

Ordinary Meeting of Council

28 January 2025

The Mayor and Council Members
Pormpuraaw Shire Council
PORMPURAAW QLD 4892

Dear Members

Notice is also hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on **Wednesday 29 January 2025** commencing at **10.00 AM**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Edward Natera
Chief Executive Officer



ORDINARY MEETING OF COUNCIL

AGENDA

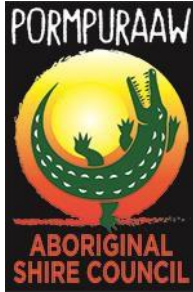
Wednesday 29 January 2025
Pormpuraaw Shire Council
Boardroom
24 Thinraathin Street
Pormpuraaw

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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**



Pormpuraaw Aboriginal Shire Council

24 Thinraathin St, Pormpuraaw QLD 4892

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An Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council was held on Wed, 18 Dec 2024 at the Pormpuraaw Council Chambers - 24 Thinraathin St, Pormpuraaw, commencing at 10.00am.

The attendance of each Councillor was requested.

Minutes Council Meeting Date: Wed, 18 Dec at 10.00am.

- 1. Present:** Mayor Ralph Kendall, DMayor/Cr Tim Koo-Aga, Cr Keith Barney, Cr Romena Edwards, Cr Lucy Foote.
- 2. Apologies:** Nil
- 3. Declaration of any Conflict, any perceived or other Potential Conflict of Interest to be declared prior to meeting by Councillors (Sect 150EL and Sect 150EQ of LGovt Act 2009):** Nil
- 4. Related Party Declaration Form , (Sect 150EP of LGovt Act 2009):** Confirmation of any changes to Related Party Declaration Form by Councillors & Senior Managers: Nil.
- 5. Matters arising from the 27 Nov 2024 Meeting:** That Council confirm the Minutes of Council Meeting dated Wed, 27 Nov 2024 as true & correct. The Fuel Price is confirmed at \$2.60 and will be broadly advertised today. The Fuel Depo will be open 24/7 moving forward
Moved: Mayor R. Kendall. **Seconded:** Cr L. Foote.
CARRIED.
Resolution: 2024/12/01.

6. Delegations/Guests: Nil**7. Correspondence:** List of inwards correspondence tabled for information:
FYI**8. Reports:****8.1** Mayor's Report:

- **8.1.1:**

8.2 CEO's Report:

- **8.2.1: Attendance Certificate:** see Attendance certificate dated 18 Dec 2024 and approved for payment at \$1,658.00 each for Cr Keith Barney, Cr Romina Edwards & Cr Lucy Foote.
- **8.2.2: Audit Committee Meeting (ACM) dated 05 Dec 2024:** As per LGovt Act 2009 & LGovt Reg 2012 the Minutes of any Audit Committee meetings are to be tabled at the very first Council Meeting for review & acceptance.
Motion: That Council accepts the ACM docu as tabled and accepts for adoption.
Moved: Mayor R. Kendall. **Seconded:** DMayor/Cr T.Koo-Aga.
CARRIED.
Resolution: 2024/12/02.

8.3 Executive Manager Corporate Services (EMCS) Report:

- **8.3.1: Executive Manager Corporate Services:** see Special Purpose Report dated 16 Nov 2024 covering: General Finance, Grant Acquittals & Reporting, Current Corporate Service Project, WHS, HR, Admin Store, Accommodation
Motion: That Council accepts the Special Purpose Report dated 16 Dec 2024 from EMCS.
Moved: Cr K. Barney. **Seconded:** Mayor R. Kendall.
CARRIED.
Resolution: 2024/12/03.

- **8.3.2: Internal Audits, Strategic 3 Year Internal Audit Plan 2024-2027 and Detailed Internal Audit Plan 2024-2025:** See docu on above and as noted in Corporate Service Summary & Independent Audit Committee meeting dated 05 Dec, focus area to be:
Review of organisational structure and human resources, including investment strategies to align to strategic objectives and operational decisions with newly implemented Corporate Plan
Review of PPE including indexation and impairment
Cyber security risks & data security
Revaluation of PPE
Review implementation of new sustainability and climate reporting standards
Revaluation of PPE.
Motion: That Council notes & accepts the above docu on Internal Audit Strategic as tabled.
Moved: Cr K. Barney. **Seconded:** Mayor R. Kendall.
CARRIED.
Resolution: 2024/12/04.

8.4 Operations Executive Manager's Report:

- **8.4.1:** see SPR dated 11 Dec 2024 from Ops Mgr who commenced on 15 Nov 2024 covering:
Work for Month,
Waste & Recycling,
Workplace Health & Safety,
Main Roads,
Parks & Gardens,
Water Supply & Sewerage,
Plumbing,
Housing,
Airport,
Special Projects.
Motion: That Council notes & accepts the SPR dated 11 Dec from Ops Mgr.
Moved: Cr R. Edwards. **Seconded:** Cr K. Barney.
CARRIED.
Resolution: 2024/12/05.

8.5 Community Service Manager's Report:

- **8.5.1: Executive Manager Community Services (EMCS):** See Special Purpose Report for Nov 2024 received covering:
Aged Care,
Justice Group,
Post Office,
Customer Service Officer for Cashier & PO, Centrelink,
Library,
Disaster Management,
PUB,
Bakery,
Hall,
Events,
Motion: That Council acknowledge & accepts the Nov Comm Service Report as tabled.
Moved: Mayor R. Kendall. **Seconded:** Cr K. Barney.
CARRIED.
Resolution: 2024/12/06.

- **8.5.2: Aged Care Management Mth Report for Nov (ACMR).** See above Aged Care Report for Nov.
Motion: That Council acknowledge & accepts the Nov ACMR as tabled.
Moved: Cr K. Barney. **Seconded:** Cr L. Foote.
CARRIED.
Resolution: 2024/12/07.

-

8.6 Environment Report:

- **8.6.1: Ranger: Land & Sea** (joint Co-Ordinators of Clinton & Gavin): Council noted that no Reports received.

9. Tenders & Quotations: **Nil****10.** Notice of Motion: **Nil****11.** Meeting Closed: **12.10noon****12.** Next Ordinary Meeting: **29 Jan 2025**

Minutes accepted as true & correct.

.....
Mayor: Ralph Kendall.

.....
CEO: Edward A Natera

UNCONFIRMED

10. CONFIDENTIAL ITEMS



COUNCIL REPORT

1. Title: OPERATIONAL PLAN 2024/25 PROGRESS REPORT

2. Date: 29 January 2025

3. Purpose: The attached report provides information regarding the progress of the 2024/25 Operational Plan projects.

4. Recommendation:

That Council receives and notes the progress report on the implementation of the 2024/25 Operational Plan for the period July to December 2024.

5. Discussion:

The *Local Government Regulation 2012* provides that a local government must prepare and adopt an annual operational plan for each year, which was adopted in July 2024.

In accordance with section 174(3) of the *Local Government Regulation 2012*, the Chief Executive Officer must present a written assessment of the Operational Plan progress every three (3) months.

The following table describes the current progress of Councils 2024/25 Operational Plan for the period July to December 2024:

6. Report:

Executive Team

Demonstrate leadership by planning, accountability, good governance and financial sustainability.

- Lead and supervise teams in a professional, safe and service oriented environment.
- Develop a cohesive team that share ideas to identify opportunities for community and financial sustainability that are transparent to community.
- Provide Council with well-researched evidence and information to inform good decision making.
- Consult with the community in a culturally appropriate manner to develop long-term strategies for employment retention, economic growth and financial sustainability.



KPI Ref	CP Ref	KPI	Action	Progress
KPI 1	5.1	All staff understand Council’s Mission Statement.	Inform, engage and educate staff about Council’s Mission Statement.	Ongoing in everyday activities including employment inductions and in particular if called to have a meeting with the CEO.
KPI 2	5.2	Councillors attend and are engaged with Council and external stakeholders 95% of the time.	Develop partnerships with external mentors and peak body organisations to support and encourage engagement in the public arena.	Ongoing in everyday activities, etc. Stakeholders Interagency Meetings.
KPI 3	5.9	Staff work in a safe work environment and engage in a culture of safe work practices where 100% of staff is inducted within five days of commencement.	Educate, demonstrate and encourage safe work practices. Actively participate and support the induction process and training of staff.	Work in progress (WIP) with Mango OHS system being rolled out across the organisation. WHS discussed in toolbox staff meetings.
KPI 4	5.3	Council holds two public meetings with all Councillors and Executive Team present.	Provide support to Councillors, engage the public and present to community meetings in a consultative and transparent manner.	Ongoing with the last one held in June 2024
KPI 5	5.8	80% of Operational Plan Goals completed on time.	Active commitment and dedication towards meeting agreed goals.	In progress and quantified at the end of the year.

Community – The Way We Want To Live Together

Communicating and engaging ethically, with fairness and respect for culture.

- Promote a healthy, supportive, and proactive community.
- Develop strategies for a safe community free from violence.
- Ensure services and facilities are available and accessible to all.
- Encourage leadership and stewardship through regular community discussions.



KPI Ref	CP Ref	KPI	Action	Progress
KPI 6	1.2	Hold and document minutes for regular community meetings on important issues.	Develop appropriate strategies for community engagement and ensure relevant stakeholders are consulted.	Ongoing & led by EM Community Services & CEO.
KPI 7	12	Justice Group meets 100% of its reporting requirements.	Facilitate Justice Group Meetings; develop strategies for engaging with young people; and develop operating systems for current members.	In Progress - Nathan Higgens is working with coordinator and justice group on program delivery and PD for new staff.
KPI 8	1.1	Aged Care services are compliant.	Ensure ongoing compliance.	In progress - Aged Care in pre-audit review to ensure ongoing compliance and preparation for new reforms.
KPI 9	1.4	Active participation in Board meetings. (by Management & Council)	Support Pormpuraaw United Brothers Sports Club to comply with the Alcohol Management Plan in line with good governance and financial integrity.	Not yet started - The Club Manager & Committee have been invited to Council meetings on Monday mornings to open communications - date to be advised

KPI Ref	CP Ref	KPI	Action	Progress
KPI 10	1.3	Centrelink and Library are open 95% of scheduled hours.	Ensure adequate staffing level to maintain services. Ensure Qld State Library adequately funds the Library.	Current

Built Environment - Shaping Our Surroundings



Together - building a strong, respectful and resilient community.

- Plan for the future development of the community through a schedule of works.
- Develop asset management strategies consistent with good financial planning.
- Actively seek out opportunities for own source revenue through new construction of housing and repairs and maintenance of state housing.
- Ensure public spaces are well-maintained for Community enjoyment.
- Ensure tenders and contracts meet procurement standards.

KPI Ref	CP Ref	KPI	Action	Progress
KPI 11	5.7	Council Asset Register is updated and in line with the Asset Policy	Develop and implement asset management strategies in line with Council policies for registering, recording and depreciating assets.	Regularly updated each quarter and detail review conducted at end of financial year in conjunction with valuations.
KPI 12	5.7	Assets are maintained with servicing records up to date.	Maintain Council assets in a fair condition. Develop maintenance schedules for all major Council assets and infrastructure.	Assets are regularly maintained; Mango is being trialled currently to capture service information.
KPI 13	1.8	All staff housing and Council leased properties are inspected & maintenance schedules developed.	Develop a schedule for inspection and maintenance within budget guidelines.	Staff housing inspected as house is vacated with routine maintenance and safety checks being undertaken. Maintenance schedule development in progress.
KPI 14	5.5, 3.3	90% compliance with rubbish and parks and gardens schedules.	Develop a schedule for rubbish collection, inform community members of schedule and remove rubbish & maintain public spaces.	Garbage collection is 5 days a week, challenging due to staff absenteeism.
KPI 15	5.8	BAS housing maintenance requests are completed within 120 days.	Develop strategies to ensure outstanding BAS housing maintenance work is carried out in a timely manner.	Operations & Finance work very closely with QBuild with efforts to bring down O/Standings Work Orders to under 120 Days.

Natural Environment – It Begins With Us



Protecting the environment, people and culture through diverse and engaging opportunities.

- Protecting the natural environment through animal and plant pest management plans.
- Conservation and reinvigoration of traditional outstations.
- Maintaining waste and water standards.
- Diversifying ranger activities to provide for economic opportunities.
- Caring for unique and diverse environmental public areas, including campgrounds, beaches and homelands.

KPI Ref	CP Ref	KPI	Action	Progress
KPI 16	3.1	Have two on-country activities through the Junior Ranger Program.	Build partnerships with Pormpuraaw State School to engage youth in the Junior Ranger Program	Ongoing & very active with the Ranger Group with School support & participation. On-country activity was held in August 2024 at Hersey Beach.
KPI 17	3.3	75% of community members are aware of waste and water obligations.	Develop appropriate community awareness strategies to inform the community of their obligations in relation to the infrastructure upgrade, water usage and waste management.	Awareness still WIP with regular Flyers on Community Clean Up, especially around pre-cyclone season and wet season commencing.
KPI 18	3.3	Customer Service Water Standards are complied with.	Implement strategies to ensure the Customer Service Water Standards are met.	Customer service water standards are being met in compliance with our drinking water quality management plan.
KPI 19	4.1, 5.8	Council has staff trained in Local Laws.	Utilise powers under the Local Laws.	In progress and will be ongoing, focus currently on animal management (Dog Owners) & their responsibilities.
KPI 20	3.1	Rangers receive fees for services.	Investigate new economic opportunities for the Land and Sea Rangers.	Ongoing with all activities and in particular, Carbon Burn revenue.
KPI 21	3.2	100% of domestic pets are micro-chipped.	Engage a vet to carry out micro-chipping and general health checks of all domestic pets.	Working with visiting Vet and Ongoing.

Economy – Creating our future



Providing opportunities through strategic planning, and workforce and economic development.

- Strategic plans reflect community demands, regulatory compliance and Council's corporate vision.
- Build a capable, skilled workforce that finds value in their contribution.
- Maintain effective risk management processes.
- Manage Council's governance requirements in a timely manner.
- Develop opportunities for economic growth.

KPI Ref	CP Ref	KPI	Action	Progress
KPI 22	5.1	Two ILUA meetings held with Traditional Owners to update on Operational Plan.	Consult and seek advice from Traditional Owners on Council's annual Operational Plan.	NGO Groups & ILUA members are very non-committal to having meeting & efforts are still being made to ensure that they are aware of their volunteer duties.
KPI 23	5.3, 5.9	Council has an up-to-date Corporate Risk Register.	Develop a Corporate Risk Register.	In progress - draft risk framework in development, ready for the next stage of identifying inputs.
KPI 24	5.4	A Business Continuity Plan is adopted.	Develop a Business Continuity Plan.	In progress, Council currently has a business continuity plan that needs review and updating. This will be conducted in conjunction with our risk management work.
KPI 25	5.5	Council meets 95% of its statutory governance requirements.	An annual governance schedule is developed, monitored and reported to Council.	In Progress – Policy review at the final stages for Council adoption.
KPI 26	5.3	Two community consultation meetings held for the Corporate Plan.	Organise two public meetings to develop consultation strategies for updating the Corporate Plan.	Two Meetings were held on the current CP, with another planned before June 2025
KPI 27	4.1	Indigenous employment is retained at 80% for award positions.	Development of at least annual performance reviews, training programs and mentoring of local staff.	Indigenous employment is currently at 62% of our workforce. Staff attendance, capacity & willingness to undertake duties is very challenging & is WIP.

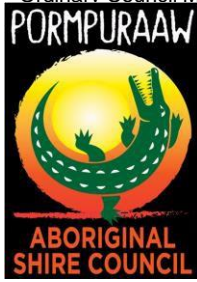
Organisation – Develop our Capacity

Building a sustainable financial future.

- Deliver line income and expenditure within approved budgets.
- Comply with relevant legislation, policies and procedures.
- Ensure payroll is processed in a timely manner within legislative guidelines.
- Support IT functions of Council.
- Process accounts payable within appropriate timeframes and trading terms.



KPI Ref	CP Ref	KPI	Action	Progress
KPI 28	5.2	All grants are acquitted on time.	Funded services will be delivered according to grant provisions with emphasis on timely reporting and lodgment.	All grant acquittals are completed prior to the due dates. Council receive grant reporting summary each month in Exec Manager of Corporate Services report.
KPI 29	4.1	Training staff to cover absences and maintain service levels.	Continue documentation of internal controls. (What is the action to train staff?)	In progress – Training needs analysis developed and training in priority or high-risk areas is being delivered. Essential service areas have ongoing in-house training on processes. This will be ongoing.
KPI 30	5.2	Long-term finance sustainability ratios are included in the budget.	Develop appropriate, relevant long term financial ratios.	Complete - Long-term finance sustainability ratios are included in budgets.
KPI 31	5.1, 5.2	Audit Committee complies with s 105 of the LGA 2009.	The Audit Committee carries out its statutory functions in a timely manner with supporting evidence.	Current - We have a very active audit Committee & this is reflected in our audits reports & relationship with QAO.



Pormpuraaw Aboriginal Shire Council Monthly Meeting Corporate Services Report January 2025

SUBJECT: Monthly Report to Council – Corporate Services

AUTHOR: Tracey Graham

DATE: 22 January 2025

RECOMMENDATION: Council adopts the Corporate Services Reports provided by the Executive Manager of Corporate Services (EMCS)

Purpose of Report

To provide council with an update of the corporate services functions as of 22 January 2025.

Documents/Special Report items attached to this report are as summarised:

- Finance Report as of 31 December 2024

Discussion

GENERAL FINANCE

- Finance Report as of 31 December 2024 is attached. The finance report shows that the Council has a net result of \$14.02M, which is within 3% of the budget. This result is primarily due to timing of capital grant revenue. Operational expenditure is 20% favourable to the budget target, mainly due to employee costs (staff absenteeism and vacant roles) and materials & services. Operational revenue is currently 1% below the budget target due to the timing of payment for operating grants. The Council's cash position remains strong at \$67.8M, with \$53M in unconstrained funds, providing operational expense coverage for approximately 54 months. Community equity currently stands at just over \$243M. Maintaining financial sustainability will continue to be a priority for the finance team, working collaboratively with the management team to explore ways to reinvest back into the community.
- An appendix to the financial reports has been provided for November 2024, including profit and loss statement and the statement of financial position as of 30 November 2024. This was not provided for the December Council meeting as it was requested to be deferred until January 2025.
- Council currently has \$420,276 in aged debtors owing of 60 days or more. Most of the outstanding debts relate to service levies for homeownership lessees and commercial businesses. The Council should consider its position in recovering debt outstanding for homeownership lessee service levies, which currently stands at \$94.5K.
- On 05 December 2024, audit committee members were requested to complete self-assessment questionnaire and return it for summary to be tabled at the next audit committee meeting in April 2025. To date no questionnaires have been received.

- A replacement financial accountant based in the Cairns office commenced mid-December 2024. An administration officer for corporate services based in the Cairns office commenced in January 2025.
- Grant expenditure reporting is provided monthly to the executive management team to ensure managers monitor their program budgets.
- A fortnightly staff absenteeism report is provided to executive managers to monitor staff absenteeism.
- The EMCS confirms there are no changes to her reported related parties or register of interests.

Grant acquittals and reporting completed since last Council report:

- LGGSP 2022-24 quarterly reporting – October to December 2024
- W4Q 2021-24 quarterly reporting – October to December 2024
- W4Q 2024-27 quarterly reporting – October to December 2024
- ATO quarterly GST reporting – October to December 2024
- ATO monthly PAYG & STP reporting – December 2024

Current Corporate Services Projects:

- Asset Management Framework & Plans
- WHS/Risk Management System – Mango QHSE Management System (Continuous WIP)
- Audit Matrix Register (Current WIP)
- Internal Audit Plan for 2024/25 FY (Current WIP)
- Policy Reviews & Develop Policy Register (Current WIP)
- Risk Management Framework (Current WIP)
- Registers Development
- Property & Lease Register with Maintenance Requirements
- Delegations Register Review
- Multi-factor Authentication for Council's IT Infrastructure Access (Completed)

WHS

- Work Health & Safety and Risk Manager position was advertised on Seek and is currently listed with a recruitment agency.
- The Council's WHS/Risk program - Mango Quality, Health, Safety & Environment Management System is currently being established and being slowly rolled out to key Council staff. Staff have been provided mobile tablets to access the Mango system and undertake real-time WHS & risk reporting. The system records identified hazards and areas of improvement to the relevant department for review and action. All Managers and Supervisors must work collectively to ensure we identify WHS & risk hazards and ensure our staff can go home safely each night to their loved ones, maintaining a zero tolerance for injury in the workplace.
- A suite of safety operating procedures has been purchased through SafetyCulture which the incoming WHS Manager will need to work through with each department on the applicable safety operating procedures.

HR

- The HR role is currently being covered by the Executive Manager of Corporate Services, who is trying to keep recruitment flowing as best we can. A recruitment agency is currently seeking suitable applicants.
- Airport Reporting Officer training is scheduled for Tuesday 03 to Friday 07 February 2025. This training will be delivered in collaboration with KASC. Council will need to identify 5-6 officers who can undertake this training and commit to being on the on-call roster.

- Absenteeism across Council continues to be an issue. For the FY there has been **7,600** hours of absenteeism recorded for the 2024-25 financial year to date (28 weeks). This equates to approx. **271.5 hours per week** and is the equivalent of approximately **7.5 Full-time employees not coming to work each day. This is approximately 12.5% of our workforce absent each day!**

ADMIN STORE

- Admin Store will undertake a bi-annual stocktake at the end of January 2025, with the Admin Store being closed on Wednesday 29 to Friday 31 January 2025 inclusive. This has been communicated to all staff via email to allow materials to be obtained from the Admin Store before this closure period.
- Recruitment for an admin store assistant will not commence until April 2025, to secure a placement before road freight becomes active again.

ACCOMMODATION

- The Council is currently recruiting for a full-time Accommodation Team Leader, with the role being advertised on Seek and listed with a recruitment agency to identify suitable applicants. Interviews are currently being undertaken this week, with an offer of employment to be provided in the coming days to the most suitable applicant.
- Accommodation occupancy has been at a steady capacity, with the Council working continuously with contractors to ensure they have accommodation available for their workers to undertake capex works commencing, such as the construction of community houses, staff houses, road works, hospital, etc. The contractors camp is being fully utilised by WIP Constructions.
- The replacement ablution & laundry units for the Main Roads Camp have arrived at the transport depot in Cairns and will be transported to Pormpuraaw in the new year when the weather allows, and a crane can be transported into the community to lift these buildings.

Kind Regards,



Tracey Graham

Executive Manager of Corporate Services

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2024

RECOMMENDATION:

That Council notes and accepts the financial statements for the period ended 31 December 2024.

EXECUTIVE SUMMARY:

This report contains the financial statements for the period ended 31 December 2024.

As the December meeting was held early, the Statement of Financial Position and the Statement of Profit & Loss for November 2024 have been included in Appendix B to this report.

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	16,126,281	16,286,336	(160,055)
Total operating expenses	9,538,356	11,855,650	2,317,294
Operating Position	6,587,926	4,430,686	2,157,240
Capital items	7,439,334	9,996,016	(2,556,682)
Net Result	14,027,259	14,426,702	(399,443)
Capital Works Program			
YTD - 2024/25 capital	8,503,212	23,540,084	15,036,872
Full project life capital costing	9,438,936	40,180,017	30,741,081

Council’s net result is \$14.02M, within 3% to budget. Less than forecasted operating expenses (\$2.32M) is offsetting less than forecasted capital revenue (-\$2.56M).

Key points to note in this finance report include the following:

- \$221,190 has been committed to purchase a 4x4 bus to use for community and sporting events, as per SPR resolution 2024/10/04. The bus has been ordered utilising a local buy arrangement.
- Jackson Semler Pty Ltd has been contracted for \$676,276 for the sewerage strainer pit and pipe repairs under a local buy arrangement. The project has been funded under ICCIP. Preconstruction, procurement and some design works have been completed.

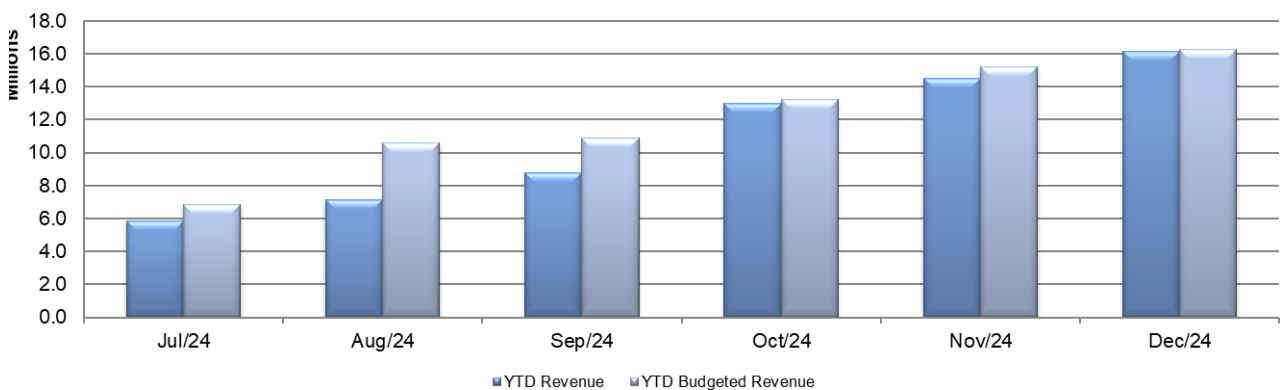
• **DETAILED REVIEW OF REVENUE & EXPENDITURE**

	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 24/25
	\$	\$	\$	%	\$
Recurrent Revenue					
Levies & charges	269,655	267,409	2,246	1%	534,821
Fees & charges	238,837	171,642	67,195	39%	343,300
Rental income	900,735	642,486	258,249	40%	1,285,000
Interest received	1,734,193	1,031,250	702,943	68%	2,062,500
Sales revenue	3,998,468	4,363,932	(365,464)	-8%	8,727,990
Other incomes	3,121	69,736	(66,615)	-96%	139,500
Grants & Subsidies	8,981,272	9,739,881	(758,609)	-8%	10,928,089
	16,126,281	16,286,336	(160,055)	-1%	24,021,200
Recurrent Expenditure					
Employees costs	2,355,361	3,713,562	1,358,201	37%	7,795,210
Materials and services	4,062,469	5,035,018	972,549	19%	9,453,592
Finance costs	46,324	32,868	(13,456)	-41%	65,750
Depreciation	3,074,202	3,074,202	-	0%	6,148,438
	9,538,356	11,855,650	2,317,294	20%	23,462,990
Operating Result	6,587,926	4,430,686	2,157,240	49%	558,210
Capital					
Capital Revenue	21,854	-	21,854	100%	-
Capital Grants & Subsidies	7,417,480	10,020,888	(2,603,408)	-26%	20,041,875
Capital Expense	-	(24,872)	(24,872)	-100%	(6,384,757)
	7,439,334	9,996,016	(2,556,682)	-26%	13,657,118
Result After Capital	14,027,259	14,426,702	(399,443)	-3%	14,215,328

OPERATING REVENUE:

Operating revenue is \$16.1M compared to a budget of \$16.3M, within 1% of budget.

Operating Revenue



While overall recurrent revenue is 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
\$703K	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.
\$669K	Concrete batching revenue	More than expected due to a large stakeholder project.
\$258K	Property rental	Accommodation revenue is more than forecasted due to requirements of a large stakeholder project.
-\$759K	Operating grants	Reflects the timing of payment for operational grants where payment was delayed due to variations in agreements.
-\$746K	Private works revenue	Mainly due to the timing of completion for upgrade works.
-\$285K	Carbon credit sales	Due to the timing of ACCUs sales in the year.

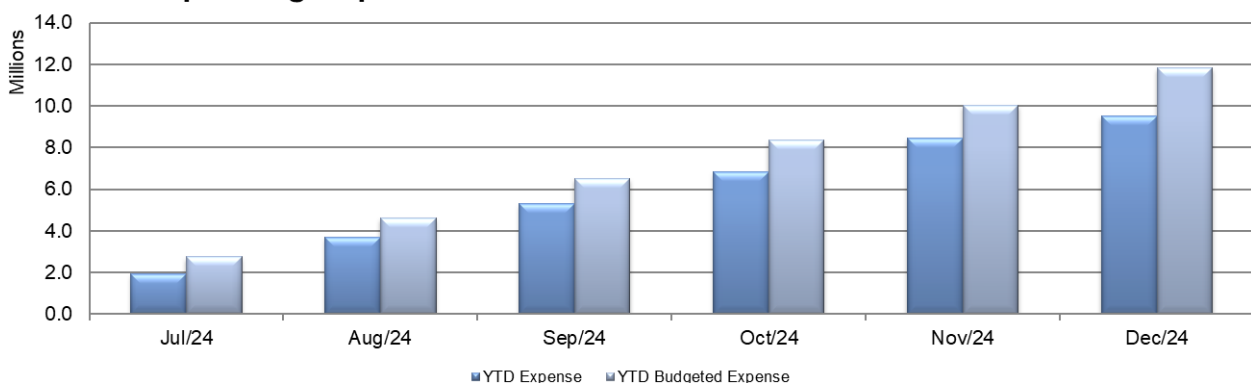
OPERATING EXPENDITURE:

Operating expenditure is \$9.5M, compared to the budget of \$11.9M, \$2.3M less than budgeted.

The major drivers of this variance are as follows:

- Employee costs are less than budgeted by \$1.36M due to excessive absenteeism through the organisation. There have also been vacancies within the Council, notably with executive management roles vacant this financial year
- Materials and services are \$973K less than forecasted. The variance is due to several factors, however notable movements are:
 - Private works expenditure is \$341K less than forecasted;
 - Grants repaid is \$331K less than budget, that relates to the Indigenous Employment Initiative funding;
 - Administration supplies are \$293K less than budget.

Operating Expenditure



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

There have been two contracts awarded for amounts over \$200K in November & December 2024.

Contract Amount	Supplier	Contract #	Nature of Works
\$676,215.54	Jackson Semler Pty Ltd	LB314	Sewerage Infrastructure Works
\$221,189.88	Mareeba Toyota	LB320	Purchase of a 4x4 BPU ^{age 18}

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 Camp	144,950	250,000	250,000	
Council Roads	61,947	-	-	
DHPW	2,530,973	5,602,490	5,928,236	876,137
DRF R1		1,863,152	14,917,375	
DRFA	2,053,817	5,734,423	7,234,687	12,600
ICCIP	204,914	637,760	637,760	
L&S		38,000	38,000	
LGGSP	858,736	2,018,699	2,045,710	30,890
LRCI	187,860	389,386	389,386	
Capital Plant	659,917	1,171,000	1,147,000	
QRRRF	158,655	186,427	186,427	
R2R		434,622	2,173,111	
Sewerage		30,000	30,000	
Staff Houses	10,032	70,000	70,000	
TIDS	583,227	296,615	296,615	
W4QR4	839,299	2,045,710	2,045,710	
W4QR5		2,540,000	2,540,000	
Grand Total	8,503,212	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 (WIP)
- 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 roller door Replacement (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 (WIP)
- 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
 (In planning stage)

The build of ten community houses (DHPW) continues this financial year with an expected date of completion now in March 2025. The staff housing project is underway with a revised completion date for March 2025.

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 and Excavator with two Fuso trucks on order.

COUNCIL CASH POSITION

Council’s Unconstrained Funds

Pormpuraaw Aboriginal Shire Council
 As of 31 December 2024

	\$	\$
Cash At Bank	911,987	
QTC - Investment	<u>66,960,896</u>	67,872,883
Trade Debtors	1,772,651	
Provision Doubtful Debts	<u>(173,466)</u>	1,599,185
Less: Trade Creditors		(777,397)
Less: Tied Grant Funds		(9,211,496)
Less: Current Commitments		(8,680,433)
Adjustment for major commitments of tied grant funds		2,292,659
Total Unconstrained Funds		<u>53,095,401</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 December 2024, \$420,276 is outstanding over 60 days.

Below is a snapshot of the significant aged debt:

\$128,760	For the provision of concrete	The debt relates to the provision of concrete. There is a discrepancy between Council records and the debtors’ records. An administrative review is being finalised, and Council will respond to the debtor with an aim for resolution.
\$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.
\$48,748	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.
\$44,468	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.
\$79,455	For service levies	This debt relates to the service levies for 19 homeownership leasee debtor accounts within community. Six properties have payments recorded with one account paid in full and the others on payment plans.

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 December 2024.

Type	Measure	Target	Actual 24/25	5-Year Average
Financial Capacity	Council Controlled Revenue Ratio	No target	3.15%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	40.9%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	59.9%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	54 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

Porpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 31 December 2024

	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>	-	4,662,731	-	(4,662,731)	-
<i>Roads to Recovery</i>	-	-	-	-	-
<i>Local Roads & Community Infrastructure Program - Phase 3</i>	(103,336)	-	-	-	(103,336)
<i>Local Roads & Community Infrastructure Program - Phase 4</i>	-	233,632	-	(187,860)	45,772
Total	(103,336)	4,896,363	-	(4,850,591)	(57,563)
Department of Health & Aged Care					
<i>CHSP Home Support Programme (HACC)</i>	17,658	223,274	(17,658)	(274,892)	(51,617)
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	713,794	-	-	(219,481)	494,313
Total	731,452	223,274	(17,658)	(494,373)	442,695
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>	-	23,863	-	(30,602)	(6,740)
Total	-	23,863	-	(30,602)	(6,740)
Total - Commonwealth Govt Grants	628,117	5,308,064	(17,658)	(5,375,566)	542,956
State Government Grants					
Department of Environment, Science & Innovation					
<i>QIL&S Ranger Program</i>	49,333	598,193	-	(353,402)	294,123
Total	49,333	598,193	-	(353,402)	294,123
Queensland Fire and Emergency Services					
<i>State Emergency Services</i>	-	14,011	-	(6,924)	7,087
Total	-	14,011	-	(6,924)	7,087
Department of Justice & Attorney-General					
<i>Community Justice Group</i>	108,274	86,350	-	(112,819)	81,805
Total	108,274	86,350	-	(112,819)	81,805
State Library of Queensland					
<i>Indigenous Libraries</i>	-	23,000	10,004	(20,944)	12,059
<i>First Five Forever Program</i>	-	3,000	-	(1,003)	1,997
Total	-	26,000	10,004	(21,947)	14,056
Department of Transport and Main Roads					
<i>ATSI TIDS Projects</i>	-	-	-	(583,227)	(583,227)
Total	-	-	-	(583,227)	(583,227)
Queensland Health					
<i>ATSI Public Health Program</i>	-	103,048	-	(115,699)	(12,651)
Total	-	103,048	-	(115,699)	(12,651)
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 31 December 2024

	Balance 1/07/2024 \$	Revenue \$	Council Contribution \$	Expense \$	Balance \$
State Government Grants					
Queensland Reconstruction Authority					
<i>DRFA 2023 Restoration - Kowanyama Rd</i>	(222,539)	-	-	(785,125)	(1,007,665)
<i>DRFA 2023 Restoration - BAAS Yard Rd</i>	50,983	-	-	(131,842)	(80,859)
<i>DRFA 2023 Restoration - Northern Rd</i>	533,775	-	-	(893,339)	(359,564)
<i>DRFA 2023 Restoration - Pormpuraaw Rd</i>	94,511	-	-	(19,290)	75,220
<i>DRFA - CAT D Betterment Program</i>	124,954	-	-	(224,221)	(99,267)
<i>Qld Resilience & Risk Reduction Fund</i>	-	61,928	-	(158,655)	(96,727)
<i>DRF Aerodrome Upgrade</i>	4,475,212	-	-	-	4,475,212
<i>Get Ready Qld</i>	(1,356)	6,102	-	3,352	8,098
Total	5,055,539	68,030	-	(2,209,120)	2,914,449
Department of Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities and the Arts					
<i>Splashpark</i>	(87,500)	262,500	-	(91,219)	83,781
<i>Service Enhancement Plan</i>	(45,000)	-	-	-	(45,000)
<i>Don't Buy Sly Grog Initiative</i>	(7,750)	-	-	-	(7,750)
Total	(140,250)	262,500	-	(91,219)	31,031
Department of Communities, Housing & Digital Economy					
<i>Qld Community Support Scheme</i>	-	30,288	-	(27,694)	2,594
<i>Community Transport</i>	-	20,190	-	(22,010)	(1,820)
<i>Forward Remote Capital Program - 7 Social Houses</i>	3,053,866	-	-	(1,835,476)	1,218,391
<i>Remote Capital Program - 3 Social Houses</i>	1,405,409	-	-	(695,498)	709,911
Total	4,459,275	50,478	-	(2,580,677)	1,929,076
Department of Tourism & Sport					
<i>Deadly Active Sport & Recreation Program</i>	-	31,500	-	(28,603)	2,897
Total	-	31,500	-	(28,603)	2,897
Department of State Development, Infrastructure, Local Government and Planning					
<i>Indigenous Council Funding</i>	-	2,649,230	-	(2,649,230)	-
<i>LGGSP - New Staff Duplex Complex</i>	392,110	-	-	(858,736)	(466,625)
<i>Works for Queensland 2021-2024</i>	800,000	-	-	(839,299)	(39,299)
<i>Works for Queensland 2024-2027</i>	-	1,200,000	-	-	1,200,000
<i>ICCIP</i>	458,098	-	-	(204,914)	253,184
Total	1,650,208	3,849,230	-	(4,552,178)	947,260
Total - State Govt Grants	11,224,677	5,134,340	10,004	(10,662,626)	5,706,394
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	-	-	(16,895)	(11,500)
Total	5,395	-	-	(16,895)	(11,500)
Total Other Grant Providers	(11,988)	45,000	-	(44,512)	(11,500)
Total Grants	11,840,805	10,487,404	(7,655)	(16,082,704)	6,237,850
Add back negative (unclaimed) grant balances	484,864				2,973,646
Unspent grant revenue	12,325,669				9,211,496

APPENDIX A: STATEMENT OF FINANCIAL POSITION

**Pormpuraaw Aboriginal Shire Council
Statement of Financial Position
As at 31 December 2024**

	2024/25
	\$
Current assets	
Cash At Bank	911,987
Cash - Trust Account	329,154
Cash - QTC Account	66,960,896
Receivables	1,599,185
Contract Asset	2,903,408
Inventories	<u>646,082</u>
Total current assets	73,350,712
Non-current assets	
Property, plant and equipment	167,362,113
Other financial assets	<u>12,124,158</u>
Total non-current assets	<u>179,486,272</u>
Total assets	<u>252,836,984</u>
Current liabilities	
Payables	777,397
Contract Liability	8,080,018
Provisions	<u>758,151</u>
Total current liabilities	<u>9,615,566</u>
Non-current liabilities	
Provisions	<u>189,488</u>
Total non-current liabilities	<u>189,488</u>
Total liabilities	<u>9,805,054</u>
Net community assets	<u>243,031,930</u>
Community equity	
Asset revaluation surplus	140,249,131
Retained surplus	102,782,798
Total community equity	<u>243,031,930</u>

APPENDIX B: FINANCIAL STATEMENTS FOR NOVEMBER 2024

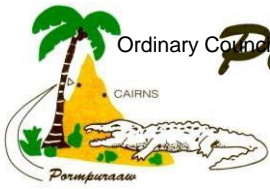
Statement of Profit & Loss as at 30 November 2024.

	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 24/25
	\$	\$	\$	%	\$
Recurrent Revenue					
Levies & charges	269,655	267,409	2,246	1%	534,821
Fees & charges	210,026	143,035	66,991	47%	343,300
Rental income	658,129	535,405	122,724	23%	1,285,000
Interest received	1,434,440	859,375	575,065	67%	2,062,500
Sales revenue	3,292,623	3,636,610	(343,987)	-9%	8,727,990
Other incomes	3,121	64,780	(61,659)	-95%	139,500
Grants & Subsidies	8,637,875	9,692,069	(1,054,194)	-11%	10,928,089
	14,505,868	15,198,683	(692,815)	-5%	24,021,200
Recurrent Expenditure					
Employees costs	2,077,805	3,094,635	1,016,830	33%	7,795,210
Materials and services	3,790,017	4,350,833	560,816	13%	9,453,592
Finance costs	36,746	27,390	(9,356)	-34%	65,750
Depreciation	2,561,835	2,561,835	-	0%	6,148,438
	8,466,403	10,034,693	1,568,290	16%	23,462,990
Operating Result	6,039,465	5,163,990	875,475	17%	558,210
Capital					
Capital Revenue	21,854	-	21,854	100%	-
Capital Grants & Subsidies	3,332,826	8,350,740	(5,017,914)	-60%	20,041,875
Capital Expense	-	(24,872)	(24,872)	-100%	(6,384,756)
	3,354,680	8,325,868	(4,971,188)	-60%	13,657,119
Result After Capital	9,394,145	13,489,858	(4,095,713)	-30%	14,215,329

Statement of Financial Position

Pormpuraaw Aboriginal Shire Council
Statement of Financial Position
 As at 30 November 2024

	2024/25
	\$
Current assets	
Cash At Bank	1,157,676
Cash - Trust Account	272,042
Cash - QTC Account	69,879,954
Receivables	1,252,355
Contract Asset	1,100,825
Inventories	<u>648,463</u>
Total current assets	74,311,316
Non-current assets	
Property, plant and equipment	167,557,284
Other financial assets	<u>12,124,158</u>
Total non-current assets	<u>179,681,442</u>
Total assets	<u>253,992,757</u>
Current liabilities	
Payables	1,722,379
Contract Liability	10,362,089
Provisions	<u>758,151</u>
Total current liabilities	<u>12,842,619</u>
Non-current liabilities	
Provisions	<u>189,488</u>
Total non-current liabilities	<u>189,488</u>
Total liabilities	<u>13,032,107</u>
Net community assets	<u>240,960,651</u>
Community equity	
Asset revaluation surplus	140,249,131
Retained surplus	100,711,519
Total community equity	<u>240,960,651</u>



SPECIAL PURPOSE / MONTHLY REPORT

TITLE	Executive Manager Operations
--------------	-------------------------------------

	20/01/2025
--	-------------------

PURPOSE OF REPORT
Please provide a one sentence summary (e.g. provide monthly report..., provide update..., seek decision/approval...)
Operations monthly report to council. Dec 2025.

RECOMMENDATION

Type an "X" in one of the below boxes to Indicate the outcome you are seeking from the Council Meeting.

<input checked="" type="checkbox"/> Council to note report.	<input type="checkbox"/> Resolution required (make a decision)
--	---

If a decision is required from Council, please draft the wording of the resolution;

That Council resolves...

Discussion

This information supports your recommendation to Council and the body of your monthly report is typed here.

Work for Month

- QBuild works.
- General duties
- Community Wi-Fi Program is installed and operational. This can be used for emergency calls using data calling when Telstra 5G network is down (depends on phone and carrier). Additional repairs were carried out due to bird damage over Xmas break.
- Staff attendance has improved; however, the absentee times are still higher than desired.

Waste and Recycling

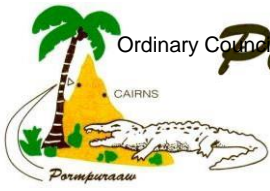
- Works have started on Town Waste Centre cleanup and are in Progress.

Workplace health and safety.

- Advertisements have started for a new WHS officer. Updates will be provided as part of ongoing reporting.
- Working on implementing better WHSE, with Ops Manager starting site inspections last week and issuing requests to Project Managers for improvements on build site security and housekeeping. Rectification has started and will be monitored as an ongoing process. Contractor sites are still not the greatest on new housing, continual discussion taking place with site manager for HC.

Main Roads

- Some minor concrete shoring to happen on roads banks highlighted for future works by Kelso.
- All works have ceased for the year.



SPECIAL PURPOSE / MONTHLY REPORT

Parks and Gardens

- P&G have started on town clean-up for wet. Paul has stepped up as leading hand and has started to take the job seriously, we all hope that this continues into the new year and going forward.
- Some works were conducted (mowing) over Xmas break to try to set an example for staff on the commitment of council to a tidy town.

Water supply and sewerage

- Water usage and testing is being maintained. All test results presented well.
- Waterpark is currently back in use..
- No major plumbing issues.

Plumbing

- Ongoing QBuild maintenance
- New Plumber Elijah Walker employed to start mid-January.
- We are currently investigating potential potable water running into sewer system, we are conducting door knocks and talking to the community in the areas we believe the leaks originate in to try to rectify. This will be ongoing as it is putting a strain on both our water supplies and our septic systems. EOM requested that Qbuild during their inspections focus on water leaks/issues in community houses. Qbuild agreed to help spread the word as well as highlight any water leakage for repair.

Housing

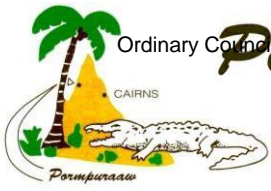
- An overall reduction on outstanding jobs has taken place over the last month with QBuild making positive comments at the recent meeting about local performance, we will continue to monitor this closely.
- !0 new houses under construction currently, progress is slower than desired, but they are progressing with practical completion expected late February.

Airport

- Additional ARO training to take place in February to alleviate relief shortage, once staff are agreed on, we will let those involved know.
- Recent Audit at Airport had satisfactory result with only minor changes required.

Special Projects

- LCRI funding Scopes confirmed for Community Hall and Beachside Ablution upgrades and works to start early in the new year. Roller doors for Admin and Hall have been ordered and should arrive mid December.
- Staff Duplexes have progress with a March 2025 expected practical completion.
-



SPECIAL PURPOSE / MONTHLY REPORT

REPORT AUTHOR

Grant Dennis

POSITION

Executive Manager Operations.

PROGRAM AREA

Operations



MONTHLY REPORT

TITLE	Community Services Manager - Monthly Report
--------------	--

DATE	For the Month of December 2024
-------------	---------------------------------------

PURPOSE OF REPORT
Please provide a one sentence summary (e.g. provide monthly report..., provide update..., and seek decision/approval...)
Provide update to Council regarding Community Services operational activities for the reporting period

RECOMMENDATION

Type an "X" in one of the below boxes to indicate the outcome you are seeking from the Council Meeting.

<input checked="" type="checkbox"/> Council to note report.	<input type="checkbox"/> Resolution required (make a decision)
--	---

If a decision is required from Council please draft the wording of the resolution;

Nil

Discussion

This information supports your recommendation to Council and the body of your monthly report is typed here.

Aged Care

Aged Care Quality & Safety Commission Audit **postponed until early 2025**

Resource (Culturally Directed Care Solutions subscription has been purchased to assist with templates and information required for quality compliance. Meeting booked to discuss current compliance with view to accessing support to prepare for commission visit on site 2025

No domestic assistance able to be provided due to no staff
Minimal yard maintenance due to staff attendance
Most days only saw Coordinator and 1 sometimes 2 staff arrive to work to provide services

Application sent in request for SDAP in September 2024
(Service Development Assistance Panel) support
(Teams meeting to discuss application scheduled early January)

Board survey provided to Mayor and Council to complete regarding their understanding of Aged Care and their responsibilities.

- see attached Aged Care report for December 2024

MONTHLY REPORT

Justice Group:

- Court date 9/12/2024
- Centre closed over Council Christmas Holiday period

Post Office / Cashier

Cashier has been relocated into Post Office (left Counter cashier / Right 2 x Post office terminals. Feedback from staff is that it is organised and working well.

Grace Millinda is working with team supporting ongoing services which has seen the post office operational 95-100%

Centrelink

Position vacant and is being advertised

Currently open every day for self-service only

Library

Position vacant and is being advertised.

Disaster Management

SES Manfred Richter visit 13-14th November with 6 recruit applications in process

ARNI now in Pormpuraaw, handover provided to operations / rangers. To be stored in the SES shed and monthly maintenance overseen by the rangers

PUBS

Nothing to report

Next OLGR meeting 7/02/2025

Bakery

Still to be completed –

- * Consultation with new CEO to clarify direction forward (Par-bake or full bakery)
- * Consultation with new CEO (Bakery / Aged Care meal provision)
- * Food safe shelving to be constructed
- * Counters fridges and display cabinets to be constructed and placed
- * Cleaned prepared for opening/ Food Safety Plan / Food Licence application
- * Baker or cook to be hired



MONTHLY REPORT

Hall the Hall is now available for daily hire as per PASC Schedule of Fees, booking via cashier

Booking is provided in blocks of 8am-12 / 12-4pm and 4pm -8pm to allow multiple services to access the hall as required.

Replacement of roller doors have arrive and to be installed Jan 2025

Hall booked by PPAC for School holiday program 9/12/24 – 17/01/2025

PPAC email 23/10/2024 Community Hall lease proposal attached

Don't Buy Sly Initiative HELP

PLEASE Feedback / ideas required

We still have \$50,000 – rolled over from 2023-2024 grant to use prior to 30/06/2025

This is to deliver initiatives encouraging / educating community to not buy sly (please can the Mayor / Council) provide their ideas for what would be best to deliver to make an impact to community.

Idea's ???

EVENTS

Community Christmas Event 11/12/2024



The Council Team were amazing with helping the Community Christmas Party be a success, starting with the setup the day before with lighting/ fencing to getting food and water set up barricades for the fireworks and lastly the clean-up.

Porompuraaw Aboriginal Shire Council

MONTHLY REPORT

Without the support of all involved the event could not have being the success that it was.



MONTHLY REPORT



Executive Manager Community Services – Shelina Bartlett

Pompuraaw Aboriginal Shire Council

SERVICE ACTIVITY REPORT: Financial Year 2024 - 2025

Ordinary Council Meeting Agenda
Commonwealth Government CHSP (Over Age)

29 January 2025

Porpuraaw Shire Council

Porpuraaw Aged Care Project

Created: 1/10/2025

JULY - DECEMBER JANUARY - JUNE YEAR TO DATE

	Yearly Contracted Units	6 Month Contracted Units	Monthly Contracted Units	JULY - DECEMBER							JANUARY - JUNE						YEAR TO DATE				
				Jul Units	Aug Units	Sep Units	Oct Units	Nov Units	Dec Units	Total Units	Total %	Jan Units	Feb Units	Mar Units	Apr Units	May Units	Jun Units	Total Units	Total %	Total Units	Total %
Domestic Assistance	535	268	45	4	49	46	32	19	13	162	61							0	0	162	30
Social Support - Individual	610	305	51	22	25	80	85	71	25	307	101							0	0	307	50
Personal Care	220	110	18	3			1			4	4							0	0	4	2
Social Support - Group	1700	850	142	60	66	40	96	34	12	308	36							0	0	308	18
Meals	6932	3466	578	1145	906	934	950	929	1202	6066	175	246						246	7	6312	91
Flexible Respite	12	6	1									0									
Home Maintenance	188	94	16	52	40	44	44	8	6	194	207							0	0	194	103
Transport	1050	525	88	88	129	49	102	44	16	428	82							0	0	428	41

*** This report does not contain service types that require \$AUD. Therefore Home Maintenance will contain Garden Maintenance only. For a complete comparison against funding run the Performance Report.



Aged Care Management Monthly/Quarterly Report

This report is to be completed and forwarded by the Aged Care Coordinator by the end of the first week of the month/quarter.

MONTH: December 2024

Client Numbers									
CHSP clients (Total)	29				Total new CHSP clients this month	0			
Home Care Package clients (Total) / Level	Level 1	Level 2	Level 3	Level 4	Total new HCP clients this month / level	Level 1	Level 2	Level 3	Level 4
		7	3						
Brokered clients	N/A				Total new brokered clients this month	NA			
My Aged Care referrals (incoming)	0				My Aged Care referrals (outgoing)	0			
Assessments/reassessments completed this month	3				Total client file reviews completed this month	0			
Service Delivery feedback									
Adverse impacts on service delivery	<i>December saw essential services of MOW provided only with only minimal staff in attendance</i>								



<p>Human Resources Staffing levels & comments</p>	<p>Staffing issues - <i>Urgent need for additional staff</i> – unable to provide domestic support, Social Support Group and limited Individual support / due staff.</p>		
<p>Training delivered</p>	<p><i>ALTURA training / Tool Box talks</i> <i>No Training in December</i> <i>All attending staff needed for essential service provision</i></p>	<p>Training or Professional Development opportunities identified</p>	
<p>Requests, Complaints & Feedback (staff & clients)</p>	<p>Nothing to report</p>		
<p>Stakeholder meetings / engagement</p>	<p><i>Support of Community Christmas event, transporting venerable clients to and from event, and supporting them at the event with food and drinks</i></p>		
<p>Good News Stories</p>	<p><i>A huge Thank You to Gloria Barney, with having most staff absent Glora has stepped up and worked extra hard working alongside the Coordinator to ensure that the meals are provided everyday.</i></p>		
<p>Reports completed where applicable <i>(Note any issues e.g. clients not paying and what has been done as a response) – attach copies of any reports or Centrepay follow up documents.</i></p>			
<p>Centrepay deduction</p>	<p><i>Aged Care clients in Debt/ Credit (payment for MOW) is Always being monitor by PASC Account received they will notified the aged care coordinator of any changed from Centrelink.</i></p>		



WHS, Infrastructure & Improvements	
Incidents and Outcomes – <i>clients and staff</i>	<p>Summary – None to report for December 2024</p> <p>Actions Arising</p>
Issues / Risks / WHS Resources &/or infrastructure maintenance required	<p><i>Work order for the walk in freezer as it's not getting to the right temperature and it's still an ongoing monitoring by the Electrician.</i></p>
Industry Issues	<p><i>A work order has been done for the Aged Care Generator to be inspected monthly.</i></p>
Compliance	<p><i>New process for Single Assessment Process</i></p>
Results for the Month and Year to Date – Commonwealth Home Support Program / Home Care Packages / Brokered Services	



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SPECIAL PURPOSE REPORT

Title
Procurement Policy – Financial Delegations

Date
29 January 2025

EXECUTIVE SUMMARY

To make changes to the financial delegations in the Procurement Policy.

RECOMMENDATION

The Council resolved to change the financial delegations in the Procurement Policy as follows:-

Chief Executive Officer	\$200,000
Executive Manager Corporate Services	\$100,000
Finance Manager	\$ 50,000

And to issue Credit Cards as follows:

Chief Executive Officer	\$ 5,000
Mayor	\$ 1,000

DISCUSSION

The Council adopted the current Procurement Policy on 31 July 2024.

The incoming Chief Executive Officer is uncomfortable with the current large delegations.

The current delegations and proposed delegations are as follows:-

POSITION	CURRENT	PROPOSED
Chief Executive Officer	\$1,000,000	\$200,000
Executive Manager Corporate Services	\$ 300,000	\$100,000
Finance Manager	\$ 100,000	\$ 50,000

CONSULTATION (Internal/External)

Mayor & Councillors

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Section 198 of the Local Government Regulations – Procurement Policy

(1) A local government must prepare and adopt a policy about procurement (a procurement policy).

(2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.

(3) A local government must review its procurement policy annually.

Janelle Menzies



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SPECIAL PURPOSE REPORT

Title
2025 Council Meeting Dates

Date
29 January 2025

EXECUTIVE SUMMARY

Section 254B of the *Local Government Regulation 2012* (the Regulation) stipulates how and when Councils must publish a notice of the days and times of Ordinary meetings.

RECOMMENDATION

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2025 and advertises accordingly.

Month	Day	Date	Time
January	Wednesday	29	10.30am
February	Monday	24	10.30am
March	Wednesday	26	10.30am
April	Wednesday	30	10.30am
May	Wednesday	28	10.30am
June	Wednesday	25	10.30am
July	Wednesday	30	10.30am
August	Wednesday	28	10.30am
September	Wednesday	24	10.30am
October	Wednesday	15	10.30am
November	Wednesday	26	10.30am
December	Wednesday	17	10.30am

BACKGROUND

Section 254B of the Regulation states that Council must, at least once in each year, publish a notice of the days and times when:

- a) Its ordinary meetings will be held; and (if applicable)
- b) The ordinary meetings of its standing committees will be held.

The notice must be published on the local government’s website, and in other ways the local government considers appropriate.

Council meetings are typically scheduled for the third Tuesday of each month for the following reasons:

- This allows for deputations attending the meeting to align with flights returning to Charleville, Toowoomba and/or Brisbane
- This avoids other regionally significant meeting dates (e.g. SWQROC typically meet in the second week of a month)
- Allows sufficient time for statutory reporting e.g. finalisation of bank statements to provide accurate Financial Statements.
-

The following months have been realigned due to the following conflicts:

- 15 October – Moved to third Wednesday as LGAQ Annual conference is on the the fourth week of the month.
- 17 December – moved to third Wednesday due to Christmas shut down.

OPTIONS

1. Option 1 – Recommended:

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2025 and advertises accordingly.

Month	Day	Date	Time
January	Wednesday	29	10.00am
February	Monday	24	10.00am
March	Wednesday	26	10.00am
April	Wednesday	30	10.00am
May	Wednesday	28	10.00am
June	Wednesday	25	10.00am
July	Wednesday	30	10.00am
August	Wednesday	28	10.00am
September	Wednesday	24	10.00am
October	Wednesday	15	10.00am
November	Wednesday	26	10.00am
December	Wednesday	17	10.00am

2. Option 2

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2025 and advertises accordingly.

Month	Day	Date	Time
January			10.00am
February			10.00am
March			10.00am
April			10.00am
May			10.00am
June			10.00am
July			10.00am
August			10.00am
September			10.00am
October			10.00am
November			10.00am
December			10.0am

CONSULTATION (Internal/External)

Mayor & Councillors

LEGAL IMPLICATIONS

Section 254B of the *Local Government Regulation 2012*

POLICY AND LEGISLATION

Section 254B of the *Local Government Regulation 2012*

254B Public notice of meetings

(1) A local government must, at least once in each year, publish a notice of the days and times when—

(a) its ordinary meetings will be held; and

(b) the ordinary meetings of its standing committees will be held.

(2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.

(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—

(a) its meetings will be held; and

(b) meetings of its committees will be held.

(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil as per Council's Risk Management Policy

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SPECIAL PURPOSE REPORT

Title

Councillor Remuneration 2025/26

Date

29 January 2025

Executive Summary

On 29 November 2024, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for Mayors, Deputy Mayors and Councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the Local Government Act 2009 and Chapter 8, Division 1 of the *Local Government Regulation 2012*. This determination is to apply from 1 July 2025.

RECOMMENDATION

1. That Council endorse the recommendation of the Local Government Remuneration Commission to apply from 1 July 2025 as follows:
 - (a) Mayor - \$122,975
 - (b) Deputy Mayor - \$70,946
 - (c) Councillor - \$61,486 (a base payment of \$40,990.67 and a meeting fee of \$1,707.94 per calendar month from July 2025 to May 2026 and \$1,707.99 in June 2026.)

BACKGROUND

The Commission has decided to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors by 3% from 1 July 2025.

The Act requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election. Following a comprehensive review during 2023, a new set of council remuneration categories has been developed for implementation from 1 July 2024. Pormpuraaw Shire Council was move from 1 to a Category A2.

Pormpuraaw Aboriginal Shire Council is a Category A2 Council, the Remuneration schedule to apply from 1 July 2025 is as follows:

Mayor - \$122,975

Deputy Mayor - \$70,946

Councillor* - \$61,486

*For councillors in category A1, A2 and A3 councils, a base payment (two thirds of the annual remuneration) and a monthly payment based upon attendance at council meetings (one third of the annual remuneration) is payable for the 12 months commencing 1 July 2025. Participation in, scheduled meetings of council is subject to certification by the CEO and/or chief executive of the

OPTIONS

Option 1 – Recommended

1. That Council endorse the recommendation of the Local Government Remuneration Commission to apply from 1 July 2025 as follows:
 - (a) Mayor - \$122,975
 - (b) Deputy Mayor - \$70,946
 - (c) Councillor - \$61,486 (a base payment of \$40,990.67 and a meeting fee of \$1,707.94 per calendar month from July 2025 to May 2026 and \$1,707.99 in June 2026.)

Option 2

1. That Council resolve to adopt a remuneration amount other than the amount recommended by the Local Government Remuneration Commission in accordance with S247 of *the Local Government Regulation 2012*.

CONSULTATION (Internal/External)

Local Government Remuneration Commission

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Section 150EF (1)(g)(i) Personal Interests in ordinary business of a local government

This chapter does not apply in relation to a conflict of interest in a matter if the matter is solely, or relates solely to the remuneration of reimbursement of expense of councillors.
Local Government Regulation 2012

S247 Remuneration payable to councillors

- (1) A local government must pay remuneration to each councillor of the local government.
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.
- (3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.
- (5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.
- (6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.
- (7) Subsections (4) and (5) are subject to section 248.

FINANCIAL AND RESOURCE IMPLICATIONS

Appropriate budget allocations for the 2025/26 period to be made in accordance with resolution.

RISK MANAGEMENT IMPLICATIONS

Low Risk – Standard Operating Procedure

JANELLE MENZIES



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SPECIAL PURPOSE REPORT

Title

Supply Scheme Fund

Date

29 January 2025

RECOMMENDATION

1. That Council resolve to:
 - (a) Apply up to \$100,000 from the Scheme Supply Fund to update the Council's planning scheme and local laws; and
 - (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this funding application.

BACKGROUND

On 27 August 2024, the Department of Housing, Local Government, Planning and Public Works released the Scheme Supply Funding Guidelines.

There are two funding pathways – Pathway 1 and Pathway 2.

Pormpuraaw Aboriginal Shire Council is identified within the Local

Government Group 3. The criteria for Pathway 1 is as follows:

Limited to Councils in Group 3 and is a non-competitive, allocation based funding.

Eligible projects - to deliver planning outcomes related to endorsed Local Housing Action Plans (LHAPs). May include secondary elements in the projects that result in additional improvements to the planning scheme as long as the primary focus delivers housing outcomes within the funding parameters.

Section 2.1 of the guidelines describe the aims and objectives of the fund.

Applications are lodged using the Departments eGrant Portal – online project proposal form to complete with application.

Successful applicants receive funding allocation of up to \$100,000.

Applications open 29 August 2024.

Project to be completed by 30 June 2026.

•
Only one application allowed.

Pormpuraaw Aboriginal Shire Council can apply for up to \$100,000 for eligible applications. We are currently obtaining quotes to update our Planning scheme and our local laws as these may be affected by any changes to the planning scheme.

OPTIONS

1. That Council apply for up to \$100,000 from the Scheme Supply Fund to update the Council's planning scheme and local laws.
2. That Council does not apply for funding under the Scheme Supply Fund.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

N/A

FINANCIAL AND RESOURCE IMPLICATIONS

Potential to receive Grant Funding to update the Planning Scheme and Local Laws

RISK MANAGEMENT IMPLICATIONS

N/A

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SPECIAL PURPOSE REPORT

Title

PORMPURAAW STATE SCHOOL LUNCH PROGRAM

Date

29 January 2025

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council

1. Resolve to negotiate with WIP Construction as part of their Indigenous Economic Opportunity Plan (IEOP) to pay for the Pormpuraaw State School Lunch Program.
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.

DISCUSSION

Pormpuraaw State School have requested that the Council fund the 2025 school breakfast program.

The council is currently negotiating an IEOP with WIP Construction (WIP). WIP has submitted its IEOP but has not met its full obligation. The CEO will negotiate with WIP to include the donation to the Pormpuraaw State School.

There is a risk the Council will not be able to negotiate with WIP Construction to donate for the Pormpuraaw State School lunch program. Alternatively, the Council could fund the breakfast program out of increased Interest Revenue for 2024/25

CONSULTATION (Internal/External)

Mayor & WIP Construction

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

The Queensland Government Building and Construction Training Policy

RISK

There is a risk the Council will not be able to negotiate with WIP Construction to donate for the Pormpuraaw State School lunch program. Alternatively, the Council could fund the breakfast program out of increased Interest Revenue for 2024/25.

Janelle Menzies

- 16 TENDERS & QUOTATIONS**
- 17 NOTICE OF MOTION**
- 18 NEXT ORDINARY MEETING**
- 19 CLOSE OF MEETING**