

	Balance 1/07/2024	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
Commonwealth Government Grants					
Department of Infrastructure, Transport, Regional Development, Communications & The Arts					
<i>Financial Assistance Grant</i>	-	4,855,504	-	(4,855,504)	-
<i>Local Roads & Community Infrastructure Program - Phase 3</i>	(103,336)	-	-	-	(103,336)
<i>Local Roads & Community Infrastructure Program - Phase 4</i>	-	233,632	-	(255,814)	(22,182)
Total	(103,336)	5,089,136	-	(5,111,317)	(125,517)
Department of Health & Aged Care					
<i>CHSP Home Support Programme (HACC)</i>	17,658	268,550	34,499	(352,737)	(32,029)
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	713,794	270,497	-	(287,732)	696,559
Total	731,452	539,048	34,499	(640,469)	664,530
Department of Climate Change, Energy, the Environment and Water					
<i>Indigenous Protected Areas (IPA) Program</i>	-	164,564	-	-	164,564
Total	-	164,564	-	-	164,564
Services Australia					
<i>Centrelink Agency</i>	-	28,850	-	(33,086)	(4,236)
Total	-	28,850	-	(33,086)	(4,236)
Total - Commonwealth Govt Grants	628,117	5,821,597	34,499	(5,784,872)	699,342
State Government Grants					
Department of Environment, Science & Innovation					
<i>QIL&S Ranger Program</i>	49,333	797,590	-	(495,831)	351,091
Total	49,333	797,590	-	(495,831)	351,091
Queensland Fire and Emergency Services					
<i>State Emergency Services</i>	-	14,011	-	(7,559)	6,452
Total	-	14,011	-	(7,559)	6,452
Department of Justice & Attorney-General					
<i>Community Justice Group</i>	108,274	86,350	-	(141,913)	52,710
Total	108,274	86,350	-	(141,913)	52,710
State Library of Queensland					
<i>Indigenous Libraries</i>	-	23,000	10,004	(22,290)	10,714
<i>First Five Forever Program</i>	-	3,000	-	(1,003)	1,997
Total	-	26,000	10,004	(23,293)	12,711
Department of Transport and Main Roads					
<i>ATSI TIDS Projects</i>	-	-	-	(595,928)	(595,928)
Total	-	-	-	(595,928)	(595,928)
Queensland Health					
<i>ATSI Public Health Program</i>	-	154,572	-	(162,005)	(7,433)
Total	-	154,572	-	(162,005)	(7,433)
Health and Wellbeing Queensland					
<i>Discrete Communities Planning Funding</i>	-	75,315	-	-	75,315
Total	42,298	75,315	-	-	75,315
Department of Agriculture, Fisheries & Forestry					
<i>Coastal Clean Up</i>	42,298	-	-	(6,810)	35,487
Total	42,298	-	-	(6,810)	35,487
Department of Education, Skills & Employment					
<i>First Start Program</i>	-	45,000	-	-	45,000
Total	-	45,000	-	-	45,000

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 28 February 2025

	Balance 1/07/2024	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
State Government Grants					
Queensland Reconstruction Authority					
<i>DRFA 2023 Restoration - Kowanyama Rd</i>	(222,539)	-	-	(787,079)	(1,009,618)
<i>DRFA 2023 Restoration - BAAS Yard Rd</i>	50,983	-	-	(131,842)	(80,859)
<i>DRFA 2023 Restoration - Northern Rd</i>	533,775	-	-	(896,996)	(363,221)
<i>DRFA 2023 Restoration - Pormpuraaw Rd</i>	94,511	-	-	(19,290)	75,220
<i>DRFA - CAT D Betterment Program</i>	124,954	-	-	(227,741)	(102,787)
<i>Qld Resilience & Risk Reduction Fund</i>	-	61,928	-	(169,526)	(107,598)
<i>DRF Aerodrome Upgrade</i>	4,475,212	-	-	-	4,475,212
<i>DRFA 2025 Emergent Works</i>	-	-	-	(4,013)	(4,013)
<i>Get Ready Qld</i>	(1,356)	6,780	-	(3,352)	2,072
Total	5,055,539	68,708	-	(2,239,839)	2,884,408
Department of Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities and the Arts					
<i>Splashpark</i>	(87,500)	262,500	-	(144,450)	30,550
<i>Service Enhancement Plan</i>	(45,000)	-	-	-	(45,000)
<i>Don't Buy Sly Grog Initiative</i>	(7,750)	-	-	(9,956)	(17,706)
Total	(140,250)	262,500	-	(154,406)	(32,156)
Department of Communities, Housing & Digital Economy					
<i>Qld Community Support Scheme</i>	-	45,432	-	(36,067)	9,365
<i>Community Transport</i>	-	30,285	-	(24,731)	5,554
<i>Forward Remote Capital Program - 7 Social Houses</i>	3,053,866	-	-	(2,508,455)	545,412
<i>Remote Capital Program - 3 Social Houses</i>	1,405,409	-	-	(904,928)	500,481
Total	4,459,275	75,717	-	(3,474,181)	1,060,811
Department of Tourism & Sport					
<i>Deadly Active Sport & Recreation Program</i>	-	63,000	-	(37,274)	25,726
Total	-	63,000	-	(37,274)	25,726
Department of State Development, Infrastructure, Local Government and Planning					
<i>Indigenous Council Funding</i>	-	2,649,230	-	(2,649,230)	-
<i>LGGS - New Staff Duplex Complex</i>	392,110	-	-	(1,378,414.78)	(986,304)
<i>Works for Queensland 2021-2024</i>	800,000	-	-	(1,340,368.39)	(540,368)
<i>Works for Queensland 2024-2027</i>	-	1,200,000	-	(24,706)	1,175,294
<i>ICCIP</i>	458,098	-	-	(307,985)	150,112
Total	1,650,208	3,849,230	-	(5,700,705)	(201,266)
Total - State Govt Grants	11,224,677	5,517,993	10,004	(13,039,745)	3,712,929
Other Grant Providers					
Local Government Association of Queensland - LGAQ					
<i>Rapid Low Earth Orbit (LEO) Program</i>	(17,383)	45,000	-	(27,617)	-
Total	(17,383)	45,000	-	(27,617)	-
Cape York Natural Resource Management					
<i>Nest to Ocean (Turtle Program) CY397 R8</i>	5,395	11,500	-	(16,895)	-
Total	5,395	11,500	-	(16,895)	-
Total Other Grant Providers	(11,988)	56,500	-	(44,512)	-
Total Grants	11,840,805	11,396,091	44,503	(18,869,128)	4,412,271
Add back negative (unclaimed) grant balances	484,864				4,022,617
Unspent grant revenue	12,325,669				8,434,888

APPENDIX A: STATEMENT OF FINANCIAL POSITION

**Porpuraaw Aboriginal Shire Council
Statement of Financial Position
As at 28 February 2025**

	2024/25
	\$
Current assets	
Cash At Bank	1,621,962
Cash - Trust Account	466,004
Cash - QTC Account	66,636,362
Receivables	1,222,706
Contract Asset	3,961,899
Inventories	633,883
Total current assets	74,542,817
Non-current assets	
Property, plant and equipment	168,859,294
Other financial assets	12,124,158
Total non-current assets	180,983,452
Total assets	255,526,269
Current liabilities	
Payables	2,060,921
Contract Liability	7,006,917
Provisions	758,151
Total current liabilities	9,825,988
Non-current liabilities	
Provisions	189,488
Total non-current liabilities	189,488
Total liabilities	10,015,476
Net community assets	245,510,794
Community equity	
Asset revaluation surplus	140,249,131
Retained surplus	105,261,662
Total community equity	245,510,794

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

15 CONFIDENTIAL ITEMS

15.1 PERMISSION TO RESIDE

CONFIDENTIAL REASONS

As required under Section 254J(3) of the *Local Government Act 2009*, this item is considered confidential due to the following reason(s):

(f) matters that may directly affect the health and safety of an individual or a group of individuals.

EXECUTIVE SUMMARY

Council to consider approving Applications to Reside in Pormpuraaw.

RECOMMENDATION

Council to approve the Applications to Reside in Pormpuraaw as received.

16 LATE ITEMS

17 TENDERS & QUOTATIONS

Nil

18 NOTICE OF MOTION

19 NEXT MEETING

20 CLOSE OF MEETING