



PORMPURA

24 Thinraathin Street, Pormpuraaw QLD 4892
07 4060 4600 admin@pormpuraaw.qld.gov.au

CAIRNS

28 Scott Street, Parramatta Park QLD 4870
07 4032 8221 admin@pormpuraaw.qld.gov.au
www.pormpuraaw.qld.gov.au

Ordinary Meeting of Council

26 May 2025

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURA QLD 4892

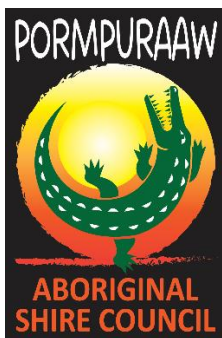
Dear Mayor and Councillors

Notice is hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on Wednesday 28 May 2025 commencing at 12:00 am.

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

Yours faithfully

Janelle Menzies
Chief Executive Officer



ORDINARY MEETING OF COUNCIL

Wednesday 28 May 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 Wednesday 16 April 2025.

Attachments: 1. Unconfirmed Minutes of Meeting on 16 April 2025 (1) [6.1.1 - 13 pages]

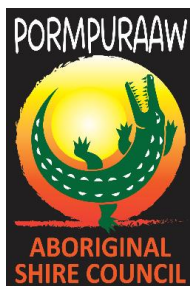


Ordinary Council Meeting MINUTES

Wednesday 16 April 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw



ORDINARY MEETING OF COUNCIL

Wednesday 16 April 2025
Pormpuraaw Aboriginal Shire Council
Boardroom
24 Thinraathin Street, Pormpuraaw

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1 OPENING OF MEETING

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

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

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

3 APOLOGIES

Nil sent their apologies.

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 RECEIVING AND CONFIRMATION OF MINUTES

RESOLUTION NO: 2025/14

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council Held on 26 March 2025.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

7.1 RESOLUTION REGISTER

EXECUTIVE SUMMARY

To provide council with an update of the council resolution progress.

RESOLUTION NO: 2025/15

The Council resolve to adopt the Resolution Register.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE

9.1 TCHHS - ANIMAL CARE

EXECUTIVE SUMMARY

To provide council with an update of the correspondence received.

Correspondence Noted.

10 OPERATIONAL STATUS REPORTS

10.1 COMMUNITY SERVICES MARCH 2025 REPORT

EXECUTIVE SUMMARY

To update the Council on the Community Services activities.

RESOLUTION NO: 2025/16

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

10.2 OPERATIONAL SERVICES MARCH 2025 REPORT

EXECUTIVE SUMMARY

To update Council on the Operational Services activities

RESOLUTION NO: 2025/17

1. That the council resolve to receive and note the report.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11 CHIEF EXECUTIVE REPORTS

11.1 CEO STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 17 March 2025

RESOLUTION NO: 2025/18

That the council resolve to receive and note the report.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

11.2 POLICY REVIEW

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

RESOLUTION NO: 2025/19

That Council resolve to adopt the following policies:-

1. PID1 – Public Interest Disclosure Policy and Procedure
2. I-001 – Investigation of Complaints against Councillors Policy
3. R-001- Risk Management Framework

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

Janelle Menzies left the meeting at 11.36a.

Janelle Menzies returned to the meeting at 11.38am.

Ordinary Council Meeting - 16 April 2025

Wednesday 16 April 2025

11.3 2024/25 OPERATIONAL PLAN MARCH 2025 QUARTERLY UPDATE

EXECUTIVE SUMMARY

To provide Council with a Quarterly Update on the 2024/25 Operational Plan

RESOLUTION NO: 2025/20

That Council resolve to adopt the March 2025 Quarterly Update of the 2024/25 Operational Plan.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

11.4 PORMPUR PAANTHU HOUSING REQUEST

EXECUTIVE SUMMARY

To provide Council with information regarding a proposal from Pormpu Paanthu for additional staff housing

RESOLUTION NO: 2025/21

That Council resolves to adjourn the matter until further information and advice is received.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

11.5 PURCHASE OF A 2ND HAND CEMENT TRAILER

EXECUTIVE SUMMARY

For Council to endorse the purchase of Second-Hand Cement Powder trailer

RESOLUTION NO: 2025/22

That Council resolve to endorse the purchase of a second-hand cement powder trailer.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

Nil

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

Nil

15 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:

NO. 15.1 Permission to Reside in Pormpuraaw

Reason for confidentiality

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/23

That the Council move into closed session at 11.55am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/24

That the Council move out of closed session at 11.58am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

A summary of items discussed in closed session is presented below.

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

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

RESOLUTION NO: 2025/25

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

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

16 LATE ITEMS

16.2 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - APRIL 2025

EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 31 March 2025.

RESOLUTION NO: 2025/26

1. For Council to adopt the financial statements as provided for the period ended 31 March 2025.

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16.3 CORPORATE SERVICES REPORT TO COUNCIL - APRIL 2025

EXECUTIVE SUMMARY

To provide Council with an update of the Corporate Services function as of 13 April 2025.

RESOLUTION NO: 2025/27

That the Council resolve to receive and note the Corporate Services report as tabled.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

Ordinary Council Meeting - 16 April 2025

Wednesday 16 April 2025

16.4 CREDIT CARDS**EXECUTIVE SUMMARY**

To increase the number of Credit Cards issued to staff

RESOLUTION NO: 2025/28

That the council increase the value to credit cards issued to \$20,000 and issue credit cards and limits be set as the follows:

Position	Current Encumbant	Amount
Executive Manager Corporate Services	Tracey Graham	\$5,000
Chief Executive Officer	Janelle Menzies	\$5,000
Administration Office - Corporate Services *	Nemalah Yesberg	\$4,000
Executive Manager Community Services	Shelina Bartlett	\$2,000
Executive Manager Operational Services	Grant Dennis	\$2,000
Mayor	Ralph Kendall	\$1,000
Office Team Leader	Grace Millinda	\$1,000

The allocation of the card to the Accounts Payable Officer will now be issued to the Administration Officer - Corporate Services to allow for Separation of Duties for booking and payment of travel bookings.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

17 TENDERS & QUOTATIONS

Nil

18 NOTICE OF MOTION

Nil

19 NEXT MEETING

In accordance with the public notice of meetings published by the Council, the next Ordinary Meeting will be held on Wednesday, 28 May 2025, in the Pormpuraaw Aboriginal Shire Council Boardroom, 24 Thinraathin Street, Pormpuraaw.

20 CLOSE OF MEETING

There being no further business the Mayor closed the meeting at 12.20pm.

Unconfirmed



Ordinary Council Meeting MINUTES

Thursday 1 May 2025

Mantra Mooloobah

1 OPENING OF MEETING

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

3 APOLOGIES

4 DECLARATION OF INTEREST

5 CONFIDENTIAL ITEMS*

I, Mayor Ralph Kendall, inform the meeting that I have a prescribed conflict of interest due to one of my brother being an applicant.

As a result of this prescribed conflict of interest, I will now leave the meeting.

I, Cr Romena Edwards, inform the meeting that I have a declarable conflict of interest due to one of my brother-in-laws being an applicant.

Although, I have a declarable conflict of interest I believe I would reasonably be perceived to be impartial because the decision being made is only to advise if there is any cultural reasons why my brother-in-law should not be allocated a property at the relevant address.

Mayor Ralph Kendall (Jnr) left the meeting at 10.20 am.

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:

NO. TITLE

5.1 Confirmation of Cultural Approval for Social Housing Allocations

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/29

That the Council move into closed session at {time}.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 3/0

Special Council Meeting - 1 May 2025

Thursday 1 May 2025

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/30

That the Council move out of closed session at {time}.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 3/0

5.1 CULTURAL APPROVALS FOR SOCIAL HOUSING APPLICATIONS

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):

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

EXECUTIVE SUMMARY

Council to provide cultural approval for the social housing allocations

RECOMMENDATION

1. That Council resolve to approve the cultural approval for the social housing allocation recommendations.

RESOLUTION NO: 2025/31

1. That Council resolve to approve the cultural approval for the social housing allocation recommendations.

Moved: Cr Keith Barney

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 3/0

Mayor Ralph Kendall (Jnr) returned to the meeting at 10.49 am.

6 CHIEF EXECUTIVE REPORTS

6.1 CHANGE TO CHEQUE SIGNATORIES

EXECUTIVE SUMMARY

To request a change to the current bank account cheque signatories

RESOLUTION NO: 2025/32

That Council resolve to endorse the amendment to the current commonwealth bank account and CommBiz signatories for any two to sign to include the following: -

Janelle Menzies - Chief Executive Officer
Tracey Graham - Executive Manager Corporate Services
Shelina Bartlett - Executive Manager Community Services
Melanie Halpert - Finance Manager

That Council also resolve to appoint the signatories to also be QTC transaction authorisers.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

6.2 EXECUTION OF 40 YEAR LEASES

EXECUTIVE SUMMARY

Execution of 40 Year Lease Documents

RESOLUTION NO: 2025/33

That the Council resolves to:

1. Accept the 40-year leases for 10 new social houses in Raaku and Manth Streets, and.
2. 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.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

7 CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 10.54 am.

UNCONFIRMED

7 ITEMS ARISING FROM PREVIOUS MEETINGS

REPORT ATTACHED

Attachments: 1. Updated Resolution Register - 25 May 2025 [7.1.1 - 2 pages]

Meeting Date	Document	Item No.	Item	Status	Assignees	Days Over	Resolution Num	Minutes Text
28/01/2025	Ordinary		Justice Program - Broc Martin Holistic Healing	In Progress	Shelina Bartlett	120	13/01/2025	Originally not approved – Meeting held with JAG and waiting on updated program.
24/02/2025	Ordinary		Pormpur Paanth Mens Shelter	In Progress	Janelle Menzies	90	2025/02/10/03	Council met with Ronald Kingi Jnr on 24 March to discuss further. Waiting on Plans etc from PPAC
26/03/2025	Ordinary	11.1	Policy Review	Completed	Janelle Menzies, Tracey Graham		2025/2	RESOLUTION NO: 2025/2 That Council resolve to adopt the following policies G001 - Accepting Gifts and Benefits Policy A002 - Advertising Spending Policy C004 - Administrative Action Complaints Policy Moved: Cr Romena Edwards Seconded: Deputy Mayor Tim Koo-Aga CARRIED 4/0
16/04/2025	Ordinary	11.2	Policy Review	Completed	Janelle Menzies, Tracey Graham		2025/19	RESOLUTION NO: 2025/19 That Council resolve to adopt the following policies:- PID1 - Public Interest Disclosure Policy and Procedure I-001 - Investigation of Complaints against Councillors Policy R-001- Risk Management Framework Moved: Mayor Ralph Kendall (Jnr) Seconded: Cr Romena Edwards CARRIED 4/0 Janelle Menzies left the meeting at 11.36a. Janelle Menzies returned to the meeting at 11.38am.
16/04/2025	Ordinary	11.4	Pormpur Paanthu Housing Request	In Progress	Janelle Menzies	9	2025/21	RESOLUTION NO: 2025/21 That Council resolves to adjourn the matter until further information and advice is received. Moved: Deputy Mayor Tim Koo-Aga Seconded: Mayor Ralph Kendall (Jnr) CARRIED 4/0
16/04/2025	Ordinary	15.1	Permission to Reside	Completed	Janelle Menzies		2025/25	RESOLUTION NO: 2025/25 That Council to approve the Applications to Reside in Pormpuraaw as received. Moved: Cr Romena Edwards Seconded: Mayor Ralph Kendall (Jnr) CARRIED 4/0
16/04/2025	Ordinary	16.4	Credit Cards	Not yet sta	Tracey Graham	9	2025/28	RESOLUTION NO: 2025/28 That the council increase the value to credit cards issued to \$20,000 and issue credit cards and limits be set as the follows: Position Current Encumbant Amount Executive Manager Corporate Services Tracey Graham \$5,000 Chief Executive Officer Janelle Menzies \$5,000 Administration Office - Corporate Services * Nemalah Yesberg \$4,000 Executive Manager Community Services Shelina Bartlett \$2,000 Executive Manager Operational Services Grant Dennis \$2,000 Mayor Ralph Kendall \$1,000 Office Team Leader Grace Millinda \$1,000 The allocation of the card to the Accounts Payable Officer will now be issued to the Administration Officer - Corporate Services to allow for Separation of Duties for booking and payment of travel bookings. Moved: Mayor Ralph Kendall (Jnr) Seconded: Deputy Mayor Tim Koo-Aga CARRIED 4/0
1/05/2025	Special C	5.1	Cultural Approvals for Social Housing Applications	Completed	Janelle Menzies		2025/31	RESOLUTION NO: 2025/31 That Council resolve to approve the cultural approval for the social housing allocation recommendations. Moved: Cr Keith Barney Seconded: Deputy Mayor Tim Koo-Aga CARRIED 3/0 Mayor Ralph Kendall (Jnr) returned to the meeting at 10.49 am.

Meeting Date	Document	Item No.	Item	Status	Assignees	Days Over	Resolution Num	Minutes Text
1/05/2025	Special C	6.1	Change to Cheque Signatories	Not yet sta	Tracey Graham		2025/32	RESOLUTION NO: 2025/32 That Council resolve to endorse the amendment to the current commonwealth bank account and CommBiz signatories for any two to sign to include the following: - Janelle Menzies - Chief Executive Officer Tracey Graham - Executive Manager Corporate Services Shellina Bartlett - Executive Manager Community Services Melanie Halpert - Finance Manager That Council also resolve to appoint the signatories to also be QTC transaction authorisers. Moved: Deputy Mayor Tim Koo-Aga Seconded: Mayor Ralph Kendall (Jnr) CARRIED 4/0
1/05/2025	Special C	6.2	Execution of 40 year leases	Completed	Janelle Menzies		2025/33	RESOLUTION NO: 2025/33 That the Council resolves to: 1. Accept the 40-year leases for 10 new social houses in Raaku and Manth Streets, and. 2. 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. Moved: Mayor Ralph Kendall (Jnr) Seconded: Deputy Mayor Tim Koo-Aga CARRIED 4/0

8 DELEGATIONS / GUESTS

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 EXEC MANAGER OF OPERATIONS REPORT APRIL 2025

Author: Grant Dennis (Executive Manager of Operational Services)

Authorisers: Janelle Menzies

Attachments: 1. April 2025 Operations Report [**10.1.1** - 3 pages]

EXECUTIVE SUMMARY

To update council on the Operational Services activities for April, 2025

RECOMMENDATION

That the Council resolve to receive and note the report

REPORT ATTACHED

10.2 OPERATIONAL SERVICES APRIL 2025 REPORT

Author: Grant Dennis (Executive Manager of Operational Services)

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

To update Council on the Operational Services activities

RECOMMENDATION

1. That the council resolve to receive and note the report.

REPORT ATTACHED

Work for Month

- QBuild works.
- General duties.
- Staff attendance has increase again, further actions to be taken in May.

Waste and Recycling

- Works have started on Town Waste Centre cleanup and are in continuing.
- Working with Environmental Department on long term plans for Recycling centre to be presented to council are scheduled fro late May.
- Moving bunded container to Waste Facility to be used for storage of Oil.Container delivered and now to be installed.

Workplace health and safety.

- No reportable incident.

Main Roads

- TIDs works for year submitted
- Emergency repairs being recorded for funding. In general roads have held up well. Repairs to start in May.
- CARP Nomination Submitted for road from Airport to Boat Ramp. This has now been submitted to minister for consideration.

Parks and Gardens

- Absenteeism was up this month; discussions have taken place and has shown improvement since.
- In general the absenteeism and the Army reserve works are making it difficult to stay ahead.

Water supply and sewerage

Ordinary Council Meeting - 16 April 2025

Wednesday 16 April 2025

- Water usage and testing is being maintained. All test results presented well.
- With assistance from Qbuild inspectors we have reduced potable water inflow into the wastewater system significantly through tap repairs, we have shown a reduction over 100kL per day.
- All sewer systems functioning as required.
- No major issues.
-

Plumbing

- Ongoing QBuild maintenance
- Waterpark is in use. .
- No Major issues,
- Advertising for a Plumber.
- Apprentice Plumber position filled.

Rangers

- NIAA attended Pormporaaw for discussions re IPA and other items.
- Rangers conducted 2 search and find actions for the month.
- A big push to complete arborist works is under way.

Housing

- 10 social houses completed.
- Qbuild outstanding work are dropping as planned, at the recent JOM we were complemented on the efforts.
-

Airport

- ARO training continuing. New AROs have joined the roster for after hours flights.
- Airport upgrade taken to tender, to be reviewed and released by start of June.
- No issues this month.

Special Projects

-
- Staff Duplexes have progress with a May 2025 expected practical completion.

10.2 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORT APRIL 2025

Author: Shelina Bartlett (Executive Manager of Community Services)

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

Executive Manager Community Services Report April 2025

RECOMMENDATION

That the council resolve to receive and note the report.

OPERATIONAL UPDATE

RECOGNITIONS, APPRECIATIONS AND MILESTONES ACHIEVED

Bronwyn Sellers – Bronwyn is bringing smiles, laughter and fun learning to the library, she is providing stimulating activities that is seeing the attendance grow and learning through fun planned activities.

COMMUNICATION CATCH UP

Community Services has seen successful recruitment for the Library, Community Services Trainee, Post Office/ Cashier Customer Services Officer, and one position at Aged Care filled Still in recruitment 2 x Justice Mentors, Aged Care Head Cook, Aged Care Support Worker and Head Bakery, Baker Assistant

Approved grant Support at Home Transition support (for new IT system and training at Aged Care)

Disco scheduled for April cancelled due to sorry business.

New disco lights have been purchased for future events.

Next disco will schedule 30th May (date to be confirmed)

Visit from SDAP Team to provide Aged Care with review / support for preparation of AC Quality Audit and assist with preparations for new Aged Care reforms.

OPERATIONAL UPDATE

Fishing competition 11th April had 400 registrations to compete, a great turn out on the day and at the prizegiving, deemed a successful event with positive community feedback

Post Office / Cashier has been open 100%

Centrelink is open with officer to provide support 8-1pm daily

Library opened for service on the 29/04/2025 now open daily 11am – 4pm

CBA to visit 19-21st May to engage and support community members with their banking need

PORMPURA AW JUSTICE April CJG Summary:

Our regular Magistrate court happened on 07/04/25.

Magistrate John IDE was in community for this Circuit.

11 community members attended with 8 of them having alcohol related offending .

We have had no request for Mediation from community this month.

2x Justice Mentors (1x Male 1x Female) still currently being advertised - with 1 female applicant being progressed towards interview awaiting Criminal History Check

CJG Coordinator supported with the Annual Fishing competition

We are still waiting for our Surplus Application for resource purchases to be approved by the Director General of Justice

The application Support:

1. Rebranding and purchase of uniform, resources to reflect new design
2. Professional & External Facilitators for Dedicated Program for Court clients
3. Capacity and Skills Training including Peace keeping / Mediation
4. Office resources including new printer to support a volume of Court documents needing to be printed and scanned back
5. Court Day Resources: new initiative for court day aiming to reduce 'failure to show'
6. Allocation of funds for the purpose of Promotions and Events partnering with community agencies at community events

Community has been in sorry business so minimal movement in our office.

Office has been open to support community with the ongoing general business.

1. Court support (Pre, During, Post , Incarcerated and Re-integrating into community)
2. AMP (PUBSC / Safety group)
3. DFV (Application support, Education, and compliance)
4. JP
5. Other regular ongoing Community Support

ASSISTANCE	MEETINGS	COURT	OTHER SERVICES / SUPPORT
<ul style="list-style-type: none"> • Births, Deaths and Marriages • SPER • Community Local ID • Legal Aid, ATSILS, QIFVLS Assistance • QPS Assistance / Enquiry • Probation and Parole Assistance • Child Safety-General Assistance • Blue Card Application Assistance • Local Fares Scheme • Victim Assist • General Assistance 	<ul style="list-style-type: none"> • Justice Group Meetings • Justice Group Consultation • Community Stake Holders Meeting • Child Safety-Family General Meetings • Other Meetings 	<ul style="list-style-type: none"> • Court submissions-written • Court Support - Oral • Bail submissions-written • Bail Support-Oral • Magistrate Court Days • District Court Days • Court Assistance 	<ul style="list-style-type: none"> • Community Engagement • Mediation Peace Keeping • Justice of the Peace Services • Agency Visits • Prison-visit & Contact Assistance • Community Service Orders • CJG Referral to support Agencies

AGED CARE MONTHLY REPORT – February 2025

Current clients

Home Care Package level 2 – 7 clients

Home Care Package level 3 - 3 clients

CHSP – 28 Clients

QCSS Clients - 2

My Aged Care Referrals – 2

Referrals to other stakeholders –0

Adverse impacts on service delivery – sly grog / client aggression

Human Resources - Staffing levels & comments – recruitment in process, progress made with obtaining ID for police checks for potential staff

Training – Altura (Confidentiality and information handling, Communication with a condition)

Requests, Complaints & Feedback (staff & clients) nil

Stakeholder Meetings / Engagement Nil

WHS issues Nil

Compliance SDAP first visit 28 April – 1st May to review and implement changes to current processes and compliance aligning to the new aged care standards.

NBN – Community Free Wi-Fi

Key points:

- **Total data usage** was 1666.2GB, with 797 devices connected. On average, each device used 2.0GB of data. The high data consumption and number of connected devices show strong engagement and community confidence in the community Wi-Fi service.
- **Web browsing** accounted for 41% of the data traffic, including video streaming on smart TVs and online gaming.
- **TikTok** was the most popular social media platform, making up 16% of total usage. Snapchat, Instagram, and Facebook were also widely accessed.
- **Compared to previous months**, we can see a significant increase in data usage in March 2025 compared to January and February 2025. The number of connected devices also increased, indicating growing engagement with the service. The average data usage per device remained relatively stable, suggesting consistent usage patterns among the connected devices.

MONTH AHEAD

- Court day 12th May
- Aged Care Safety & Quality Commission Audit
- CBA visit to engage with Community and help with banking difficulties @Justice Centre
- Computer IT demo for Aged Care Data Collection
- Preparation for new Aged Care Reform install 1.07.2025
- Budgets
- Disco 30/05/2025 (all welcome)
- Nathan Higgens visit – Justice
- Troy Agombar visit (IKC)
- Teams Meeting Kerry-Lee Bird
- Visit Whadjuk – Pindjarup – community consultation for Sport prescint

11 CHIEF EXECUTIVE REPORTS

11.1 CEO STATUS REPORT

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

To provide a status report for Council to 25 May 2025

RECOMMENDATION

That the council resolve to receive and note the report.

RECOGNITIONS, APPRECIATIONS AND MILESTONES ACHIEVED

Thank you Shelina Bartlett for organising the Fishing Competition and everyone who volunteered. Without you the event would not have been a great event.

OPERATIONAL UPDATE

I am working with our Solicitors on the PUBSC Lease and then I will work on the PPAC Leases.

I have started working on new plans for the Council Building and HACC Centre.

I am working with the Traditional Owner Group to become incorporated so that we can release ILUA money.

I am working on CEO to Employee delegations and almost have those finalised.

We have started working on the 2025/26 Budgets. I have begun preparing the Operational Plan for 2025/26.

I am looking at future options for our ACCCU credits and Carbon Burning.

We have submitted grant application for

Funding	Project
RDA	Trunk Infrastructure for new subdivision on northside
RDA	Trunk Infrastructure for new subdivision on southside
QRA	Enclosing and Air Conditioning the Community Hall so it can be used for a Place of Refuge
QRA	Flood Cameras along Strathgordon Road at Lukin and Coleman Rivers
RJED	1 Assistant Manager & 2 Counter Staff for Bakery

RJED	4 Culture and Land Management Staff to maintain the Landfill and Cemeteries
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We have been successful in the following Grant Applications

Funding	Project
Aged Care	Meals on wheels funding support

We were advised that the following Grants were unsuccessful

Funding	Project
NIL	

12 April 2025 to 24 May 2025

Date	Event / Meeting	Discussion	Location	Attendees
14 Apr 2025	Executive Leadership Team	Monthly Meeting	Pormpuraaw	CEO & ELT
14 Apr 2025	Donna Holroyd	To make a complaint	Pormpuraaw	CEO
15 Apr 2025	Staff Forum	Staff Survey and Values	Pormpuraaw / Teams	All staff.
15 Apr 2025	Ideagen	Introduction	Teams	CEO
16 Apr 2025	Housing	Introduction	Teams	Aubrey – Manager
16 Apr 2025	Review	3 Month Review	Pormpuraaw	CEO & Councillors
16 Apr 2025	Council Meeting	Council Meeting	Pormpuraaw	CEO & Councillors
22-24 Apr 2025	CEO Annual Leave			
24 Apr 2025	TWG	Quarterly Meeting	TEAMS	CEO & Mayor
29 Apr 2025	ILF	Visit to Cherbourg	Cherbourg	CEO & Councillors
30 Apr 2025	ILF	LGAQ ILF Meeting	Mooloobah	CEO & Councillors
01 May 2025	Special Council Meeting	Meeting	Mooloobah	CEO & Councillors
02 May 2025	Langtree Consulting	Funding applications for 2 new subdivisions	TEAMS	CEO
06 May 2025	Aerodrome Upgrade Tender Meeting	Meeting with potential tenderers	TEAMS	CEO
06 May 2025	Monarch	Records Management System Demonstration	TEAMS	CEO

Date	Event / Meeting	Discussion	Location	Attendees
06 May 2025	Cape York Roads Package	Future CYRP Funding	TEAMS	CEO
7 May 2025	Vendor Panel	Implementation Meeting	TEAMS	CEO
07 May 2025	Ungandco	Introduction to Mentor APM	TEAMS	CEO, EMOps
07 May 2025	Exec Manager Corp	Weekly catchup	TEAMS	CEO
07 May 2025	NAB Treasury	Investment Opportunities	TEAMS	CEO
08 May 2025	Altus	Internal audit discussions	TEAMS	CEO
08 May 2025	DV Awareness Walk		Pormpuraaw	CEO
08 May 2025	Aeroflow	Introduction to work allocation software	TEAMS	CEO
08 May 2025	External Audit	Exit Meeting	TEAMS	CEO
08 May 2025	Peak Services	Intro to procurement services	TEAMS	CEO
12 May 2025	Plumbers Teams	Absenteeism	Pormpuraaw	CEO
12 May 2025	BrightHR	Policy Templates	TEAMS	CEO
12 May 2025	Harboursoft	Software Issues	TEAMS	CEO
12 May 2025	End of Probation	Exec Manger Ops	Pormpuraaw	CEO
13 May 2025	Carpenters Teams	Absenteeism	Pormpuraaw	CEO
13 May 2025	NIAA	Intro meeting and funding update	Pormpuraaw	CEO
13 May 2025	Rise & JST	Hospital Landscaping	Pormpuraaw	CEO
13 May 2025	Reliansys	System Demo	TEAMS	CEO
14 May 2025	Parks & Gardens Team	Absenteeism	Pormpuraaw	CEO
14 May 2025	Culturv8	Policies and Carbon	TEAMS	CEO
14 May 2025	QBuild & Housing	JOM	TEAMS	CEO
14 May 2025	McCullough Robertson	Navigating Human Rights	TEAMS	CEO
14 May 2025	Dept of Health	Aged Care Audit	Pormpuraaw	CEO & Councillors

Date	Event / Meeting	Discussion	Location	Attendees
15 May 2025	Dept of Housing	Housing & Tenancy Delivery Meetings	Pormpuraaw	CEO & Councillors
15 May 2025	Dept of Housing	Delivery Meeting – Upgrade Planning	Pormpuraaw	CEO & Councillors
15 May 2025	Blaklash	Planning for Sport & Rec Planning Meeting Next week	TEAMS	CEO
15 May 2025	Readitek	Payoll Demonstration	TEAMS	CEO
16 May 2025	TAFE	Training Opportunities	TEAMS	CEO
16 May 2025	LGAQ	Social Media Smarts	TEAMS	CEO
16 May 2025	Todd – Rise	Catch up	Pormpuraaw	CEO
16 May 2025	Mel – Cairns Office	Budget Catch up	TEAMS	CEO
19 May 2025	Rangers Team	Absenteeism	Pormpuraaw	CEO
19 May 2025	Council Briefing	Catchup	Pormpuraaw	CEO & Councillors
19 May 2025	Blaklash	Site Meeting	Pormpuraaw	CEO
20 May 2025	Workshop & Plant team	Absenteeism	Pormpuraaw	CEO
21 May 2025	Chris Bradley TMR	Freight Subsidy Scheme	Cairns	CEO
21 May 2025	TCICA	Bi Monthly Meeting	Cairns	CEO & Mayor
22 May 2025	Rise	Contract Partnership	Cairns	CEO & Mayor
23 May 2025	Visit to Yarrabah	To see new systems	Yarrabah	CEO

Looking Forward to next month

Date	Event / Meeting	Location	Attendees
26 May 2025	Stakeholders Meeting	Pormpuraaw	CEO
26 May 2025	Mookai Rose meet and great	Pormpuraaw	CEO
26 May 2025	Qld Libraries – Meet and greet	Pormpuraaw	CEO
27 May 2025	Vendor Plan	TEAMS	CEO
27-28 May 2025	Dept of Local Government	Pormpuraaw	CEO & Councillors
28 May 2025	Budget Meeting	Pormpuraaw	CEO & Councillors
28 May 2025	Council Meeting	Pormpuraaw	CEO & Councillors
29-30 May 2025	Christine Howes – Photo Opportunities	Pormpuraaw	CEO, ELT & Councillors
29 May 2025	Aerodrome Tender Evaluations	TEAMS	CEO & EMOps
29 May 2025	ELT Meeting	TEAMS	CEO & ELT
30 May 2025	CEO Connect – LGMA	TEAMS	CEO
30 May 2025	CEO & EMCorp Update	TEAMS	CEO & EMCorp
2 Jun 2025	Council Briefing & Special Meeting	Pormpuraaw	CEO & Councillors
3 June 2025	MABO DAY		PUBLIC HOLIDAY
4 June 2025	Qld Housing Local Housing Plan	Pormpuraaw	CEO & Councillors
9 June 2025	IKC Funding Meeting	TEAMS	CEO
9 June 2025	Patrick Dwyer QRA	Pormpuraaw	CEO
13 June 2025	Peak Services Meeting	Cairns	CEO
16 June 2025	Council Briefing and Final Budget Presentation	Pormpuraaw	CEO
24 June 2025	TWG – DATSIP	TEAMS	CEO
25 June 2025	CEO 5 month Probation Review	TEAMS	CEO / Councillors
26 June 2025	ELT Meeting	TEAMS	CEO & ELT

Future Council Events

Date	Event / Meeting	Location	Attendees
2 Jun 2025	Council Briefing	Pormpuraaw	Council
10-12 Jun 2025	Possible Master Planning	Pormpuraaw	Council & Community
16 Jun 2025	Council Briefing	Pormpuraaw	Council
24 Jun 2025	TWG Meeting	Teams	Council
25 Jun 2025	Council Meeting	Pormpuraaw	Council

Date	Event / Meeting	Location	Attendees
30 Jun 2025	Council Briefing	Pormpuraaw	Council
9 Jul 2025	TCICA	Cairns	Mayor & CEO
10 Jul 2025	LGMA CEO Forum	Cairns	CEO
14 Jul 2025	Council Briefing	Pormpuraaw	Council
18 Jul 2025	CAIRNS SHOW DAY PUBLIC HOLIDAY		
28 Jul-1 Aug 2025	Cert III Water being delivered in Pormpuraaw	Pormpuraaw	
28 Jul 2025	Council Briefing	Pormpuraaw	Council
30 Jul 2025	Council Meeting	Pormpuraaw	Council
11 Aug 2025	Council Briefing	Pormpuraaw	Council
11-15 Aug 2025	External Audit	Cairns	
25 Aug 2025	Council Briefing	Pormpuraaw	Council
27 Aug 2025	Council Meeting	Pormpuraaw	Council
8 Sep 2025	Council Briefing	Pormpuraaw	Council
10 Sep 2025	TCICA	Cairns	Mayor & CEO
22 Sep 2025	Council Briefing	Pormpuraaw	Council
24 Sep 2025	Council Meeting	Pormpuraaw	Council
6 Oct 2025	Kings Birthday Public Holiday		
15 Oct 2025	Council Meeting	Pormpuraaw	Council
20-26 October	ILF & LGAQ Conference	Gold Coast	Council
3 Nov 2025	Council Briefing	Pormpuraaw	Council
11 Nov 2025	Cape York Road Package	Cairns/Teams	Mayor & CEO
17 Nov 2025	Council Briefing	Pormpuraaw	Council
26 Nov 2025	Council Meeting	Pormpuraaw	Council
1 Dec 2025	Council Briefing	Pormpuraaw	Council
15 Dec 2025	Council Briefing	Pormpuraaw	Council
17 Dec 2025	Council Meeting	Pormpuraaw	Council

11.2 POLICY REVIEW

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments:

1. FRW P001 Policy Guideline and Procedure Framework V1 20250511 [11.2.1 - 4 pages]
2. POL GOV T002 Travel Policy V3 20250525 [11.2.2 - 5 pages]
3. POL GOV F001 Fraud and Corruption Policy and Plan [11.2.3 - 9 pages]
4. 2025 02 C005 Community Grants Policy [11.2.4 - 5 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. Policy Framework
2. Travel Policy
3. Fraud and Corruption Policy and Plan
4. Community Grant and Assistance Policy

BACKGROUND

Council is currently reviewing and updating their suite of policies. The above policies have been reviewed and updated ready for adoption.

CONSULTATIONS (Internal/External)

Templated provided by the lead agency.

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

Updated Policies attached

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

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; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

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.



1 HEAD OF POWER

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

2 POLICY PURPOSE

The Pormpuraaw Aboriginal Shire Council (Council) Policy, Guideline and Procedure Framework (Policy Instruments) is a document created to aid in describing, ordering, developing and maintaining Council's Policy Instruments. The framework's purpose is to provide clarity and a model for good practice in developing policies, guidelines, procedures, and supporting documents for Council decision making.

The Executive Manager Corporate Services is responsible for the administration and compliance of the Policy and Procedure Framework and for ensuring that approved policies and procedures are published in the Policy Library and other appropriate platforms.

3 POLICY OBJECTIVE

Policies and procedures must be maintained centrally and readily accessible for those who require them to undertake their roles and to interested persons.

4 POLICY SCOPE

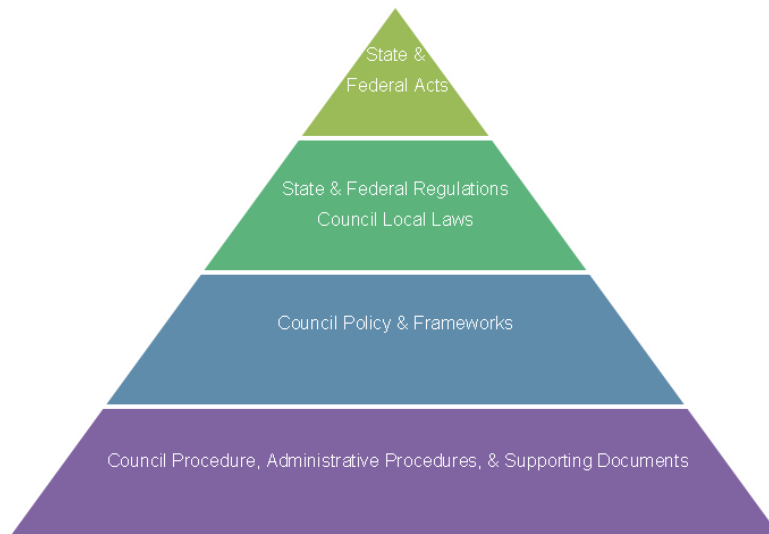
This policy applies to all Policy Instruments developed by Council Officers and Councillors.

5 POLICY STATEMENT

5.1 HIERARCHY OF PRECEDENCE

PASC governs its operations through a hierarchy of instruments as follows:

 FRW-P001-Policy, Guideline and Procedure Framework



Where two documents in the hierarchy conflict, the higher document takes precedence.

5.2 POLICY INSTRUMENTS

Council Policy Instruments consist of policies, guidelines and procedures. Councillors and Council Officers must comply with Council Policies, Guidelines and Procedures.

Policies must align with relevant legislative, regulatory or organisational requirements, such as a strategic priority, goal, or operational necessity. Policies may refer to legislation and government policies but do not duplicate their content.

Processes, guidelines, procedures, standard operating guides, committee terms of reference and instructions (such as forms and templates) related to policies must also align. Any changes in one document must also be made to related documents.

Guidelines and local and supporting documents outline good practices that support the implementation of Council's policies and procedures.

5.3 POLICY INSTRUMENTS CATEGORISATION OF POLICY INSTRUMENTS AND APPROVER

There are three categories of Council Policy Instruments:

Policy Instrument Type	Description	Approver
Council Policy	Policy Instruments address the Councils: <ul style="list-style-type: none"> Legislative requirements; and Strategic and Political decisions. 	Council
Council Framework	A policy instrument that outlines the Council's overarching policies, goals, and objectives, as well as the structures and processes for achieving them.	Council

FRW-P001-Policy, Guideline and Procedure Framework

Council Procedure	A policy instrument that outlines specific steps and guidelines for carrying out Council policies, frameworks, and procedures.	Executive Manager
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5.4 WRITING POLICIES, GUIDELINES AND PROCEDURES

The community and Council Officers come from diverse backgrounds and rely on policy documents for essential information. It is, therefore, important to write clearly, concisely, and simply. To help you achieve this, write with the reader in mind and follow these tips:

- use short, easy-to-read sentences in plain English to express each principle, action, or idea;
- use language that is positive and inclusive;
- use active voice rather than passive voice;
- use terminology consistently;
- use words that are clear about what is mandatory (e.g. must, will) and what is discretionary (e.g. may);
- use commonly understood language rather than jargon, which requires specialist knowledge;
- remove redundant words (e.g. 'now' instead of 'at this point in time'; 'to' instead of 'in order to');
- explain in full what acronyms mean when using them, and
- use generic contact details rather than specific details that date quickly.

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	Porpuraaw Aboriginal Shire Council
CEO	A person who holds an appointment as chief executive officer under section 194 of the Local Government Act 2009.
Community	This means Porpuraaw Aboriginal Shire Council residents, ratepayers, and other users of the Council's services and assets, as well as key agencies and stakeholders holding a vested interest.
Framework	Governance frameworks are typically Policy Instruments that are governance and administrative in nature. The document would structure and delineate power and the governing or management roles in an organisation. They also set rules, procedures, and other informational guidelines. In addition, governance frameworks define, guide, and provide for the enforcement of these processes. The goals, strategic mandates, financial limitations, and established power structures and processes of the organisation shape frameworks.
Guideline	A guideline is a policy guideline that is the written rules and internal policies within the organisation that govern employee behaviour, operational standards and consistent practices across the organisation

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/
Policy FWK-GOV-P001 Version: 1
Effective Date: 28 May 2025

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: May 2029

FRW-P001-Policy, Guideline and Procedure Framework

Term	Definition
Policy	A policy is a statement of principle that articulates and aligns with legislative, regulatory or organisational requirements.
Policy Instruments	Council Policy Instruments consist of policies and procedures. Councillors and Council Officers must comply with Council policies and procedures.
Procedure	A procedure is a technical guide on how something should be done in alignment with any preceding policy instruments.
Supporting Document	Documents to assist users in understanding or complying with a policy instrument.

8 RELATED POLICS AND OTHER DOCUMENTS

Documents:

- Council Policy Template; and
- Council Procedure Template
- Council Policy Guideline Template.

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	Details	Resolution No	Date
V1	Developed and adopted		



1 HEAD OF POWER

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Australian Taxation Office Travel Determination*

2 POLICY PURPOSE

This policy details how the Council will meet costs associated with Staff and Councillors travelling on behalf of Pormpuraaw Aboriginal Shire Council (Council) for official work purposes. The policy refers to the Australian Taxation Office Determination - Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the income year.

3 POLICY OBJECTIVE

This policy outlines the framework for managing and approving travel and allowances to ensure a consistent and standardized approach.

4 POLICY SCOPE

This policy applies to Councillors and employees of Council who are required to attend official business or approved personnel development / training. This policy does not apply to Councillors or employees during periods of unapproved absence, personal business or on approved leave.

5 POLICY STATEMENT

A Councillor or employee of the Council travelling on official duty shall be paid an allowance to the extent outlined below subject to approval in each case by the Chief Executive Officer or delegate. Payments to the Chief Executive Officer shall be approved by the Mayor or Deputy Mayor (where delegation is applicable).

5.1 PRIOR APPROVAL OF TRAVEL

A Travel Request Form is required to be filled out by the Councillor or employee and approved prior to travel. Approval to incur travel expenses will be by the Mayor in the case of the CEO, and the CEO or Executive Manager for subordinate staff.

POL-GOV- T002 – Travel Policy

5.2 ACCOMMODATION AND FLIGHTS

All employee accommodation and flight bookings will be made by the delegated Council Officer and will be made taking into consideration: -

- value for money
- availability
- distance from training/conference/meeting

Where possible, accommodation will be arranged at the training/conference/course venue or where Council have negotiated a corporate rate or where this is not an available option, as close to the venue as possible.

In accordance with the Queensland Government Domestic Travelling and Relieving Expenses. Employees are to be provided with reasonable accommodation in well-appointed establishments offering a comfortable standard of accommodation, including individual sleeping quarters and ensuite, except where this standard is not available at a particular centre. Employees may be offered a higher standard of accommodation where appropriate (e.g., conference venue, location of hotel in relation to work site, competitive rates negotiated with a higher standard establishment).

Should an officer choose to stay in private accommodation (e.g., with friends or family), the officer is not entitled to claim costs for accommodation.

Should an officer choose to upgrade their accommodation (e.g., to a higher rated property or to a larger suite to accommodate family) the officer is responsible for paying the upgrade cost difference.

5.3 ROAD TRAVEL

Council will provide a Council vehicle, hire vehicle or Cab Charge Vouchers for Councillors or staff travelling away from the Shire in order to conduct official business as appropriate and in accordance with value for money principles. Councillors and employees may be provided with a fuel card and cab charge voucher. Where Councillors and employees are required to purchase fuel or taxi fares from their own funds and will be reimbursed on presentation of the tax invoice

5.4 MEALS AND INCIDENTAL

A Travel Allowance form must be completed and approved before travel. Travel Allowance will be paid by EFT on the first day of travel. Council will pay the travel allowance for food, drink and incidentals as determined by the Australian Taxation Office Determination for all Council approved business travel. Where meals are provided as part of a training or conference package, the Councillor or employee is not entitled to claim for meal expenses. Meal costs may be claimed where it is a requirement to camp within the Shire for business purposes. The reasonable amount of incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part-day travel on the first and last day.

5.4.1 Departure from or return to usual place of work or home

Lunch – the employee departs earlier than 1.30 pm or returns later than 1.30 pm.

Dinner – the employee departs earlier than 6.30 pm or returns later than 6.30 pm.

Breakfast – an employee is not eligible for payment of expenses or a meal allowance upon departure except in situations where the employee has to depart from their usual place of work or home before 6.00 am and it is not practicable for the employee to have breakfast before leaving and must purchase it during the journey.

POL-GOV- T002 – Travel Policy

When travelling by vehicle for a trip of 7 hours or more it will be deemed that you on your first day of travel allowance you have left at 8.00am and arrived by 6.30pm, therefore lunch will be paid. Should you have a meeting on the day of return to home or community dinner will only be paid on evidence of a meeting finished on/or after 11.00am.

5.5 CHANGES TO TRAVEL

Changes to Travel Arrangements Except in emergency situations, Council will not be liable for any travel costs incurred by any employee or Councillor other than those approved prior to travel by the CEO or delegate. Changes to the approved itinerary and travel arrangements must be approved in advance of the changes. A Councillor or employee, while away on official business, choosing to change any bookings that Council may have made, including accommodation or travel, that have not previously been authorised by the CEO or delegate, will bear the cost of those changes except at the discretion of the CEO.

5.6 REIMBURSEMENT TO COUNCIL

Councillors or employees that have been paid an allowance in advance to travel for official business and they fail to meet the requirement of their approved travel will be liable to fully reimburse Council for all allowances received.

5.7 FAMILY

Council believes a family friendly policy is an integral part of retaining and attracting employees. Family members may accompany employees when they participate in approved official functions. Where airfares are involved, this will be at a cost to the employee. Council will pay the standard room rate sufficient to accommodate one person and the employee will be responsible for the difference between a standard room rate and extra costs for extra persons. The Councillor or employee will be responsible for all meals and other for all other costs associated with family member's travel.

5.8 EXTENDING OF TRAVEL PERIOD

Employees seeking to extend their stay for annual leave, RDO, TOIL or leave without pay or over a weekend shall be responsible for the extra costs associated with the extended time and may utilise corporate rates for accommodation if they wish to extend their stay at accommodation provided by Council.

5.9 ILLNESS OR INJURY WHILST TRAVELLING

If a Councillor or employee becomes ill whilst travelling, they are to notify their Manager as soon as possible. The officer will then commence on sick leave if required. In the event of an injury, the officer is to notify their Manager and Council's Workplace Health and Safety Officer as soon as possible.

5.10 CONDUCT

Councillors and employees shall at all times adhere to Council's Code of Conduct provisions and act in a professional manner so as not to harm Council's reputation.

POL-GOV- T002 – Travel 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
Conference	An event usually provided for networking and professional development for members/observers such as ALGA, LGAQ, LGMA, LGFPQ, TCICA
Council	Pormpuraaw Aboriginal Shire Council
Family	Includes spouse/partner and children
Official Duty	Includes training and conference and any other meeting or business trip related to Council's official duties, such as meeting with state or federal government representatives and regional group
Training	A training course provided by a registered training provider or equivalent

8 RELATED POLICS AND OTHER DOCUMENTS

Policies

- Council Credit Card Policy
- Councillors Code of Conduct
- Councillor Expenses Reimbursement Policy
- Entertainment and Hospitality Policy

Documents

- Employees Code of Conduct
- Employee Expense Claim Form
- Staff Handbook
- Travel Allowance Form
- Travel Request Form

9 MONITORING AND REVIEW

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.

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/
Policy GOV-T002 Version: 3
Effective Date: 28 May 2025

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: May 2029

POL-GOV- T002 – Travel Policy

It is the responsibility of Managers to ensure that:

- They are familiar with the Travel Allowance Policy, and that they follow them accordingly;
- Submit their travel allowance forms to the CEO for approval;
- Submit their travel allowance forms to HR for processing before the first day of travel;
- Employee entitlements are authorised accordingly and in line with Policy;
- Travel allowance is approved on the basis that it is believed that the request is genuine, and that the travel allowance applied for is appropriate in the circumstances.

It is the responsibility of HR to ensure that:

- All Managers are aware of their responsibilities in relation to the Travel Allowance Policy;
- Managers are given continuous support and guidance in regards to Travel Allowance Policy and/or any issues.
- This policy is maintained and updated in line with legislation.
- Travel allowance forms are completed and sent to managers in reasonable time frames.

It is the responsibility of the Finance Officer to:

- Process the Travel Allowance Form as applicable prior to or on the first day of travel.

It is the responsibility of employees to:

- Submit their travel allowance forms to their Manager for Approval prior to the first day of travel.

11 VERSION CONTROL

Version	Details	Resolution No	Date
V1	Developed and adopted		30 Jun 2015
V3	Amended and adopted		23 Feb 2017
V4	Amended and adopted	2025/	28 May 2025

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/
Policy GOV-T002 Version: 3
Effective Date: 28 May 2025

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: May 2029

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1 HEAD OF POWER

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Crime and Corruption Act 2001 (Qld)*
- *Public Interest Disclosure Act 2010 (Qld)*

2 POLICY PURPOSE

The purpose is to set out Pormpuraaw Aboriginal Shire Council's (Council) combined policy and action plan to prevent and manage fraud and corruption. Council is committed to preventing and controlling fraud and corruption. This policy provides a framework for establishing clear expectations, responsibilities, and processes to detect, prevent, and respond to fraudulent and corrupt activities, ensuring compliance with legal obligations and promoting an ethical organisational culture.

3 POLICY OBJECTIVE

The policy seeks to:

- Promote honesty, integrity, and transparency across all Council operations;
- Minimise the risk and impact of fraud and corruption within Council;
- Ensure all employees and stakeholders understand their role in preventing and reporting fraud and corruption; and
- Establish effective procedures for detecting, reporting, and managing instances of fraud and corruption.

4 POLICY SCOPE

The policy applies to all Councillors, employees, contractors, consultants, and volunteers.

5 POLICY STATEMENT

The Pormpuraaw Aboriginal Shire Council has zero tolerance for fraud and corruption. All personnel are expected to adhere to the highest standards of ethical behaviour in line with the Employee and Councillor Codes of Conduct.

The CEO and Senior Management will lead by example and ensure adherence to this policy.

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/XX
Policy F001 Version: 2
Effective Date: 16 Apr 2025

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: May 2029

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POL-GOV-F001 Fraud and Corruption Policy and Plan

Council encourages a transparent reporting culture, ensuring that employees and the community feel safe to report concerns.

5.1 FRAUD AND CORRUPTION CONTROL STRATEGIES

5.1.1 Prevention

The objective is to deter fraud and corruption before it occurs by fostering an ethical culture and establishing strong internal controls by utilising the following controls:

- **Code of Conduct:** All Councillors and employees must comply with Council's Code of Conduct, which defines ethical standards.
- **Employment Screening:** Council will conduct due diligence on potential employees and contractors.
- **Contract Management:** Contracts will include anti-fraud clauses, ensuring compliance among third-party service providers.
- **Risk Assessment:** Fraud risks will be identified and assessed quarterly as part of Council's Enterprise Risk Management process.

5.1.2 Detection

The objective is to identify fraud or corruption at the earliest possible stage by utilising the following controls:

- **Audit and Controls:** Regular audits will focus on areas vulnerable to fraud, such as cash handling, procurement, and asset management.
- **Transaction Monitoring:** Data analytics and financial reviews will be employed to spot irregular activities.
- **Reporting Mechanisms:** Employees and community members are encouraged to report suspicions of fraud through multiple confidential channels.

5.1.3 Response

The objective is to take immediate and appropriate action in response to detected fraud or corruption by utilising the following controls:

- **Initial Action:** Upon a report, Council will secure any relevant evidence and take steps to stop further fraudulent activity.
- **Investigation:** All allegations of fraud and corruption will be investigated following procedural fairness and confidentiality. Supervisors may manage minor cases, while significant cases are escalated.
- **Disciplinary and Legal Measures:** Proven instances of fraud or corruption may result in disciplinary action, termination, and referrals to law enforcement or regulatory bodies if warranted.

POL-GOV-F001 Fraud and Corruption Policy and Plan

5.2 FRAUD AND CORRUPTION REPORTING PROCESS

This process outlines how employees, Councillors, and community members can report suspected fraud or corruption within Council.

5.2.1 Reporting Fraud or Corruption Internally**Who to Contact:**

- Employees and Councillors should report suspected fraud or corruption to their immediate supervisor or manager.
- If the suspicion involves a senior manager or if the reporter feels uncomfortable reporting to their supervisor, the report can be made directly to the CEO.
- If the report involves the CEO, employees and Councillors should contact the Mayor.

How to Report:

- Reports can be made in person, in writing, or anonymously if preferred.
- Council encourages all reports to include as much detail as possible, such as the nature of the suspected fraud, names of individuals involved, dates, and any supporting evidence.

Confidentiality:

- Council treats all reports confidentially, and will take steps to protect the identity of the reporter, as far as is legally possible.
- Reports that meet the criteria for a Public Interest Disclosure (PID) will be managed according to the *Public Interest Disclosure Act 2010* to offer additional protections.

5.2.2 Reporting Fraud or Corruption Externally**Crime and Corruption Commission (CCC):**

- The CEO is responsible for notifying the CCC of any suspected corrupt conduct in line with the Crime and Corruption Act 2001 (Qld).
- If an employee suspects corruption by the CEO, they should report directly to the CCC or the Office of the Independent Assessor.

Office of the Independent Assessor (OIA):

- The OIA primarily deals with complaints about councillors' behaviour in Queensland under the *Local Government Act 2009 (Qld)*.
- Complaints involving misconduct or inappropriate behaviour by councillors—including breaches of the council's Code of Conduct or actions that don't reach the threshold of corruption but violate behavioural standards—should go to the OIA.

POL-GOV-F001 Fraud and Corruption Policy and Plan

Public Interest Disclosures (PID):

- Reports that may qualify as PIDs under the Public Interest Disclosure Act 2010 (Qld) include cases of corrupt conduct, substantial misuse of public resources, or dangers to public health and safety.
- Council will protect individuals making a PID from retaliation, and such disclosures will be handled with heightened confidentiality and care.

5.2.3 Investigation of Reports

Where appropriate for Councillor complaints, the OIA and/or CCC will be initially informed before proceeding.

Initial Review:

- The manager or CEO will conduct an initial review of the report to assess its validity and determine the appropriate course of action
- For minor issues, management may handle the response directly. Serious allegations are escalated to ensure a full investigation.

Investigation Process:

- All investigations will follow the principles of procedural fairness, allowing all parties to respond to allegations.
- Investigations may involve internal employees or, in some cases, may require assistance from external bodies or independent investigators.

Outcome and Action:

- If fraud or corruption is substantiated, disciplinary actions will be taken. These may include termination of employment or referral to law enforcement.
- The CEO will report confirmed cases of fraud and corruption to the Audit Committee for oversight and to inform future preventative measures.

5.2.4 Reporting of Losses

If suspected fraud or corruption results in a material loss (e.g., loss of cash or assets above specific thresholds), the CEO will report the incident to the appropriate authorities, including the Minister, Auditor-General, and Queensland Police Service as necessary.

Material Losses are losses that equate to \$500 or an asset valued at \$2,000.

5.2.5 Recovery of Losses

To recover losses incurred through fraudulent activities Council will where applicable will:

- seek restitution through insurance policies covering losses from fraud; or
- pursue legal action to reclaim financial losses resulting from fraud.

POL-GOV-F001 Fraud and Corruption Policy and Plan

5.2.6 Protection and Support for Disclosure

Council is committed to fostering a safe environment for employees, Councillors, contractors, and community members to report suspected fraud, corruption, or other misconduct without fear of retaliation. In addition to complying with the protections afforded under the *Public Interest Disclosure Act 2010*, Council pledges to actively safeguard all whistleblowers from any form of reprisal or adverse treatment as a result of their disclosure.

Work Health and Safety Act 2011

Organisations have a responsibility to ensure the health and safety of their employees. Failing to take this responsibility seriously is a breach of the Work Health and Safety Act 2011 (Qld).

Crime and Corruption Act 2001

Many reports of fraud or corruption will be classified as reports of corrupt conduct as defined in the Crime and Corruption Act 2001 (Qld) (CC Act). The CC Act includes provisions to protect those who make reports of corrupt conduct.

Public Interest Disclosure Act 2010

Some reports about fraud and corruption will be classified as a public interest disclosure (a PID). A PID is a disclosure of information as a result of a genuine concern about the possible serious wrongdoing of public officers, or of others who may be acting in a way that is not in the public interest.

Councils' practices must ensure that anyone making a disclosure receives the protection afforded under the PID Act to the full extent possible.

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
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009</i> .
Council	Pormpuraaw Aboriginal Shire Council
Corrupt Conduct	means conduct of a person, regardless of whether the person holds or held an appointment, that— a) impairs, or could impair, public confidence in public administration; and b) involves, or could involve, any of the following— i. collusive tendering;

POL-GOV-F001 Fraud and Corruption Policy and Plan

Term	Definition
	<p>ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) —</p> <p>A. protecting health or safety of persons;</p> <p>B. protecting the environment;</p> <p>C. protecting or managing the use of the State's natural, cultural, mining or energy resources;</p> <p>iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p>iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</p> <p>v. fraudulently obtaining or retaining an appointment; and</p> <p>c) would, if proved, be—</p> <p>i. a criminal offence; or</p> <p>ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p> <p>Corrupt conduct may include, but is not limited to:</p> <ul style="list-style-type: none"> • abuse of public office; • bribery, including bribery relating to an election; • extortion; • obtaining or offering a secret commission; • fraud; • stealing; • forgery; • perverting the course of justice; • an offence relating to an electoral donation; or • loss of revenue of the State.

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Term	Definition
Fraud	<p>shall mean a deliberate intent to facilitate or conceal the misappropriation of assets or the taking of an unlawful advantage or benefit.</p> <p>Fraud may include, but is not limited to:</p> <ul style="list-style-type: none"> • Theft; • Obtaining property, a financial advantage or any other benefit by deception; • Causing a loss, avoiding or obtaining a benefit by deception; • Knowingly providing false or misleading information to Council, or failing to provide information where there is an obligation to do so; • A breach of trust in the performance of official duties, by which an employee or Councillor acts contrary to the interests of Council in order to achieve some personal gain or advantage for themselves or for another person or entity; • Using forged or falsified documentation for an improper purpose; • Deliberate misstatement of accounting information for an improper purpose.
Misconduct	As defined in section 150L of the <i>Local Government Act 2009</i> .
Public Interest Disclosure	<p>Per the <i>Public Interest Disclosure Act 2010</i>, and is any disclosure made by a public officer to a supervisor, an internal auditor or investigator, the Chief Executive Officer or an external investigation agency, which contains information about:</p> <ul style="list-style-type: none"> • Official misconduct • Maladministration that adversely affects anyone's interests in a substantial and specific way • Negligent or improper management resulting or likely to result in a substantial waste of public funds (provided that the disclosure is not based on mere disagreement) a substantial and specific danger to public health or safety or

POL-GOV-F001 Fraud and Corruption Policy and Plan

Term	Definition
	to the environment and or a reprisal taken against anyone for having made a public interest disclosure.

8 RELATED POLICS AND OTHER DOCUMENTS

Policies:

- Councillor Code of Conduct
- Employee Code of Conduct
- Enterprise Risk Management Framework

9 MONITORING AND REVIEW

Council will monitor key metrics, such as incident reports, training completion rates, and audit findings, to evaluate the policy's effectiveness.

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.

Further responsibilities are per the following:

10.1 CHIEF EXECUTIVE OFFICER (CEO) AND EXECUTIVE MANAGERS

- The CEO and Executive Managers are expected to set a strong example of ethical behaviour and integrity.
- If the CEO reasonably suspects any corrupt conduct, they must report it to the Crime and Corruption Commission (CCC) as required by law.
- Executive Managers are responsible for ensuring that fraud and corruption prevention measures are actively applied across all work areas and considered in both annual and long-term plans.

10.2 MANAGERS AND SUPERVISORS

- Managers and supervisors should be aware of the potential for fraud and corruption in their teams and areas.
- They must regularly review their processes to identify any risks of fraud or corruption.
- Managers are responsible for maintaining safe work practices and reporting any suspected fraud or corruption.

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/XX
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10.3 EMPLOYEES

- All employees must use official resources responsibly and handle public funds with care, whether handling cash, payments, or working with suppliers.
- Employees should be alert to any unusual activities or transactions that might signal fraud or corruption.
- Employees are required to report any suspicions of fraud or corruption immediately.
- Everyone must fully cooperate with internal checks or investigations related to potential fraud or corruption.
- All employees with knowledge of any fraudulent or corrupt activity must report it to their supervisor, manager, or directly to the CEO.

10.4 AUDIT COMMITTEE

- Fraud-related issues will be reported to the Audit Committee through the CEO. This allows the Committee to understand the Council's exposure to fraud and assess the strength of its systems to prevent, detect, and respond to fraud.
- The Audit Committee's responsibilities include:
- Reviewing whether management has an effective risk management framework to identify and manage business and financial risks, including fraud.
- Ensuring that the Council has proper processes to capture and investigate information related to fraud.
- Reviewing reports on any fraud allegations, updates on ongoing investigations, and any changes in the level of fraud risk within the organisation.
- Providing feedback and recommendations on internal control improvements based on insights from internal and external auditors.

11 VERSION CONTROL

Version	Details	Resolution No	Date
V1	Developed and approved		14 Sep 2015
V2	Reviewed and updated		28 May 2025

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/XX
Policy F001 Version: 2
Effective Date: 16 Apr 2025

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1 HEAD OF POWER

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

2 POLICY PURPOSE

This policy provides a framework for the equitable distribution of Pormpuraaw Aboriginal Shire Council (Council) grants, donations, and in-kind support to community organisations. It ensures transparency in the approval process and helps further Council's objectives of fostering community engagement, cultural development, and social wellbeing.

3 POLICY OBJECTIVE

The objectives of this policy are to:

- Promote community wellbeing by supporting activities that contribute to sports, arts, heritage, recreation, and other community-focused initiatives.
- Ensure an open, transparent, and equitable process for distributing community grants and support.
- Establish clear criteria for assessing community grant applications.

4 POLICY SCOPE

This policy applies to Council's councillors, employees, and contractors, relating to the provision of any grants, partnerships, sponsorship, donations, and in-kind support provided by Council to community organisations.

5 POLICY STATEMENT

Council recognises the significant contributions made by local community groups and seeks to support these groups through financial assistance and in-kind support. The following key provisions apply:

5.1 ELIGIBILITY

To be eligible for community grants, applicants must:

- Be free from debt to the Council;
- Be community-based for at least 12 months;
- Operate on a non-profit basis;
- Ensure all projects occur within the financial year for which funding is provided; and

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/
Policy GOV-C005 Version: 6
Effective Date: 28 May 2025

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C005 – Community Grants and Assistance Policy

- Demonstrate a direct community benefit to Pormpuraaw.

5.1.1 Ineligible applications

Include the following:

- Proposals for projects held outside of the Shire, unless the applicant can demonstrate a direct community need; or
- from political organisations or government agencies.

5.2 PRE-APPROVED COMMUNITY GRANT AND DONATIONS

Council's sporting assistance provides financial assistance for local sporting teams, individuals and associations to assist them financially to participate in approved competition at State, National and International level and the quantum of such support.

Council recognises the cost burden that completion brings and the supportive role that Local Government can play in assisting achievers in their various fields in sport at the higher level. It also recognises the value to the community, which encourages people to excel not only for personal achievements, but also as role models for the youth of the community, and the demonstration of community spirit that involvement at high levels competition exhibits.

Council will provide a donation of \$500 per person for individuals who are selected to represent Pormpuraaw at a State, National and International level, or up to \$2,000 per team to attend an event per annum. Payments of Donations will be paid towards an invoice or to a sporting body. Cash will not be provided.

Council acknowledges that it is important to have a healthy breakfast to ensure that students are given the best opportunity of learning at school. Council will commit to funding the Pormpuraaw State programme each year.

5.3 APPLICATION PROCESS

All applications must be submitted in writing to the CEO and include:

- Details of the assistance sought (financial or in-kind);
- Total project cost;
- Purpose of project;
- Details of other funding sources or in-kind contributions being invested into the project by members of the group or organisation;
- Details of any other funding obtained or being sought; and
- GST and Australian Business Number (if applicable).

All applications should be posted or emailed to:

Chief Executive Officer
Pormpuraaw Aboriginal Shire Council
c/- Post Office
Pormpuraaw QLD 4892
ceo@pormpuraaw.qld.gov.au

C005 – Community Grants and Assistance Policy

5.3.1 Verbal In-kind Support:

The CEO may provide verbal in-kind support for a community grant application prior to its formal submission. This verbal support does not guarantee funding. The application must still undergo a formal review and be approved or denied by Council resolution.

5.4 SELECTION CRITERIA

Applications will be assessed based on:

- The demonstrated need in the community.
- The level of community support.
- The benefit of the activity to the community.
- The applicant's ability to deliver the project.
- The ability of the organisation to raise funds by other means.

5.5 IN-KIND ASSISTANCE, FEE WAIVER OR DISCOUNT:

Council may provide in-kind support, a fee waiver or discount, such as the use of Council equipment and personnel. All in-kind contributions are subject to availability and will be calculated according to Council's rates for plant hire and wages.

Where applicable, security bonds must be paid regardless of any concessions or fee waivers that may be granted.

5.6 ADMINISTRATION

The annual allocation for the Community Grants Budget will be determined during Council's budget planning process, ensuring alignment with financial capacity and community priorities.

The Chief Executive Officer will ensure that sufficient budgetary provisions are available to support the grant request, and that the approval adheres to any relevant funding agreements.

5.6.1 Approval

Where in-kind assistance only, a fee waiver or discount is requested the CEO has the authorisation to provide approval. All other requests must be approved by Council.

Following Council's approval, the CEO is responsible for ensuring that all necessary documentation is provided to the Finance Department for accurate recording and reporting of costs.

A full report of all community grants, including in-kind contributions, will be included in the Council's Annual Report for transparency and accountability.

5.6.2 Grant Acquittal

Successful applicants must:

- Use the funds for the approved purpose;
- Provide evidence of how the funds were used and the community benefits derived when requested;
- Notify Council of any significant changes to the project, including the inability to proceed.

C005 – Community Grants and Assistance Policy

6 DEFINITIONS

Term	Definition
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009</i> .
Community Organisation	An entity as defined in the <i>Local Government Regulation 2012</i> that operates for public purposes or on a non-profit basis.
Council	Porpuraaw Aboriginal Shire Council
Grant	Financial or in-kind contributions made by Council to achieve specific community outcomes.
In-Kind Support	Non-monetary contributions such as services, equipment, fee waivers or a discount on fees.
Sponsorship	A formal agreement between Council and an organisation involving both cash and in-kind contributions.

7 RELATED DOCUMENTS

Documents:

- Annual Budget
- Annual Report

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)	03/06/2016
V3	September 2019 (2019/09/11/05)	11/09/2019
V4	June 2022 (2022/06/07)	29/06/2022
V5	February 2025 (2025/02/24/06)	24/02/2025
V6	May 2025 (2025/	28/05/2025

Responsible Officer: Executive Manager Corporate Services
 Policy Owner: Council Res No: 2025/
 Policy GOV-C005 Version: 6
 Effective Date: 28 May 2025

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 Review Due: May 2029

C005 – Community Grants and Assistance Policy

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council **Res No:** 2025/
Policy GOV-C005 Version: 6
Effective Date: 28 May 2025

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11.3 AIRPORT SURVEILLANCE REPORT & FINDINGS & ADOPTION OF AIRPORT DRUG AND ALCOHOL MANAGEMENT PLAN

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments:

1. Event 28931 - Pormpuraaw Aboriginal Shire Council - ARN 532499 - Surveillance Report and Findings [11.3.1 - 8 pages]
2. 2025 02 PASC Airport drug alcohol management plan [11.3.2 - 26 pages]

KEY OUTCOME

Strategic Priority: {custom-field-strategic-priority}

Objective: {custom-field-objective}

EXECUTIVE SUMMARY

To provide Council with the Airport Surveillance Report and Findings and to adopt the Airport Drug and Alcohol Management Plan

RECOMMENDATION

That Council:-

1. Receive and accept the Airport Surveillance Report and Findings; and
2. Adopt the Airport Drug and Alcohol Management Plan

BACKGROUND

In December 2025, the Civil Aviation Safety Authority undertook and Surveillance Audit of the Pormpuraaw Aboriginal Shire Council Aerodrome and issued a findings report.

The report noted 2 non-compliances:

Summary of surveillance findings

Surveillance finding(s) are the result of the evaluation of the collected surveillance evidence against the surveillance criteria.

No.	Type	Subject/Title	Due Date
734026	SF	Aerodrome facilities and equipment - wind direction information	06/03/2025
734028	SF	Content of a DAMP	06/03/2025

A total of 2 Finding(s) have been issued as a result of this surveillance. The above table outlines applicable due dates for Finding(s) requiring a response.

REPORT

Council has prepared a Drug and Alcohol Management Plan (DAMP) which is attached for adopted.

The Executive Manager of Operations is currently organising the equipment for the Aerodrome facilities and equipment – wind directional information.

CONSULTATIONS (Internal/External)

CASA Auditor

LEGISLATION / LEGAL IMPLICATIONS

Compliance with Safety Regulations 1998 (CASR) Vol 4 Compilation 100 dated 14 October 2024, and the Part 139 (Aerodromes) Manual of Standards 2019 (as amended) Compilation 4, dated 14 December 2024.

POLICY IMPLICATIONS

PASC Drug and Alcohol Policy and associated forms

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Purchase of Wind Directional Equipment

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project</i>
Non-Compliance with CASA Regs	None	Closure of Aerodrome	<i>B Likely</i>	<i>3 Moderate</i>	<i>High</i>	Purchase of Wind Directional equipment

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;
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. Cultural rights—generally;
12. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
13. Right to liberty and security of person;
14. Humane treatment when deprived of liberty;
15. Fair hearing;
16. Rights in criminal proceedings;
17. Children in the criminal process;
18. Right not to be tried or punished more than once;
19. Retrospective criminal laws;
20. Right to education;

11. Privacy and reputation;

23. Right to health services.

12. Protection of families and children;

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.



Australian Government

Civil Aviation Safety Authority

SURVEILLANCE REPORT

Pormpuraaw Aboriginal Shire Council

ARN: 532499

Aerodromes

Pormpuraaw - YPMP

Surveillance Dates: 17/12/2024 to 19/12/2024

Executive Summary

This Surveillance Report outlines the findings of a surveillance event conducted on Pormpuraaw Aboriginal Shire Council, as the operator of Pormpuraaw aerodrome. The surveillance was conducted on 17–19 December 2024 primarily against the Civil Aviation Safety Regulations 1998 (CASR) Vol 4 Compilation 100 dated 14 October 2024, and the Part 139 (Aerodromes) Manual of Standards 2019 (as amended) Compilation 4, dated 14 December 2024.

At the time of surveillance, aircraft operations at the aerodrome consisted of scheduled low-capacity passenger and freight air transport operations (ATO) to and from domestic destinations. At the time of surveillance, there was a moderately busy general aviation (GA) rotary and fixed wing ATO sector and charter operations. Emergency services operators were also observed visiting, including the Royal Flying Doctor Service (RFDS) and Queensland Police Air Wing.

The previous CASA surveillance event prior to this report was a Level 1 Systems Audit on 14–16 October 2019. That surveillance event identified two (2) Safety Findings and four (4) Safety Observations. There are no outstanding safety findings from the 2019 event.

This surveillance event identified two (2) Safety Findings. In addressing the root cause of these findings, the authorisation holder must consider the breaches identified during the surveillance, and although the instances are possibly isolated, the aviation safety system consequences must be considered. It is through a detailed examination of the upstream system(s) and organisational factors that a better understanding of the context in which the breaches have occurred can be achieved. Improved organisational defences against such hazards can then be considered and implemented.

CASA wishes to acknowledge Pormpuraaw Aboriginal Shire Council personnel for their openness, cooperation, and disposition during the surveillance event for achieving holistic safety outcomes.

Scott Whiting
Surveillance Lead
13/02/2025

Statement of confidential nature of the contents

This Surveillance Report is a confidential document between CASA and the authorisation holder. CASA will not disclose this report or its content to any third person except, in pursuance of its functions, with the express permission of the authorisation holder or as required by law.

Surveillance objective

The objective of the surveillance is to assess the ability and willingness of an authorisation holder to comply with all applicable legislative obligations.

Surveillance team

Name	Discipline
Scott Whiting (Lead)	Aerodrome Inspector

Dates and places

Date	Location
17/12/2024 - 19/12/2024	Pormpuraaw Aerodrome, Pormpuraaw QLD 4892.

Surveillance scope

The surveillance scope is the extent and boundaries of the surveillance activity.

Scope item	Findings Issued
Data and Documents	Nil
Personnel Rostering	Nil
Personnel Standards	Nil
Maintenance Assurance	Nil
Maintenance System	Nil
Works Control	Nil
Drug and alcohol testing program	Nil
Implementation of DAMP	1
Safety Assurance	Nil
Safety Risk Management	Nil
Access Control System	Nil
Aerodrome Emergency Response	Nil
Equipment, Personnel and Aircraft Movement Control	1

* Item added to original scope

** Item originally scoped but not completed

Summary of surveillance findings

Surveillance finding(s) are the result of the evaluation of the collected surveillance evidence against the surveillance criteria.

No.	Type	Subject/Title	Due Date
734026	SF	Aerodrome facilities and equipment - wind direction information	06/03/2025
734028	SF	Content of a DAMP	06/03/2025

A total of 2 Finding(s) have been issued as a result of this surveillance. The above table outlines applicable due dates for Finding(s) requiring a response.

Technical summary

Items discussed during the onsite inspection included the following:

- Remediation works for airside infrastructure damaged by floods following the cyclone in late 2023 had been ongoing.
- The development of plans in the coming year for a major runway upgrade.
- After having been made aware of its requirement, Council would seek costing on the provision of an Automated Weather Information Service (with VHF broadcast) facility to support the Instrument approaches at Pormpuraaw. See SF 734026.

Documents used as standards and reference

Document Name
Aeronautical Information Publication - Departure and Approach Procedures (AIP-DAP) YPMP - RNP RWY 14 and RWY 32 - 15 JUN 2024
Aeronautical Information Publication - Departure and Approach Procedures (AIP-DAP) YPMP AD Chart - 21 MAR 2024
Aeronautical Information Publication - En-Route Supplement Australia - Facilities pages (AIP-ERSA - FAC) YPMP - 28 NOV 2024
Aeronautical Information Publication - En-Route Supplement Australia - Runway Distance Supplement (AIP-ERSA - RDS) YPMP - 28 NOV 2024
Civil Aviation Safety Regulations (CASR) 1998 - Vol 3 Part 99 - Drug and Alcohol Management Plans - Compilation No. 100 - 14 October 2024
Civil Aviation Safety Regulations (CASR) 1998 - Vol 4 Part 139 - Aerodromes - Compilation No. 100 - 14 October 2024
Part 139 (Aerodromes) Manual of Standards 2019 (as amended) Compilation No. 4 dated 14 December 2024
YPMP Pormpuraaw Aerodrome CASR Part 139 Aerodrome Manual V20 Nov 2024
YPMP Pormpuraaw Aerodrome Lighting Commissioning Documentation 2023 - F17/7248-6

Key people interviewed during the surveillance

Name	Position	Date
Edward Natera	Chief Executive Officer, Pormpuraaw Aboriginal Shire Council	19/12/2024
Grant Dennis	Executive Manager, Operations	17/12/2024 - 19/12/2024
Will Bartlett	Aerodrome Manager	17/12/2024 - 19/12/2024



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Safety Finding

Authorisation Holder	Pormpuraaw Aboriginal Shire Council		
ARN	532499	Event No.	28931
CASA Ref.	F17/7250-7	Safety Finding No.	734026
Subject	Aerodrome facilities and equipment - wind direction information		
Regulatory Ref.	reg 139.065(2)(d) of the Civil Aviation Safety Regulations 1998		
System - Element	Surface Movement - Equipment, Personnel and Aircraft Movement Control		

Note: In applying the principles of procedural fairness, CASA approaches its regulatory functions in a consultative and collaborative manner. Therefore, CASA extends to the authorisation holder the opportunity to consider, comment on or object to this Safety Finding.

It should also be noted that issue of a Safety Finding does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of Deficiency
<p>Terminal Instrument Flight Procedures were published for YPMP Pormpuraaw Runways 14 and 32.</p> <p>The Wind Direction Indicator (WDI) provided in the vicinity of the threshold for Runway 14 was not equipped with floodlighting for night operations. A WDI was not installed in the vicinity of the Runway 32 threshold.</p> <p>An Automatic Weather Information Service (AWIS) was not available to provide wind information to pilots.</p>
Criteria
<p>Reg 139.065 Aerodrome facilities and equipment states in part:</p> <p>(1) The Part 139 Manual of Standards may prescribe requirements relating to aerodrome facilities and equipment for certified aerodromes.</p> <p>(2) Without limiting subregulation (1), the Part 139 Manual of Standards may prescribe requirements relating to the following:</p> <p style="padding-left: 40px;">(d) wind direction indicators at an aerodrome.</p> <p>Part 139 (Aerodromes) Manual of Standards 2019 states in part:</p> <p>para 8.101 Requirements</p> <p>(4) A wind direction indicator must be provided at the threshold of an instrument runway.</p> <p>(6) The location required by subsection (4) does not apply to an instrument runway if surface wind information is communicated to pilots of aircraft approaching the runway by:</p> <p style="padding-left: 40px;">(a) ATC; or</p> <p style="padding-left: 40px;">(b) an aerodrome weather observing system that:</p> <p style="padding-left: 80px;">(i) is a Bureau of Meteorology-approved weather observing system; and</p>



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<p>(ii) provides surface wind information through an aerodrome weather information broadcast; or</p> <p>(c) an approved observer with a communication link to pilots through which timely information about surface wind may be passed; or</p> <p>(d) any other means approved in writing by CASA.</p> <p>para 9.38 Illuminated wind direction indicators</p> <p>(1) Without affecting subsection (2), at an aerodrome intended for night use, at least 1 wind direction indicator (WDI) must be lit in accordance with this section.</p> <p>(2) If an additional WDI is provided in the vicinity of the threshold of an instrument runway, the WDI must be lit at night as an illuminated WDI (IWDI) unless:</p> <p>(a) surface wind information is available through a broadcast aerodrome weather information service (an AWIS) or a person mentioned in regulation 120 of CAR; or</p> <p>(b) the instrument approach procedure for the runway is restricted to daytime operations only.</p> <p>Note: CASA recommends that an IWDI should be provided at the threshold of all runways that are available for use at night.</p>	
Issuing Inspector	Scott Whiting
Date Issued	13/02/2025
Due Date	06/03/2025

Please complete the **Safety Finding Response Page** (attached) and respond by the due date.



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Safety Finding

Authorisation Holder	Pormpuraaw Aboriginal Shire Council		
ARN	532499	Event No.	28931
CASA Ref.	F17/7250-7	Safety Finding No.	734028
Subject	Content of a DAMP		
Regulatory Ref.	reg 99.045 of the Civil Aviation Safety Regulations 1998		
System - Element	DAMP - Implementation of DAMP		

Note: In applying the principles of procedural fairness, CASA approaches its regulatory functions in a consultative and collaborative manner. Therefore, CASA extends to the authorisation holder the opportunity to consider, comment on or object to this Safety Finding.

It should also be noted that issue of a Safety Finding does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of Deficiency
<p>Pormpuraaw Aboriginal Shire Council as the authorisation holder of YPMP Pormpuraaw Aerodrome had established a policy and procedure for ensuring staff are not affected by alcohol or other substances when performing work duties for Council. The policy did not meet all requirements of Reg 99.045 of the Civil Aviation Safety Regulations 1998 as necessary for an aerodrome certificate holder. The policy did not advise how the following, or other mandatory elements would be implemented:</p> <ul style="list-style-type: none"> • The nomination of a Drug and Alcohol Management Plan (DAMP) supervisor and contact officer. • An education program. • A testing program.
Criteria
<p>Reg 99.045 of the Civil Aviation Safety Regulations 1998 states in part:</p> <p>A DAMP organisation's DAMP must:</p> <ul style="list-style-type: none"> (a) apply to all SSAA employees of the organisation, and state each category of the organisation's SSAA employees covered by the DAMP; and (b) include the following: <ul style="list-style-type: none"> (i) a drug and alcohol education program; (ii) a drug and alcohol testing program, that meets the requirements specified in regulations 99.050, 99.055 and 99.060; (iii) a drug and alcohol response program that meets the requirements specified in regulations 99.065, 99.070 and 99.075; and set out details of those programs; and (c) identify, and provide the contact details for, each person in the DAMP organisation who has any of the following roles: <ul style="list-style-type: none"> (i) DAMP contact officer;



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<p>(ii) DAMP supervisor; and</p> <p>(d) be implemented as required by regulation 99.080 and set out the details of those requirements.</p> <p>Note: A drug and alcohol education program includes the matters set out in the definition of drug and alcohol education program in subregulation 99.010(1).</p>	
Issuing Inspector	Scott Whiting
Date Issued	13/02/2025
Due Date	06/03/2025

Please complete the **Safety Finding Response Page** (attached) and respond by the due date.



Pormpuraaw Aboriginal Shire Council

Responsible Officer: Executive Manager Corporate Services
Plan Owner: Council **Res No:**
PLN-Gov-A001 Version: 1
Effective Date: 1 June 2025

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: May 2029

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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
AOC	Air Operator's Certificate
AOD	Alcohol and Other Drugs
AMROA	Australasian Medical Review Officers Association
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
DAME	Designated Aviation Medical Examiner
DAMP	Drug and Alcohol Management Plan
MRO	Medical Review Officer
SSAA	Safety-Sensitive Aviation Activity

Definitions

Regulation 99.010 of the *Civil Aviation Safety Regulations 1998 (CASR)* contains legal definitions for certain terms used in Part 99 of CASR.

Term	Definition
Accident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies: (a) the occurrence results in the death of, or serious harm to, a person; (b) the occurrence results in serious damage to an aircraft or property.
Aerodrome testing area	(a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and (b) any part of the surface of a certified aerodrome or registered aerodrome: (i) that is not covered by paragraph (a); and (ii) that does not have a building on it; and (iii) from which access to a surface mentioned in paragraph (a) may be had; and (c) a building located on a certified aerodrome or registered aerodrome that is used: (i) for maintenance of an aircraft or an aeronautical product; or (ii) for the manufacture of aircraft or aeronautical products; or (iii) by an air traffic service provider to control air traffic; or (iv) by the holder of an AOC for flying training; and (d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

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Term	Definition
Appropriately qualified alcohol and other drug professional	A person who: (a) materially works as a provider of clinical drug and alcohol treatment services; and (b) holds a bachelor's degree, or postgraduate degree, in at least 1 of the following fields: (i) health sciences; (ii) medical science; (iii) social sciences; (iv) behavioural sciences.
Approved breathalyser	A breathalyser approved by CASA under paragraph 99.130(a) of CASR for alcohol testing. Note: definition is related to Part 99 Subpart C of CASR only.
Approved drug testing device	A device approved by CASA under paragraph 99.130(b) of CASR for testing for testable drugs. Note: definition is related to Part 99 Subpart C of CASR only.
Approved laboratory	A person authorised under subregulation 99.450 (3) of CASR to conduct confirmatory drug tests for Subpart 99.C. Note: definition is related to Part 99 Subpart C only
Approved person	In relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory. Note: definition is related to Part 99 Subpart C of CASR only.
Approved tester	A person who is authorised to: (a) take body samples for drug or alcohol tests under subregulation 99.450 (1) of CASR; and (b) conduct initial drug tests or alcohol tests under subregulation 99.450 (2) of CASR. Note: definition is related to Part 99 Subpart C of CASR only.
CASA medical review officer	A medical practitioner who for drug and alcohol testing under Subpart 99.C of CASR, and for Subparts 99.E and 99.H of CASR has: (a) been appointed by CASA under subregulation 99.390 (1) of CASR for the purposes of Subpart 99.C of CASR; and (b) training and competence in the field of interpreting drug and alcohol test results; and (c) knowledge of substance use disorders; and (d) knowledge of the contents of Part 99B of CASR.
Comprehensive assessment	In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out: (a) by a psychiatrist; or (b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or

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Term	Definition
	<p>(c) jointly by:</p> <p>(i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and</p> <p>(ii) an appropriately qualified drug and alcohol professional.</p>
Confirmatory alcohol test	<p>An alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Confirmatory drug test	<p>A drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
DAMP or drug and alcohol management plan	A drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045 of CASR.
DAMP contact officer	In relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under Part 99 of CASR.
DAMP contractor	<p>A person, or the employee of a person, who is:</p> <p>(a) a party to an ongoing written or ongoing oral contract with a DAMP organisation; or</p> <p>(b) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.</p>
DAMP medical review officer	<p>A medical practitioner who for drug or alcohol testing under a DAMP has:</p> <p>(a) competence in the field of interpreting drug and alcohol test results; and</p> <p>(b) knowledge of substance use disorders; and</p> <p>(c) knowledge of the contents of this Part.</p>
DAMP organisation	A person that is required to have a DAMP under subregulation 99.030 (1) of CASR.
DAMP subcontractor	<p>A person who is a party to:</p> <p>(a) an ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of DAMP contractor; or</p> <p>(b) an ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).</p>
DAMP supervisor	<p>In relation to a DAMP organisation, means a person who:</p> <p>(a) has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol; and</p> <p>(b) is authorised by the organisation to do so for the purposes of paragraph 99.050 (2)(c) of CASR.</p>
Donor	A person who is asked to give, or has given, a body sample to an approved tester.
Drug and alcohol education program	<p>For a DAMP organisation, means a program that includes the following components:</p> <p>(a) for SSAA employees—awareness of:</p>

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Term	Definition
	<p>(i) the organisation's policy on drug and alcohol use; and</p> <p>(ii) drug and alcohol testing in the workplace; and</p> <p>(iii) support and assistance services for people who engage in problematic use of drugs and alcohol; and</p> <p>(iv) information about the potential risks to aviation safety from problematic use of drugs and alcohol.</p> <p>(b) for DAMP supervisors—education and training to manage people who engage in problematic use of drugs or alcohol.</p>
Drug or alcohol intervention program	<p>In relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem:</p> <p>(a) assessment;</p> <p>(b) treatment, including any of the following:</p> <p>(i) education;</p> <p>(ii) counselling;</p> <p>(iii) consultation with health care professionals;</p> <p>(iv) pharmacotherapy;</p> <p>(v) residential or non-residential treatment programs;</p> <p>(c) monitoring and follow-up action.</p>
Employee	In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.
Foreign operator	<p>(a) the holder of a foreign aircraft AOC; or</p> <p>(b) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or</p> <p>(c) the operator of an aircraft operating under a permission granted under section 27A of the Act; or</p> <p>(d) the holder of a New Zealand AOC with ANZA privileges; or</p> <p>(e) the operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920.</p>
Initial alcohol test	<p>An alcohol test to determine the presence of alcohol in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Initial drug test	<p>A drug test to determine the presence of a testable drug in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Mandatory preconditions	Any comprehensive assessments or intervention programs have been commenced, and no further positive test results have been obtained.
Nominated drug or alcohol intervention program	<p>In relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by:</p> <p>(a) if the person is an employee of a DAMP organisation—a DAMP medical review officer; or</p>

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Term	Definition
	(b) in any other case—a CASA medical review officer.
Passenger	In relation to an aircraft, means a person: (a) who: (i) intends to travel on a particular flight on the aircraft that has not as yet boarded; or (ii) is on board the aircraft for a flight; or (iii) has disembarked from the aircraft following a flight; and (b) who is not a member of the crew of the aircraft.
Passport	An Australian passport within the meaning of the Australian Passports Act 2005, or a passport issued by the Government of a country other than Australia.
Permitted level	(a) for a testable drug—a level of the drug specified in subregulation 99.010(2A) for the purposes of this paragraph; and (b) for alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.
Positive result	(a) for an initial drug test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (b) for a confirmatory drug test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act; (c) for an initial alcohol test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (d) for a confirmatory alcohol test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.
Regular SSAA employee	An SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
Relevant Standard	(a) AS 3547, Breath alcohol testing devices for personal use; and (b) NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and (c) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and (d) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Sample identifier	A number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150 of CASR.
Screening officer	Has the meaning given in the Aviation Transport Security Act 2004.
Serious incident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies: (a) the occurrence gives rise to a danger of death or serious harm to a person; (b) the occurrence gives rise to a danger of serious damage to an aircraft or property.
Safety-sensitive aviation activity	Activities that impact directly or indirectly on the safety of civil air operations in Australian territory; or the operation of Australian aircraft outside Australian territory. Note: see section 33 (1) of the Act.

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Term	Definition
SSAA employee	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
Substantial compliance	In relation to a drug or alcohol test, has the meaning given in subregulation 99.020 (2) of CASR.
Suitable test conditions	Conditions that exist after an accident or serious incident if: (a) testing can be conducted within: (i) for drug testing—32 hours after the accident or incident occurred; and (ii) for alcohol testing—8 hours after the accident or incident occurred; and (b) it is practicable to conduct a test.
Suspension event	Suspending or ceasing the person from performing an SSAA.

Reference material

Document type	Title
Exemption	EX135/20 - DAMP Organisations to provide Information to CASA
Regulation	Part 99B of the <i>Civil Aviation Safety Regulations 1998</i>
Standard	AS 3547, breath alcohol testing devices for personal use
Standard	NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
Standard	AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'
Standard	AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'
Webpage	Designated Aviation Medical Examiner (DAME) Aviation medical contacts Civil Aviation Safety Authority (casa.gov.au)
Website	Australasian Medical Review Officers Association (AMROA) www.amroa.org.au

Forms

Form no.	Title
FRM-WHS-F001	Fitness for Work Assessment-V1-20250511
FRM-WHS-M001	Medical Declaration-V1-20250511
FRM-WHS-M002	Medical Risk Assessment-V1-20250511
FRM-WHS-I001	Investigation Form-V1-20250511

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Letter Templates

Template no.	Title
LTO-WHS-TMP-D001	Drug & Alcohol Testing -V1-20250511
LTO-WHS-TMP-D002	Drug & Alcohol Medication – V1 20250511
LTO-WHS-TMP-P001	Positive D&A Test - V1-20250511

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Amendment Record

Revisions to this Drug and Alcohol Management Plan (DAMP) are dated and a new version assigned accordingly. In addition to recording the date of change for each section or page of this DAMP, a summary of the changes made is also recorded.

Version No.	Date of change	Parts and pages	Summary of change(s)	Approved by
1.0	June 2025	All	Initial issue	Janelle Menzies CEO

Distribution List

A copy of this DAMP is retained in the *Pormpuraaw Airport Office*. This DAMP is made available to the Civil Aviation Safety Authority (CASA) for inspection if requested.

Electronic or printed copies of this DAMP are further distributed as follows:

Copy No. (if assigned)	Holder	Electronic Format	Hard copy
1	Airport Supervisor at Pormpuraaw Airport		Hard Copy
2	Pormpuraaw Aboriginal Shire Council Website	Electronic	

Pormpuraaw Aboriginal Shire Council makes this DAMP available to all relevant persons on our website. Access is also available to staff on our intranet.

Persons printing this DAMP should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

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1 General

1.1 Introduction

Pormpuraaw Aboriginal Shire Council's *Drug and Alcohol Management Plan (DAMP)* has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for Pormpuraaw Aboriginal Shire Council employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

This document sets out how Pormpuraaw Aboriginal Shire Council implements its DAMP. It is an important document that all employees should be familiar with.

1.2 Policy on AOD Use

Pormpuraaw Aboriginal Shire Council has a duty to provide a safe workplace for all employees. The health and welfare of all staff is our prime consideration in developing this policy.

Problematic AOD use can create many difficulties in the workplace, including compromised workplace safety; accidents and workers' compensation claims; absenteeism; and problems with employee commitment and morale, including declines in individual performance.

The aim of this policy is to reinforce Pormpuraaw Aboriginal Shire Council's commitment to safety, by ensuring that all employees understand their individual responsibilities when it comes to AOD use in the workplace.

If you take prescription medications (e.g. antibiotics, painkillers or anti-inflammatory medication) it is your responsibility to ensure that such use does not adversely affect your ability to perform your role. You must discuss with your prescribing doctor whether it is safe to take medications when performing your SSAA. You must also let your immediate supervisor, or a responsible manager know about your requirement to take prescription medications so that a determination can be made on your ability to safely perform your role. This may need to be confirmed by a Designated Aviation Medical Examiner (DAME) or a Medical Review Officer (MRO), in consultation with your prescribing doctor.

Consumption of AOD in the workplace while performing your duties is strictly prohibited. Pormpuraaw Aboriginal Shire Council takes a zero-tolerance approach to on-the-job AOD use, which will be treated as a disciplinary issue and dealt with in accordance with our Performance and Misconduct Policy (PM001).

If you have a drug or alcohol problem that is adversely affecting your performance at work, Pormpuraaw Aboriginal Shire Council can assist you in obtaining professional help through the employee assistance program and will support you through that process. Your immediate supervisor or the HR Manager should be your first point of contact should you require assistance. Such contact will be treated with complete confidentiality.

While Pormpuraaw Aboriginal Shire Council endeavours to provide support to employees who have a drug or alcohol problem, by offering appropriate guidance and assistance in arranging treatment, all employees must be aware that the responsibility for treatment and rehabilitation rests with them.

1.3 Disciplinary action following a positive test result

Refer to Section 5.8 of the Council Drug and Alcohol Policy D0003.

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1.4 Key Contacts

1.4.1 DAMP contact officer

The DAMP contact officer is:

Name: Sharon Marshall, Workplace Health & Safety Risk Manager

Phone: (07) 4060 4600 or 0488 772 254

Email: whs@pormpuraaw.qld.gov.au

The DAMP contact officer is the primary liaison point for CASA in relation to the responsibilities of Pormpuraaw Aboriginal Shire Council under CASR Part 99B.

1.4.2 DAMP supervisor

The DAMP supervisor for Pormpuraaw Aboriginal Shire Council is:

Name: Grant Dennis, Executive Manager Operations

Phone: (07) 4060 4600 or 0409 211 067

Email: operationsmanager@pormpuraaw.qld.gov.au

Pormpuraaw Aboriginal Shire Council's DAMP supervisor(s) have had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol.

1.5 Who is covered by this DAMP

This DAMP applies to all Pormpuraaw Aboriginal Shire Council employees who perform, or are available to perform, an SSAA.

These employees are:

- individuals employed directly by Pormpuraaw Aboriginal Shire Council
- contractors engaged by Pormpuraaw Aboriginal Shire Council
- subcontractors engaged by contractors of Pormpuraaw Aboriginal Shire Council
- individuals employed by those contractors and subcontractors
- volunteers of Pormpuraaw Aboriginal Shire Council.

In this DAMP, the individuals listed above are all referred to as 'SSAA employees' even though they may not be directly employed by Pormpuraaw Aboriginal Shire Council.

Employees to whom this DAMP applies will be engaged in the following SSAAs or employment categories:

- fuelling and maintenance staff
- airport security;
- crewing of an aircraft (including pilots);
- air traffic control;
- baggage or freight handling

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1.6 Responsibilities under this DAMP

1.6.1 Responsibilities of Pormpuraaw Aboriginal Shire Council

Pormpuraaw Aboriginal Shire Council will:

- (1) make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, an SSAA.
- (2) keep records related to the implementation of this DAMP.
- (3) not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:
 - (a) if a DAMP supervisor has reasonable grounds to believe that the employee may be adversely affected by AOD.
 - (b) if an accident or serious incident has occurred which involved the employee, while he or she is performing or available to perform a SSAA, and either:
 - (i) for the period that suitable test conditions exist for conducting AOD tests on the employee – a test has not been conducted; or
 - (ii) if tests have been conducted – Pormpuraaw Aboriginal Shire Council has not been notified of the test results.
- (4) if an SSAA employee has been required to cease performing, or being available to perform, his or her SSAA duties because of an incident related to AOD – Pormpuraaw Aboriginal Shire Council will not permit that SSAA employee to again perform or be available to perform SSAA's until all mandatory pre-conditions have been met.

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1.6.2 Responsibilities of SSAA employees

SSAA employees will:

- (1) not perform, or make themselves available to perform, an SSAA if adversely affected by AOD.
- (2) be subject to AOD testing under this DAMP while performing, or being available to perform, an SSAA for Pormpuraaw Aboriginal Shire Council.
- (3) be required to provide a body sample when being tested for AOD by Pormpuraaw Aboriginal Shire Council or by CASA, for the purposes of conducting the AOD tests.
- (4) immediately cease performing, or being available to perform, an SSAA if they:
 - (a) return a positive result for an AOD test
 - (b) fail to comply with a request by an approved tester to provide a body sample for CASA AOD testing
 - (c) fail to comply with a request to provide a body sample for Pormpuraaw Aboriginal Shire Council's AOD testing under this DAMP; or
 - (d) interfere with a body sample they provide for AOD testing by CASA or Pormpuraaw Aboriginal Shire Council.
- (5) if required to cease performing an SSAA because of an incident related to AOD use, not resume SSAA until all mandatory pre-conditions have been met.
- (6) be encouraged to disclose to Pormpuraaw Aboriginal Shire Council if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out an SSAA.

1.6.3 Responsibilities of DAMP supervisors

DAMP supervisors have been trained on how to form an opinion as to whether an employee may be adversely affected by AOD and are authorised by Pormpuraaw Aboriginal Shire Council to form such an opinion in appropriate cases.

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2 Drug and Alcohol Education Program

2.1 Overview

Pormpuraaw Aboriginal Shire Council will ensure that:

- all SSAA employees complete Pormpuraaw Aboriginal Shire Council's drug and alcohol education program when they first join the organisation and before they perform, or are available to perform, an SSAA
- all DAMP supervisors complete DAMP supervisor training before performing supervisor duties.

2.2 Mandatory components of the education program

Pormpuraaw Aboriginal Shire Council's drug and alcohol education program contains the following components:

- For SSAA employees - awareness of:
 - the organisation's policy on AOD use
 - AOD testing in the workplace
 - support and assistance services for people who engage in problematic AOD use
 - information about the potential risks to aviation safety from problematic AOD use.
- For DAMP supervisors:
 - the SSAA employee awareness requirements above
 - education and training to identify and manage employees who engage in problematic AOD use.

2.3 Refresher training

Pormpuraaw Aboriginal Shire Council provides refresher drug and alcohol education to all SSAA employees and DAMP supervisors at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

2.4 Completing the education program

Pormpuraaw Aboriginal Shire Council's drug and alcohol education program is delivered to employees by means of completing of the following:

- (1) Induction training as outlined in the company's DAMP Powerpoint presentation
- (2) the CASA eLearning program
- (3) reading and signing this DAMP
- (4) refresher training at the relevant intervals.

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3 Drug and Alcohol Testing Program

3.1 Substances included in testing

Pormpuraaw Aboriginal Shire Council will test for the following substances:

- (1) Alcohol
- (2) Opiates
- (3) Cannabinoids
- (4) Cocaine
- (5) Amphetamines.

3.2 How will testing be conducted

AOD testing under this DAMP will be conducted in accordance with the following relevant standards, together with manufacturer's instructions for each approved testing device.

Alcohol testing

Breath testing for alcohol is conducted using an approved device that meets either of the following standard(s):

- AS 3547, breath alcohol testing devices for personal use
- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.

Drug testing

Oral fluid testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'.

Urine testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4308 – 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'.

3.3 When will testing be conducted

AOD testing of all SSAA employees under this DAMP will be conducted in the following circumstances:

- (1) on commencement
- (2) after an accident or serious incident
- (3) where a DAMP supervisor has reasonable grounds to believe an SSAA employee is adversely affected by AOD
- (4) returning to work after suspension
- (5) random AOD testing by the organisation

Note: In addition to the AOD testing conducted under this DAMP, SSAA employees may also be subject to random AOD testing by CASA.

3.3.1 On commencement

All employees working as a 'regular SSAA employee' (see definitions) will be tested for AOD on commencement with the organisation.

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Existing employees whose role changes to that of a 'regular SSAA employee' will be AOD tested when that change takes effect, unless the employee has returned a negative AOD test within the 90 days before they are required to perform, or be available to perform, an SSAA.

3.3.2 After an accident or serious incident

An SSAA employee will be tested after an accident or serious incident occurs whilst they are performing, or available to perform, an SSAA, provided that 'suitable test conditions' exist.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

- (a) for drug testing—within 32 hours of the accident or incident
- (b) for alcohol testing—within 8 hours of the accident or incident;
and
- (c) it is practicable to conduct a test.

3.3.3 Reasonable grounds

An SSAA employee may be referred for a test if a DAMP supervisor has reasonable grounds to believe the SSAA employee may be adversely affected by AOD while performing, or being available to perform, an SSAA.

Reasonable grounds include, but is not limited to, the following:

- observed unsafe behaviour
- reports received from other employees
- observed signs and symptoms that may indicate alcohol or drug use
- any other circumstances as described in the DAMP education program for DAMP supervisors.

3.3.4 Return to work following a suspension event

An SSAA employee will be tested if they are returning to work after a suspension period during which that employee was not permitted to perform, or be available to perform, an SSAA.

An SSAA employee will be subject to a suspension event in the following circumstances:

- (1) the employee has recorded a positive result for a confirmatory drug or alcohol test conducted under this DAMP
- (2) as a result of CASA testing and a DAMP MRO has not determined that the result could be the result of legitimate therapeutic treatment or some other innocuous source
- (3) the employee has refused to take a required AOD test or interfered with the integrity of the test.

3.4 Who will conduct the testing

Testing will be conducted by the following approved testing officer(s) or accredited testing provider:

Pormpuraaw Aboriginal Shire Council will arrange for testing to be conducted by a qualified independent collector or medical/health practitioner. All methods of testing will be in accordance with Australian Standards. A worker undergoing testing may request to be accompanied by a support person or a union representative, where they are readily available.

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3.5 Requirements relating to DAMP Medical Review Officer

Pormpuraaw Aboriginal Shire Council will consult a DAMP MRO in the following circumstances:

1. To determine if the presence and level of a testable drug detected by a confirmatory drug test under this DAMP could be a result of legitimate therapeutic treatment or some other innocuous source (e.g. pain relief medication containing codeine).
2. To review medical information where an SSAA employee fails to give a body sample for AOD testing because of a medical condition.
3. To determine if an SSAA employee is fit to resume performing, or be available to resume performing, an SSAA.

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4 Drug and Alcohol Response Program

A flowchart illustrating the organisation's drug and alcohol testing and response process is included at Appendix A to this Manual.

4.1 Circumstances when an employee must cease SSAA

Pormpuraaw Aboriginal Shire Council does not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where the employee has recorded a positive result from an initial AOD test and they have not, in respect of that test result, recorded a negative test result for a confirmatory AOD test.
2. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
 - a. a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
 - b. mandatory preconditions for return to work have not been met.
3. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
 - a. a CASA MRO has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - b. mandatory preconditions for return to work have not been met.
4. Where the employee is subject to AOD testing and has:
 - a. refused to take the test; or
 - b. interfered with the integrity of the test.
5. Where a DAMP supervisor suspects an SSAA employee's faculties may be impaired due to that person being under the influence of AOD.
6. Where an accident or serious incident has occurred involving the employee while he or she is performing, or being available to perform, an SSAA and either:
 - a. a test has not been conducted during the period that suitable test conditions exist; or
 - b. tests have been conducted under suitable test conditions however Pormpuraaw Aboriginal Shire Council has not been notified of the test results.

4.2 Returning to safety sensitive aviation activities

An SSAA employee subject to an AOD related suspension event will only be permitted to resume performing, or being available to resume performing, an SSAA when they are able to comply with the following requirements:

1. The employee has undergone a comprehensive assessment for AOD use
2. If the comprehensive assessment recommends that the employee commence an AOD intervention program—the employee has begun participating in the nominated program
3. The employee is considered fit to resume performing, or being available to resume performing, an SSAA by:
 - a. a DAMP MRO; and
 - b. the employee's treating clinician (if any).

PORMPURA AW ABORIGINAL SHIRE COUNCIL

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-
4. If the suspension event relates to a drug test—at the time the employee is considered fit to resume performing SSAAs, the employee receives a negative confirmatory drug test, and a DAMP MRO is satisfied the test indicates the absence of testable drug use.

4.3 Time off to attend a nominated intervention program

Pormpuraaw Aboriginal Shire Council provides time off for SSAA employees to attend a nominated AOD intervention program, where:

1. A DAMP MRO has advised that the employee should attend the program; and
2. The employee is returning to work after a period during which the employee was not permitted to perform, or be available to perform, an SSAA because of a positive AOD test result.

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5 Privacy

Pormpuraaw Aboriginal Shire Council is committed to respecting employees' rights to privacy and protecting their personal information. The *Privacy Act 1988* applies to information gathered under this DAMP, if the annual turnover is more than \$3m, and information held in relation to the outcomes of AOD testing, whether conducted by Pormpuraaw Aboriginal Shire Council or by CASA.

This DAMP meets the requirements of the *Privacy Act 1988*. Information is collected under this DAMP and used in accordance with the organisation's privacy policy located on the Council's share drive.

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6 DAMP Review, Audit and Compliance

In order to ensure its continued compliance with the requirements of Subpart 99.B of CASR, Pormpuraaw Aboriginal Shire Council reviews this DAMP at regular intervals of at least once every 5 years, or as directed by CASA.

Reviews are conducted in accordance with the organisation's document version control processes and policy framework.

To ensure the appropriate development, implementation and enforcement of this DAMP, CASA may conduct audits on our organisation and require us to provide relevant documentation.

Responsible Officer: Executive Manager Corporate Services
Plan Owner: Council **Res No:**
PLN-Gov-A001 Version: 1
Effective Date: 1 June 2025

UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: May 2029

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7 DAMP Reporting and Record Keeping

Under CASA exemption EX135/20, Pormpuraaw Aboriginal Shire Council is no longer required to report information to CASA twice a year. Instead, Pormpuraaw Aboriginal Shire Council's records are maintained in accordance with the record keeping process in section 8.1 of this DAMP.

However, where requested to do so Pormpuraaw Aboriginal Shire Council's DAMP contact Officer will supply information about the identity of an SSAA employee to a CASA approved tester within one hour of such a request being made.

Additionally, Pormpuraaw Aboriginal Shire Council will notify CASA as soon as practicable of any changes to the details of the current DAMP contact officer.

7.1 Record Keeping

Pormpuraaw Aboriginal Shire Council keeps records of information relating to the following, as if it had provided the information to CASA:

- drug and alcohol testing
- drug and alcohol education
- drug and alcohol response
- the number and type of SSAA employees engaged.

Pormpuraaw Aboriginal Shire Council keeps all records pertaining to this DAMP for a period of 5 years.

Records are stored securely in *Pormpuraaw Aboriginal Shire Council's Share Drive*.

Within 6 months of the expiry of the 5-year record keeping period, Pormpuraaw Aboriginal Shire Council ensures relevant records are destroyed or deleted in accordance with the organisation's records management procedures.

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8 Variations

Pormpuraaw Aboriginal Shire Council may implement variations or amendments to this DAMP from time to time and, where relevant, will provide written notice to its employees setting out these changes.

Additionally, CASA may require Pormpuraaw Aboriginal Shire Council to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance.

Pormpuraaw Aboriginal Shire Council can implement variations or amendments to this DAMP at any time. If these changes have not been directed by CASA, SSAA employees will be given written notice of the variations or amendments. Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this DAMP.

Variations and amendments are incorporated into this DAMP in accordance with the organisation's document control processes located *on the Council's Share Drive*.

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Appendix A DAMP testing and response flowchart

The flowchart at Figure 1 below illustrates the organisation's DAMP testing and response program.

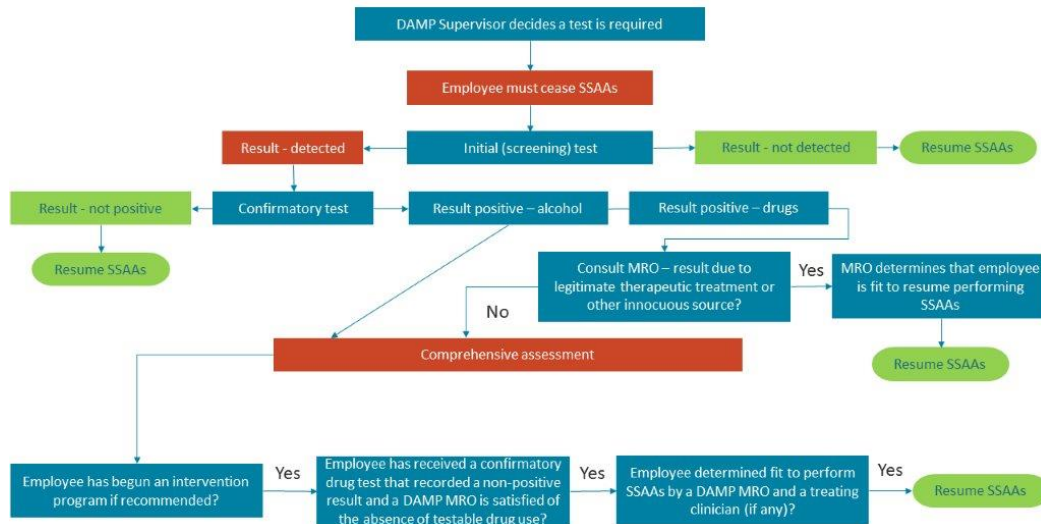


Figure 1: DAMP Supervisor Decision Flowchart

11.4 PORMPUR PAANTHU HOUSING REQUEST

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments: 1. PPAC - PASC - Community Accommodation Proposal [11.4.1 - 15 pages]

KEY OUTCOME

Strategic Priority: 1. Community - the way we want to live together

Objective: 1.9 Develop and maintain a diverse range of housing options that cater to the varying needs of all community members.

EXECUTIVE SUMMARY

To provide Council with information regarding a proposal from Pormpu Paanthu for additional staff housing

RECOMMENDATION

That Council resolves

1. not to approve the proposed buildings for Mens Shelter and Staff housing due to buildings not be Class 1; and
2. To work with Pormpur Paanth to find an alternative solution.

BACKGROUND

Pormpur Paanthu have made a request for the approval for them to supply portable building for their staff housing requirements.

REPORT

Below is the extraction from the email received from Upnorth Group.

Hello Janelle,

I have called and sent an email to Ganthi.

It is a good proposal.

I cannot find any of the lots referred to in the proposal.

I will work with PPAC to confirm before giving advice.

They are proposing to work with Same Day Granny Flats.

They are dodgy. The product is actually a garden shed, and can only be classified to garden shed standards.

So it is not capable of being lived in and is not suitable for an office.

I will keep you updated.

Nikki

CONSULTATIONS (Internal/External)

PPAC

Up North Group - Town Planning

Council

LEGISLATION / LEGAL IMPLICATIONS

Type here

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Staff housing overcrowding	Nil	Damage to Housing due to overcrowding	A Almost Certain	3 Moderate	Medium	Allow PPAC to provide additional buildings.
Building not Class1	Nil	Buildings are not suitable for residents	Almost certain	Moderate	Medium	Work with PPAC for an alternative solution.

		al dwelling				
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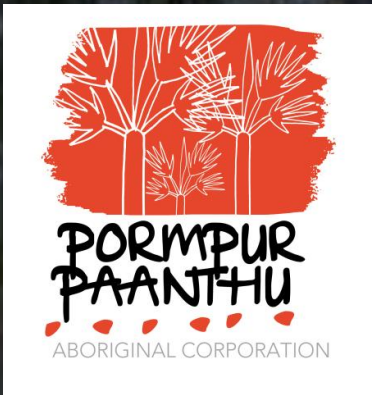
HUMAN RIGHTS CONSIDERATIONS

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; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

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.



PORMPUR PAANTHU ABORIGINAL CORPORATION

PORMPURAAW ABORIGINAL SHIRE COUNCIL COMMUNITY ACCOMMODATION - PROPOSAL

IMPROVING THE SOCIAL AND EMOTIONAL WELLBEING OF FIRST NATIONS PEOPLES.
COMMERCIAL IN CONFIDENCE

2025©

ABN 76 781 343 047
pormpurpaanthu.com.au



PREPARED FOR:

Pormpuraaw Aboriginal Shire Council.

PREPARED BY:

Pormpur Paanthu Aboriginal Corporation.



We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands throughout Australia, and their ongoing connection to Country, water ways, culture, and community. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples. As Australia’s First Nations peoples, we recognise and respect their histories, sovereignty, cultures, and contribution.

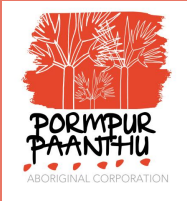
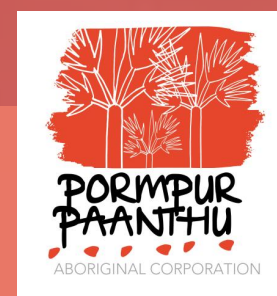


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1. Introduction

Purpose of the Proposal

Pormpur Paanthu Aboriginal Corporation (PPAC) submits this proposal to the Pormpuraaw Aboriginal Shire Council (PASC) to formally present two urgent and interrelated accommodation challenges currently facing the organisation and the community:

1. The lack of a Men's Shelter in Pormpuraaw; and
2. The shortage of suitable housing for PPAC staff.

This proposal outlines the nature of these challenges and provides a range of potential solutions for PASC's consideration. PPAC seeks to initiate a collaborative discussion with Council to determine a way forward that ensures critical community services can continue to be delivered safely, effectively, and sustainably.

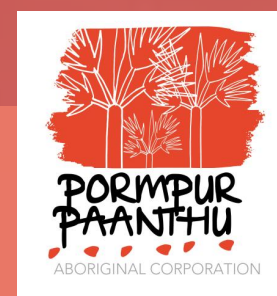
This document has been prepared at the request of PASC, following previous correspondence and informal discussions. It is intended to support a constructive and solutions-focused conversation at the April 2025 Council meeting.

Organisational Context: PPAC's Role in the Community

Pormpur Paanthu Aboriginal Corporation is a long-standing, community-led organisation delivering a wide range of culturally safe and responsive services to the people of Pormpuraaw. Founded in 1991, PPAC was initially established to provide shelter and support for women and children affected by domestic and family violence. Since then, it has grown into a multi-service organisation delivering programs across the lifespan, including:

- Integrated Healing Services (including family support, SEWB, AOD, and DFV services).
- Men's and Women's Programs.
- Youth Services and Early Childhood Education.
- Night Patrol and Community Safety.
- Disability Services (NDIS support).
- Community engagement, events, and prevention activities.

PPAC's services are grounded in cultural values, community empowerment, and holistic wellbeing. The organisation plays a central role in the social and emotional fabric of Pormpuraaw, not only supporting individuals and families, but also employing local staff, bringing investment into the region, and contributing to long-term community and economic development.



1. Introduction cont.

As the demand for PPAC's services continues to grow, so too does the need for appropriate infrastructure - particularly accommodation - to support both clients and staff. The absence of a Men's Shelter and the lack of available staff housing now pose risks to PPAC's ability to meet its service obligations and support vulnerable community members.

2. Current Accommodation Challenges

PPAC has identified two critical accommodation challenges that are currently impacting its capacity to meet the needs of the Pormpuraaw community. These issues relate to the absence of a Men's Shelter and the ongoing shortage of staff accommodation, both of which are essential to delivering culturally appropriate, high-quality services.

Men's Shelter Gap

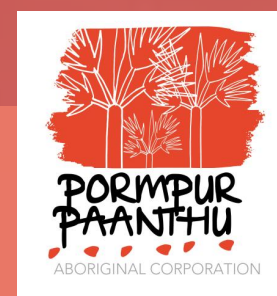
At present, Pormpuraaw has no dedicated Men's Shelter. This is a significant gap in the local support system, particularly for Aboriginal and Torres Strait Islander men who may be experiencing homelessness, family breakdown, crisis situations, or require a safe space for healing and temporary accommodation. The lack of a Men's Shelter:

- Limits the community's ability to provide early intervention and culturally appropriate support for men in need.
- Places further strain on families, other services, and informal networks who may be trying to support these individuals without the right resources.
- Contrasts with existing supports available to women and children, creating an imbalance in community safety infrastructure.

PPAC has long recognised the need for a Men's Shelter as part of its holistic, healing-focused model of care. The absence of such a facility continues to restrict the organisation's ability to deliver safe and gender-appropriate services to men in the community.

Staffing Accommodation Shortage

PPAC's service delivery has expanded in response to growing community needs, including in early childhood education, youth development, and domestic violence prevention. This expansion has required the recruitment of additional staff, including qualified professionals from within and outside the community.



2. Current Accommodation Challenges^{cont.}

However, Pormpuraaw's limited housing stock has made it increasingly difficult to accommodate new and existing team members. Staff housing shortages are now impacting PPAC in the following ways:

- Delayed onboarding and recruitment processes due to lack of available housing.
- Increased staff turnover where appropriate housing cannot be secured.
- Barriers to scaling up services even where funding and staffing resources are available.
- Reduced program delivery due to workforce capacity constraints.

Without safe, secure, and stable staff accommodation, PPAC's ability to meet its service obligations and retain a qualified workforce is compromised. Addressing this issue is not only critical to program continuity but also to sustaining long-term community outcomes.

3. Proposed Solutions Overview

PPAC has considered several options to address the identified accommodation needs - namely, the urgent requirement for a Men's Shelter and the shortage of appropriate staff housing. Each offers a different pathway, taking into account land availability, regulatory requirements, timeframes, and funding considerations.

This section provides a high-level overview of the three key solutions being proposed. These options are not mutually exclusive and may be pursued in combination to provide both short-term relief and long-term sustainability.

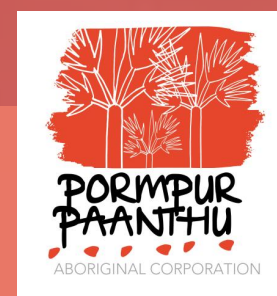
Option 1: Build New Dwellings on New Land

This option involves the construction of new, purpose-built accommodation on newly allocated land within Pormpuraaw. This may include a standalone Men's Shelter and/or staff accommodation dwellings.

It is envisaged that these would be permanent structures requiring Development Approval (DA), potentially supported by government capital grants or co-investment with Council.

Use Cases:

- Permanent Men's Shelter.
- Long-term staff housing solution.



3. Proposed Solutions Overview_{cont.}

Option 2: Use Existing Land to Install Transportable Dwellings

Under this option, PPAC proposes to utilise land it currently occupies or manages to install modular or transportable dwellings. These may include temporary, semi-permanent, or relocatable homes.

- For the Men's Shelter: PPAC proposes a 4-bedroom unit be installed on the existing Men's Shed site (Lot 512 (SP270888)).
- For staff accommodation: Two 2-bedroom dwellings could be placed on existing residential use sites (15A and 16B Yalu Street).

PPAC has explored multiple modular options from Same Day Granny Flats, including:

- Premium (4-bedroom) and Platinum (2-bedroom) models – not Council-approved as permanent dwellings, but can be classified as caravans if placed on trailers, therefore exempt from DA requirements.
- The Lodge – a modular option that is Council-approved (Australian Building Code Standard) for permanent use.

Use Cases:

- Flexible and rapid solution for both Men's Shelter and staff accommodation.
- Can serve as a transitional step while longer-term infrastructure is pursued.

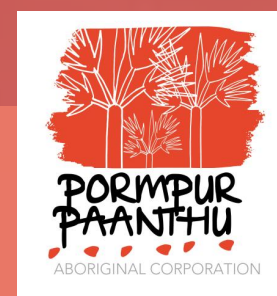
Option 3: Access to Existing Council-Owned Accommodation (Staffing Only)

PPAC is open to exploring access to units within the Council's existing Independent Living Accommodation Complex (271 Ngurrin Street) to help meet immediate staff housing needs.

This would involve a long-term leasing arrangement between PASC and PPAC for designated units within the complex. This option is not suitable for a Men's Shelter, but could offer an efficient short-to-medium term solution for staff accommodation.

Use Cases:

- Short-term or transitional accommodation for PPAC staff.
- Eases pressure on existing housing while other solutions are pursued by each stakeholder.



4. Detailed Options Analysis

This section provides a deeper look at each of the proposed solutions for addressing the urgent accommodation needs in Pormpuraaw. The analysis includes practical, financial, and regulatory considerations relevant to both requirements.

Option 1: Build New Dwellings on New Land

Overview:

This option involves the construction of permanent dwellings on new land parcels allocated by PASC or another approved landholder. The approach would allow for purpose-built facilities tailored to the needs of the community.

Potential Uses:

- Purpose-built Men's Shelter.
- Long-term staff housing solution.

Benefits:

- Permanent and durable infrastructure.
- Greater design flexibility.
- Eligible for various infrastructure and capital grants.
- Long lifespan and asset value to the community.

Challenges:

- Requires allocation of new land.
- Development Approval (DA) required.
- Higher upfront construction costs.
- Longer delivery timeframe due to approvals and construction processes.

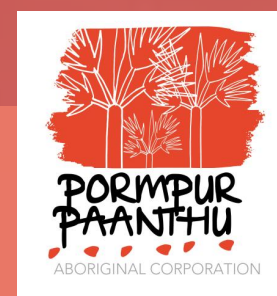
Option 2: Use Existing Land to Install Transportable Dwellings

Overview:

PPAC proposes to use land it currently occupies to install modular or transportable homes that can serve as accommodation for staff and the Men's Shelter. This approach uses available space efficiently and enables faster implementation.

Proposed Sites & Use:

- Men's Shelter: 1 x 4-bedroom unit on Lot 512 (SP270888) (Men's Shed site).
- Staff Accommodation: 2 x 2-bedroom units on 15A and 16B Yalu Street.



4. Detailed Options Analysis_{cont.}

Dwelling Types Considered:

- Premium (4-bedroom) and Platinum (2-bedroom) models – not Council-approved as permanent dwellings, but can be mounted on trailers and classified as caravans, exempting them from the need for DA.
- The Lodge – Council-approved modular dwelling, suitable for permanent placement where DA approval is preferred or required.

Benefits:

- Faster delivery and installation.
- More cost-effective than permanent builds.
- No DA required if dwellings are mounted on trailers.
- Utilises existing land already in use by PPAC.
- Flexible and relocatable if future infrastructure changes are required.

Challenges:

- Transportable units may be perceived as temporary.
- Infrastructure connections (power, water, sewerage) may still be required.
- Some limitations in internal design/layout compared to permanent builds.

Option 3: Access to Existing Council-Owned Accommodation (Staffing Only)

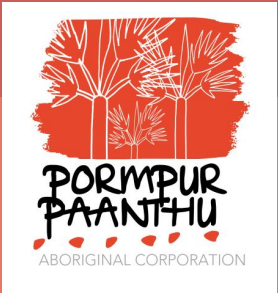
Overview:

PPAC proposes entering into a lease agreement with PASC to access units within the Independent Living Accommodation Complex at 271 Ngurrin Street. This would provide immediate relief for staff housing pressures.

Note: This option is not proposed for the Men's Shelter, as the complex is not suitable for crisis or supported accommodation of this type.

Benefits:

- Immediate access to existing accommodation.
- No development required.
- Efficient use of existing Council assets.
- Flexible, short- or long-term lease options possible.



4. Detailed Options Analysis_{cont.}

Challenges:

- Reduces availability of Council housing for other community members.
- Not suitable for Men’s Shelter needs.
- May require negotiation of lease terms, responsibilities, and duration.

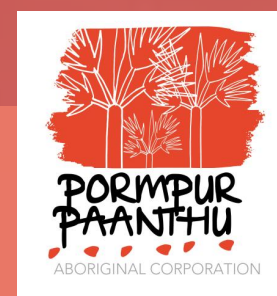
Compliance Considerations: Temporary vs Council-Approved Dwellings

PPAC has undertaken preliminary assessments of dwelling types and compliance implications.

DWELLING TYPE	DA REQUIRED?	COUNCIL APPROVED	SUITABLE USE
Premium (4-Bedroom)	Not required (if on trailer as caravan)	✗	Men’s Shelter (Lot 512)
Platinum (2-Bedroom)	Not required (if on trailer as caravan)	✗	Staff Housing (Yalu Street)
The Lodge	Yes (as fixed dwelling)	✓	Men’s Shelter or Staff Housing

PPAC is open to using any combination of the dwelling types outlined above - whether temporary caravan-classified units or Council-approved permanent dwellings - depending on Council’s preferences, available funding, infrastructure readiness, and community need. This adaptable approach enables PPAC to respond swiftly to urgent accommodation pressures through short-term solutions, while also laying the foundation for more durable, long-term infrastructure.

The flexibility to stage development using a mix of transportable and fixed structures provides practical advantages in terms of cost, approvals, and delivery timelines. It also ensures that as community demand evolves, infrastructure can be scaled or modified accordingly to maintain service continuity and meet the housing requirements of both staff and clients.



5. Funding Scenarios

PPAC recognises that the delivery of new accommodation infrastructure - whether temporary or permanent - requires careful planning and resource allocation. To support meaningful progress, PPAC has outlined three funding pathways that could be pursued either independently or in combination, depending on Council's priorities and capacity. Each option is designed to enable open and collaborative dialogue, recognising that the need for safe, appropriate accommodation is a shared community priority.

Option A: Council-Funded

Under this model, PASC would take the lead in funding the delivery of accommodation infrastructure - either through direct capital investment or through external grant opportunities accessed by Council. PASC may choose to fully deliver the required infrastructure or allocate funds toward specific aspects, such as land preparation, procurement, or service connections.

Responsibilities:

- Council funds and manages project delivery.
- May involve procurement and coordination with suppliers.
- Could cover one or both accommodation needs (Men's Shelter/ staff housing).

Benefits:

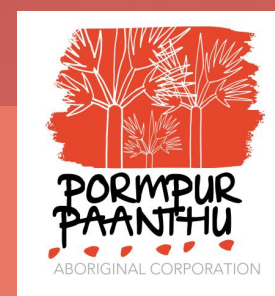
- Immediate response to urgent community need.
- Demonstrates leadership and support for PPAC's essential services.
- Provides greater certainty in timing and delivery.
- Potential to secure additional funding from state or federal sources.

Considerations:

- Requires budget allocation and potential reprioritisation of Council projects.
- Council would need to manage compliance, procurement, and delivery process.
- May require longer-term maintenance or ownership planning.

Option B: PPAC-Funded (Pending Council Approvals)

In this model, PPAC would seek to secure its own funding - through philanthropic grants, government programs, or other sources - to support the delivery of the Men's Shelter and/or staff accommodation. However, to proceed, PPAC would require formal approvals and support from Council for the use of land, placement of dwellings, and connection to infrastructure services.



5. Funding Scenarios_{cont.}

Responsibilities:

- PPAC leads project planning and applies for funding.
- Council provides land-use approval and assistance with any necessary compliance matters.
- Collaborative communication to ensure alignment on site development.

Benefits:

- Minimal direct financial burden to Council.
- PPAC maintains project ownership and accountability.
- Demonstrates self-determination and leadership by PPAC.
- Opens access to Aboriginal-specific and community grant opportunities.

Considerations:

- Council support is essential for approval to use land and/or install dwellings.
- Timelines are dependent on success of external funding applications.
- May require co-contribution (cash or in-kind) from Council to strengthen funding bids.

Option C: Co-Funded Approach

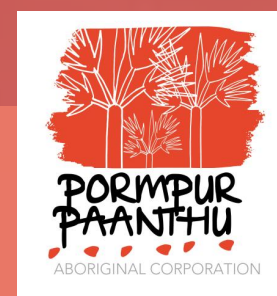
A shared funding model between PPAC and PASC may offer the most balanced solution, allowing both parties to contribute according to their capacities. This model reflects shared responsibility and encourages coordinated planning to deliver infrastructure that benefits the entire community.

Responsibilities:

- Joint planning, delivery, and potentially shared ownership or stewardship.
- Flexible: Council and PPAC can determine contributions (e.g., capital, in-kind support, land, compliance approvals, etc.).

Benefits:

- Spreads costs and workload.
- Strengthens community-government partnerships.
- Increases competitiveness for co-funded grant applications.
- Enables cost-sharing on essential components such as site works, service connections, or transport.



5. Funding Scenarios^{cont.}

Considerations:

- Requires clear roles and responsibilities to be agreed.
- May involve multiple funding timelines and approval processes.
- Needs strong communication and project coordination.

6. Recommendations & Next Steps

To support meaningful progress and ensure the delivery of safe and appropriate accommodation for both PPAC clients and staff, this section outlines key actions and opportunities for consideration by the Pormpuraaw Aboriginal Shire Council. PPAC remains committed to working in partnership with Council to determine the most practical, affordable, and timely solution to address these critical needs.

Immediate Actions for Consideration

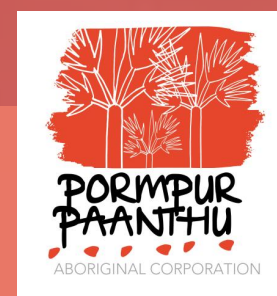
PPAC respectfully requests that Council consider the following immediate steps:

- Table and discuss this Proposal at the April 2025 Council meeting.
- Formally acknowledge the identified need for a Men's Shelter and staff accommodation in Pormpuraaw.
- Support in-principle the use of existing land currently occupied by PPAC (Lot 512, 15A & 16B Yalu Street) for the installation of appropriate accommodation infrastructure.
- Provide guidance on preferred funding pathways and any opportunities to jointly apply for capital support or government grants.

Opportunities for Collaboration

PPAC believes that the proposed accommodation solutions offer a clear opportunity for strategic collaboration between Council and the community sector. Working together to resolve these issues will:

- Strengthen local service delivery infrastructure.
- Improve outcomes for vulnerable men and local families.
- Support PPAC's ability to attract and retain qualified staff.
- Demonstrate a shared commitment to community wellbeing and safety.
- Align with PASC's portfolios in housing, health, social services, and local employment.



6. Recommendations & Next Steps^{cont.}

PPAC welcomes the opportunity to co-design delivery arrangements, jointly develop funding submissions, or coordinate land use planning with Council officers as required.

Pathway Forward

PPAC proposes the following as a recommended path forward:

1. April 2025: Council considers and provides feedback on this Proposal.
2. May 2025: Joint planning discussion (or working group) is held between PASC and PPAC to agree on a preferred option or staged approach.
3. June–July 2025: If supported, formal approvals and any required documentation (e.g. land use agreements, leases, project planning documents) are progressed.
4. Mid–2025 (onwards): Funding applications are prepared (if required), and procurement/installation processes begin subject to the agreed model.

PPAC remains flexible and open to aligning with Council's timeframes and governance processes.

7. Attachments

The following documents are provided to support this proposal and assist Council in reviewing available options, specifications, and indicative costs. These attachments are included to aid decision-making and highlight the practical feasibility of the proposed accommodation solutions.

Same Day Granny Flats Brochures

- The Lodge Brochure – Council-approved modular dwelling suitable for permanent use.
- Premium (4-Bedroom) Model Brochure – Proposed for Men's Shelter use; can be mounted on a trailer to qualify as a caravan.
- Platinum (2-Bedroom) Model Brochure – Proposed for staff housing; also able to be trailer-mounted.





PORMPUR PAANTHU ABORIGINAL CORPORATION

PORMPURAABW ABORIGINAL SHIRE COUNCIL
COMMUNITY ACCOMMODATION - PROPOSAL

IMPROVING THE SOCIAL AND EMOTIONAL WELLBEING OF FIRST NATIONS PEOPLES.
COMMERCIAL IN CONFIDENCE



11.5 REQUEST FOR DONATION - PORMPURA AW STATE SCHOOL

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments: 1. 2025 05 Donation request for School [11.5.1 - 1 page]

KEY OUTCOME

Strategic Priority: {custom-field-strategic-priority}

Objective: {custom-field-objective}

EXECUTIVE SUMMARY

To approve a donation to the Pormpuraaw State School to enable four (4) students who have been selected to represent Cape York AFL at a competition on the Sunshine Coast

RECOMMENDATION

That the council resolve to approve a donation of \$500 each for four (4) Students who have been selected to represent Cape York AFT at a competition on the Sunshine Coast.

BACKGROUND

Council have received a donation for students who have been selected to represent Cape York AFT at a competition on the Sunshine Coast.

CONSULTATIONS (Internal/External)

Council

Pormpuraaw State School

LEGISLATION / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Compliance with the Community Donations and Assistance Policy,

FINANCIAL AND RESOURCE IMPLICATIONS

\$2000 from Council Donations.

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; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

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.

Janelle Menzies

From: CROMPTON, Bailey (bjcro0) <bjcro0@eq.edu.au>
Sent: Wednesday, 7 May 2025 3:25 PM
To: Janelle Menzies; ganthi.kuppusamy@ppac.org.au; joe@wipconstruction.com.au; Leah.simmons@bigpond.com.au; pubsc@bigpond.com.au; batzelectrics@bigpond.com.au; nigel@njbuilding.com.au; Clinton Williams
Subject: Student Sponsorship
Follow Up Flag: Flag for follow up
Flag Status: Flagged

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Hi All,

I am reaching out to organisations and services in Pormpuraaw because recently four students from Pormpuraaw State were selected to represent the boys and girls U12 Cape Crusaders Representative Team at the U12 Queensland School Sport AFL Championships held on the Sunshine Coast from 4 June till 8 June 2025.

This is a great opportunity for these students to represent their school, community and family. In order to attend this event students families are asked to pay a player levy of \$1000 each, to help cover to the cost of flights, accommodation, meals and players' apparel. To try and alleviate some pressure off families we are seeking sponsorship of any amount to help these students attend this event.

If you are able to provide sponsorship of any amount, could you please reply to this email or do not hesitate to give me a call on 0434359809. Any amount is greatly appreciated and will go a long way in helping these students attend the event.

Kind regards,

Bailey Crompton
Pormpuraaw State School
Head of Department - Curriculum
Mobile: 0434359809

11.6 ALCOHOL MANAGEMENT PLAN REVIEW

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments:

1. Pormpuraaw AMP Community Survey 2024 community pdf [11.6.1 - 2 pages]
2. Pormpuraaw Community Safety Plan May2025 v1 [11.6.2 - 22 pages]
3. statshot-profiles-statshot [11.6.3 - 34 pages]

KEY OUTCOME

Strategic Priority: {custom-field-strategic-priority}

Objective: {custom-field-objective}

EXECUTIVE SUMMARY

Results from the last Alcohol Management Plan Review for Council to consider changes to the Alcohol Management Plan

RECOMMENDATION

That Council resolve to increase the carriage limited from out of town to 24 or 30 x 375mls of beer and premix with less than 4% Alcohol. Take away limits from the Pormpuraaw United Brothers Sports Club to remain the same as 6 x 375ml of beer and premix with less than 4% Alcohol.

BACKGROUND

During 2024 a community survey was undertaken to received community feedback on the current Alcohol Management Plan.

CONSULTATIONS (Internal/External)

Pormpuraaw Community

INTERESTED PARTIES

Liquor Licencing

Department agency of Aboriginal and Torres Strait Islander Partnerships

LEGISLATION / LEGAL IMPLICATIONS

Modification of the Alcohol Management Plan

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project</i>
Reducing Sly Grog in Community	Limited carriage limit	Increase in sly grog	<i>A Almost Certain</i>	<i>3 Moderate</i>	<i>High</i>	Increase carriage limit

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;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
13. Cultural rights—generally;
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;

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;

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;

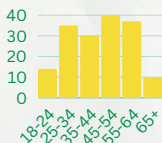
22. Right to education;

23. Right to health services.

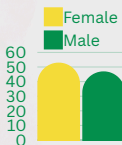
Consideration of the 23 human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

PORMPURA AMP COMMUNITY SURVEY 2024

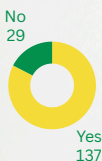
1. What is Age Group



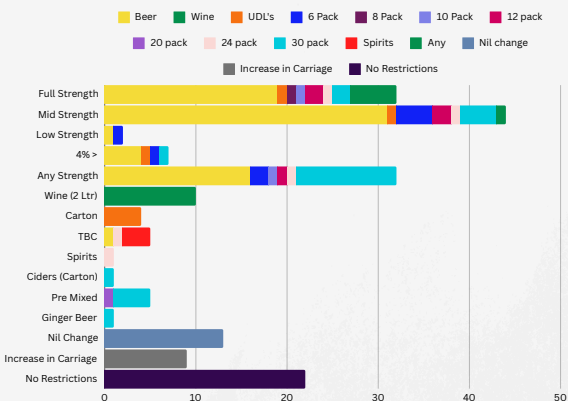
2. Your Gender



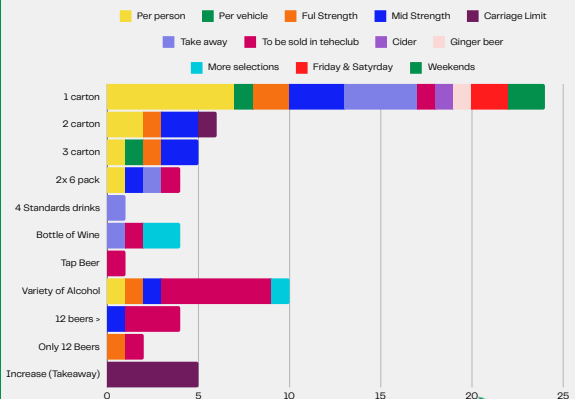
3. Do you want to change the current AMP Carriage Limit ?



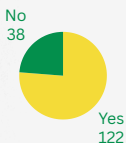
4. If yes - Please tell us what you want the carriage limit to change to? What type of alcohol 4% and under should be allowed ?



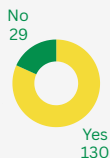
5. What amount of Alcohol should be allowed ?



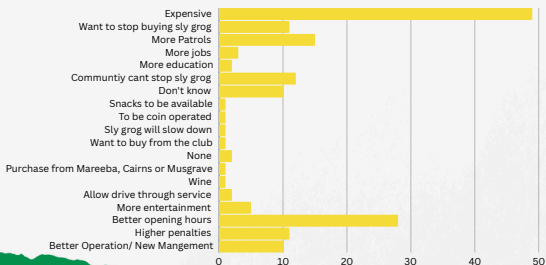
6. Do you think if the AMP carriage limit was increased would less people buy sly grog?



7. Do you think that with an increased limit for onsite consumption and takeaway at the club that it will reduce the alcohol related harm from drinking sly grog?



8. How can we stop sly grog?





Pormpuraaw Community Safety Plan 2025 to 2026



Source: Laura Dance Festival.

Mayor's message and reduce information.

Add extra community survey results from 2024.



1. Overview/Introduction

Pormpuraaw is on the west coast of Cape York about 500 kilometres from the tip of Australia, just south of the Edward River. It is the home of the Thaayorre, Wik, Bakanh and Yir Yoront People.



Pormpuraaw [Pomp-poor-roar] was previously known as Edward River Mission and is situated on the west coast of Cape York Peninsula between the Chapman River and Mungkan Creek. The community is home to two groups of people, the Thaayorre [Thie-Orr] people and the Mungkan people, and includes 16 outstations.

Local Government and Deed of Grant in Trust community - On 30 March 1985, the Edward River community elected five councillors to constitute an autonomous Edward River Aboriginal Council established under the Community Services (Aborigines) Act 1984. The Act conferred local government type

powers and responsibilities upon Aboriginal councils for the first time.

On 23 July 1987 the council area, previously an Aboriginal reserve held by the Queensland government, was transferred to the trusteeship of the council under a Deed of Grant in Trust (DOGIT). This enabled the Council to have full local government authority over the trust area of 466,198 hectares. Also in 1987, the Edward River Mission community changed its name to Pormpuraaw, taken from a local dreamtime story in the Kuuk Thaayorre language of the Thaayorre people, about a burnt hut or 'Pormpur'

On 1 January 2005, pursuant to the *Local Government (Community Government Areas) Act 2004*, Pormpuraaw Aboriginal Council became the Pormpuraaw Aboriginal Shire Council. This Act prescribed a transition to comply with the *Local Government Act 1993*. The transition concluded with the full commencement of the *Local Government Act 2009* on 1 July 2009.

Population at 30 June 2023: Source: ABS, Regional population by age and sex, and unpublished data.

Pormpuraaw's estimated resident population was 644 persons.

- 20.7% of the population was aged 0–14 years, compared with 18.4% for Queensland.
- 70.3% of the population was aged 15–64 years, compared with 64.7% for Queensland.
- 9.2% of the population was aged 65 years and over, compared with 17% for Queensland
- Males: 324 (50%) Females 320 (49.7%)

Township of Pormpuraaw

Pormpuraaw Township consists of two neighbourhoods known locally as Mungkan side and Thaayorre side. They are united by schools, shops, administrative buildings and a number of shire council staff housing. The neighbourhoods originated at the time of mission settlement and reflect traditional linguistic and territorial affiliations. The majority of residents on the Mungkan side originate from along or north of the Edward River. The Thaayorre side accommodate speakers of Thaayorre, Yir Yoront and other dialects that lie along or south of the Edward River.

The neighbourhoods of Pormpuraaw broadly reproduce the geographic distribution of clan estates. The two neighbourhoods is divided by the Edward River which broadly divides the Wik speaking clans from those to the south.



1. Our vision – The Future We Envision

A strong, engaged community creating a dynamic future.

2. Our Mission – Why We Are Here

To meet the needs and aspirations of community members by delivering strong leadership together with strategic planning to construct new infrastructure that will deliver new and improved services and facilities.

3. Our Community aspirations

Pormpuraaw's community safety plan (CSP) will contribute to the broader aspirations to realise a community that is characterised by the follow attributes expressed by Pormpuraaw's residents:



- Preserving and strengthening traditional values and cultures
- Respect and care for environment and country focus on continuing education for young and

the
• A

- old
- Maintaining adequate social support networks and services
- Nurturing a harmonious community environment
- A community rid of harmful social temptations
- Fostering the existence of a healthy, thriving and supportive community
- A viable and productive place
- A community that appreciates and rewards contribution
- Higher levels of training, employment and business opportunities for individuals and families
- Good quality, well maintained, houses and surrounds, with responsible tenancies
- A caring community, particularly caring for the elderly and young people.

4. Purpose

The purpose of the renewed approach to alcohol management (Appendix 1) is to ensure communities and individuals are safe, thriving and self-empowered to manage and reduce alcohol-related harm and improve wellbeing.

The renewed approach retains carriage limits and is based on a partnership between the Queensland Government and communities to:



- Co-design new Community Safety Plans (CSPs) and other coordinated initiatives and strategies that reduce demand; target illicit alcohol (sly grog and homebrew); build community capacity and readiness; and promote a healthy culture and attitude towards alcohol including through legal liquor licensing options.
- Explore minor changes to carriage limits on a case-by-case basis, pending community and Government agreement, and provided that a Community Safety Plan is in place.
- Revise AMPs to reflect the outcomes and results of co-design and community engagement.



Photo sourced from Pormpuraaw Council web site

5. About Community Safety and Wellbeing

'People living in Pormpuraaw community have the right to feel and be safe.'

Pormpuraaw is a community of people immersed in the Thaayorre and the Mungkan cultures and surrounded by natural beauty in pristine country.

This safety plan will draw on the strengths of all our people, cultures, organisations, service providers and businesses to address challenges to safe our community to the way we want to live together - a healthy, thriving and supportive community with a harmonious community environment.

Some of our organisations, service providers and businesses are outlined at Appendix 2.

Safety Planning in Pormpuraaw

It is important that the CSP continues to reflect the voices of the community and address its needs. The plan brings together conversations across our community and build on achievements. The plan will continue over time to be reshaped to response to needs and aspirations.

Community members' views on community safety including relation to the AMP have been ongoing since 2011. Further community consultations took place in late 2024 and the consultation findings have been tabled with Council for consideration.

Community safety and wellbeing planning will continue to be built on the strengths of the community, evidence of what works and from learning from our actions.

Driving change by understanding the evidence

There is a wealth of research and data which can inform and drive change in our community. The challenge is how we use this information to enable actions, activities and behaviours to shape the community we want.

It is acknowledged that the Queensland Government will continue to monitor the six indicators for safety and wellbeing (Appendix 1). These indicators only tell part of the story, for the full story can only be achieved with the inclusion of community voice and experiences communicated. Therefore, as part of Pormpuraaw's approach we will determine our measures of success.



of

5



Some of the government data available is provided through the **Pormpuraaw Data Stat Shot dated 15 May 2025**.

Other Data

Episodes of care for alcohol-related mental and behavioural conditions

Source: Queensland Health and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

Facilities within this community as of 1 July 2014 are no longer classified as hospitals. From 1 July 2014 until 30 June 2015, data provision from these facilities

was not mandatory; however if episodes of care were supplied from these facilities they were still retained in the Queensland Hospital Admitted Patient Data

Collection (QHAPDC). From 1 July 2015, collection of episodes of care from these facilities ceased entirely. Furthermore, data for several facilities in the Torres

and Cape Hospital and Health Service (HHS) are known to be incomplete from 2010–11 to present. This does not include transfers and admissions of community

residents to other facilities.

In 2023–24:

- 10 episodes of care for alcohol-related mental and behavioural conditions were recorded for Pormpuraaw residents, compared with 16 in 2022–23.
- The episodes of care for alcohol-related mental and behavioural conditions rate for Pormpuraaw residents was similar to the Queensland rate.

Table 10 Episodes of care for alcohol-related mental and behavioural conditions

Year Pormpuraaw Queensland

rate(a) rate(a)

2022–23 31.9 11.5

2023–24 19.6 11.5

Change from previous period No significant change No significant change

(a) Rate per 1,000 persons, aged 15 years and over

Recorded offences against the person

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Break in series: from 1 July 2021 the QPS implemented a decision to enhance the consistent practice of recording criminal offences associated with domestic and

family violence (DFV) investigations across the state within the QPS QPRIME computer system. When responding to and investigating a DFV occurrence, police

across the state are now consistently recording all offences identified in the same incident in the QPRIME system. This means that police districts will likely see a

statistical increase in a number of DFV related offence categories – for example DFV related assault, strangulation or wilful damage.

Refer to the explanatory notes for additional information.

In 2023–24:

- 184 offences against the person were recorded in Pormpuraaw – a rate of 285.7 per 1,000 persons.
- If Pormpuraaw experienced the same offence rate as Queensland, there would have been 10 recorded offences against the person.

Table 17 Recorded offences against the person

Offences against the person 285.7 15.8

(a) Rate per 1,000 persons.

Trends:

- Rates trended upward by 35.8% per year, on average, from 2000–01 to 2003–04.
- Rates did not significantly change from 2004–05 to 2007–08.
- Rates did not significantly change from 2008–09 to 2020–21.

Recorded breaches of domestic violence orders

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Break in series: from 1 July 2021 the QPS implemented a decision to enhance the consistent practice of recording criminal offences associated with domestic and

family violence (DFV) investigations across the state within the QPS QPRIME computer system. When responding to and investigating a DFV occurrence, police

across the state are now consistently recording all offences identified in the same incident in the QPRIME system. This means that police districts will likely see a



statistical increase in a number of DFV related offence categories – for example DFV related assault, strangulation or wilful damage.
Refer to the explanatory notes for additional information.

In 2023–24:

- 184 breaches of domestic violence orders were recorded in Pormpuraaw – an offence rate of 285.7 per 1,000 persons.
- If Pormpuraaw experienced the same offence rate as Queensland, there would have been 8 recorded breaches of domestic violence orders.

Table 20 Recorded breaches of domestic violence orders

Recorded breaches of domestic violence order offences 285.7 12.0

(a) Rate per 1,000 persons.

Recorded Liquor Act offences: alcohol management offences

Source: Queensland Police Service and Queensland Treasury concordance-based estimates
For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.
Alcohol management commenced in Pormpuraaw on 5 December 2003.
Refer to the explanatory notes for additional information.

In 2023–24:

- 42 Liquor Act offences were recorded in Pormpuraaw – a rate of 65.2 per 1,000 persons.

Table 21 Recorded Liquor Act offences: alcohol management offences

Recorded Liquor Act offences 65.2

(a) Rate per 1,000 persons.

Episodes of care for assault-related injuries

Source: Queensland Health and Queensland Treasury concordance-based estimates
Refer to the explanatory notes for additional information.
Facilities within this community as of 1 July 2014 are no longer classified as hospitals. From 1 July 2014 until 30 June 2015, data provision from these facilities was not mandatory; however if episodes of care were supplied from these facilities they were still retained in the Queensland Hospital Admitted Patient Data Collection (QHAPDC). From 1 July 2015, collection of episodes of care from these facilities ceased entirely. Furthermore, data for several facilities in the Torres and Cape Hospital and Health Service (HHS) are known to be incomplete from 2010–11 to present. This does not include transfers and admissions of community residents to other facilities.

In 2023–24:

- 18 episodes of care for assault-related injuries were recorded for Pormpuraaw residents, compared with 14 in 2022–23.
- The episodes of care for assault-related injuries rate for Pormpuraaw residents was significantly higher than the Queensland rate.

Table 11 Episodes of care for assault-related injuries

2022–23 22.0 1.2

2023–24 28.0 1.2

Change from previous period No significant change No significant change

(a) Rate per 1,000 persons.

Child safety: substantiated notifications of harm

Source: Department of Families, Seniors, Disability Services and Child Safety and Queensland Treasury concordance-based estimates
Refer to the explanatory notes for additional information.

In 2023–24:

- 7 children aged 0–17 years were subject to a substantiated notification of harm, compared with 7 in 2022–23.

Table 13 Unique children aged 0–17 years subject to a substantiated notification of harm

2022–23 41.2 5.3

2023–24 44.6 5.5

Change from previous period No significant change No significant change

(a) Rate per 1,000 persons aged 0–17 years.



Child safety: child protection orders

Source: Department of Families, Seniors, Disability Services and Child Safety and Queensland Treasury concordance-based estimates
Refer to the explanatory notes for additional information.

In 2023–24:

- 6 children aged 0–17 years were admitted to a finalised child protection order, compared with 0 in 2022–23.

Table 14 Unique children aged 0–17 years admitted to a child protection order

2022–23 0.0 2.4

2023–24 38.2 2.2

Change from previous period Significant increase Significant decrease

(a) Rate per 1,000 persons aged 0–17 years.

Youth justice: supervised orders

Source: Department of Youth Justice, Employment, Small Business and Training and Queensland Treasury concordance-based estimates

In 2023–24:

- Less than 5 young people were admitted to supervised orders, compared with less than 5 in 2022–23.

Table 15 Unique young people admitted to supervised orders

2022–23 n.p. 2.8

2023–24 n.p. 2.8

Change from previous period n.a. No significant change

(a) Rate per 1,000 persons aged 10–17 years.

Youth justice: unsupervised orders

Source: Department of Youth Justice, Employment, Small Business and Training and Queensland Treasury concordance-based estimates

In 2023–24:

- Less than 5 young people were admitted to unsupervised orders, compared with less than 5 in 2022–23.

Table 16 Unique young people admitted to unsupervised orders

2022–23 n.p. 3.8

2023–24 n.p. 3.7

Change from previous period n.a. No significant change

(a) Rate per 1,000 persons aged 10–17 years.

6. Pormpuraaw renewed approach to Alcohol Management

The Pormpuraaw Aboriginal Shire Council Operation Plan 2024/25 outlines the community's broader agenda in relation economic development and includes strategies relating to how Community want to live together:

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.



Alcohol Management Plan

Pormpuraaw has had an Alcohol Management Plan since 5 December 2003.

The maximum amount of alcohol that a person can have in the restricted area is:

- 4.5 litres (12 x 375ml cans) of any combination of beer and premixed spirits in which the concentration of alcohol is no more than 4% alcohol/volume.

This amount is per person on foot, or per vehicle, boat or aircraft regardless of the number of people in it.

No homebrew and homebrew equipment are allowed in the restricted area.

There is one licensed premises known as the Pormpuraaw United Brothers Sports Club. Alcohol is available for sale and consumption on the premises and for takeaway, as per conditions of licence.

Alcohol may only be sold or supplied for drink on the club premises or for takeaway to:

- club members
- members of another club with formal reciprocal rights
- guests of a member or reciprocal member, in the member's company.

The Pormpuraaw restricted area is the Pormpuraaw Shire and includes all public and private places.

7. Community Safety Action Plan

Achieving improved community safety and wellbeing will take the whole community working together. It will also require government and non-government services, local organisations and businesses working in partnership to meet community aspirations.



It is acknowledged that community safety and wellbeing particularly as it relates to alcohol misuse is complex and requires a balanced approach. The CSP and other coordinated initiatives and strategies that increase safety and wellbeing, reduce demand; target illicit alcohol (sly grog and homebrew); build community capacity and readiness; and promote a healthy culture and attitude towards alcohol including through legal liquor licensing options.

This plan sets out how the community will work with Government to create proactive solutions to identify community safety issues.

We will know if our community is safer when

- The Community is calm and people live in harmony.
- Children attend school.
- Role Models show good community values.
- We are healthy and well.
- Country is respect and care for.
- Have training, employment and business opportunities for individuals and families.

There is other information available to tell us if our community is safer. Some information can be gained from the government agencies' reports listed below:

- Number of offences being committed including
 - Assault against the person;
 - domestic violence orders;
 - possession of illicit drugs; and
 - alcohol breaches
- Number of children in the care;
- Number of our community members incarcerated (prison and or youth detention); and
- School attendance figures
- Employment and
- Life expectancy.

Key community areas of concern

Pormpuraaw Aboriginal Shire Council has raised many concerns about community safety over the past few years, Current community key areas of concern include:

- Sly Grog;
- Unhealthy level of alcohol consumption;
- Drugs use;
- Health Services and rehabilitation;
- Gambling Schools;
- Violence (domestic and public)
 - Substance fuelled violence;
 - Domestic and family violence;
 - Injuries caused by fights on the streets.
- Crimes to property occurring at night in the community;
- Child wellbeing
 - Education
 - Children exposed to fighting and illegal behaviour, including property damage and illicit drug use;
 - Children and young people unsupervised on the streets at night; and
- Loud parties.





8. ACTION PLAN TO IMPROVE COMMUNITY SAFETY IN PORMPURAAW

The Way We Want To Live Together

GOAL: A healthy, thriving and supportive community with a harmonious community environment.

Action area Wellbeing	Fostering the existence of a healthy, thriving and supportive community - Enhance wellbeing and safety in the community		
Community Priorities	Action	Responsibility	Key Performance Indicators
Improve social and emotional wellbeing of all community members.	Deliver regular Mental Health first aid training programs / and AODS services to the community	RFDS / PPAC/justice	<ul style="list-style-type: none"> No of Mental Health First Aid Training sessions held and number of participants Men's and Women's Group activities delivered – number of participants Number and type of AOD services delivered
	Support Men's and Women's groups activities which promote healthy lifestyles PPAC		
Health families and respectful relationships	Promote zero tolerance of violence in the community including develop material/events to promote zero tolerance of violence.	PASC/Pormpur Paanthu Women's and Men's groups;	<ul style="list-style-type: none"> Materials developed and events planned. Decrease incidents of domestic family violence
	Hold additional 'Domestic and Family Violence Strategy' and 'Ending Family Violence' workshops.	Health services/ATODS/QH Support AH, DWATSIPM, PASC	<ul style="list-style-type: none">
Support the celebration of our culture and encourage healthy recreation	Provide opportunities for community to create and enjoy art, including dance, music and painting	PASC, health services, women's and men's groups and Elders. Art Centre/ Sport and Rec	<ul style="list-style-type: none"> Increased cultural healing and practice.
	Embrace culture and traditional lore, and protect cultural knowledge for future generations		
	Provide sporting and recreation facilities for all community members		



Action area Demand Reduction			
Maintaining adequate social support networks and services -			
Community Priorities	Action	Responsibility	Key Performance Indicators
Provision of activities and resources for young people to reduce substance abuse.	Increase the range of recreational activities for children and youth after hours and on weekends.	PPAC & Sport and Rec PASC	<ul style="list-style-type: none"> No of engagement activities.

Action area Regulate Supply			
A community rid of harmful social temptations			
Community Priorities	Action	Responsibility	Key Performance Indicators
Reduce sly-grog and its impacts	Reduction in house parties, illegal gambling, use of illicit drugs and excessive consumption of alcohol. Encourage Dry Place declarations in community.	PASC, DHPW QPS and tenants/Justice	<ul style="list-style-type: none"> Decreased in offences against the person Decrease impact on household income Increased seizures of illicit alcohol
	Police for illicit alcohol	QPS	
	Licensees implement point of sale strategies to reduce sly grogging.	Licensees, QPS, OLGR and PASC	
Responsible operation of licenced premises	Pormpuraaw United Brothers Sporting Club to manage and monitor any potential negative impacts due to licensing arrangements to minimise harm and support AMP.	PUBSC, OLGR, PASC, QPS, DWATSIPM, Licensees	<ul style="list-style-type: none"> Regular meetings – stakeholder meetings Adherence to responsible service of alcohol and licensing conditions.
	Support the Pormpuraaw United Brothers Sports Club to carry out its duties under the AMP in line with good governance and financial credibility	Licensees, OLGR, and QPS, DWATSIPM	
			Regular meeting held with the board.



Action area Harm Minimisation			
Maintaining adequate social support networks and services			
Community Priorities	Action	Responsibility	Key Performance Indicators
Community designed and delivered campaign focusing on protecting children from being exposed to alcohol and drug use.	Harm minimisation workshops- community wide education on not showing kids drug equipment.	SEWB ATODS/QH DWATSIPM Pormpuraaw State School (PSS)	<ul style="list-style-type: none"> Fewer kids starting up drugs. Positive feedback about parenting groups and support for parents. Higher school attendance. Better school performance.
	Distribute posters/banners around town.		
	Motivational enhancement workshops, offered free from National Cannabis		
Community designed and delivered social marketing campaign focusing on promoting health relationships to reduce violence.	Continue to advertise and deliver Domestic and Family Violence education and awareness initiatives	PPAC	<ul style="list-style-type: none"> Reduction in family violence in the community. Reduction in recorded offences against the person. Reduction in hospitalisations for assault.
	Continue to deliver Domestic and Family Violence intervention programs – Women’s Shelter / Men’s and Women’s Group support		
	Organise and deliver Domestic Violence Month activities to increase community awareness of the social and personal impacts of domestic and family violence and to promote support available to those affected.		
Children and young people on the streets at night and causing problems (e.g. noise, fighting, drinking).?	Provide night time program of activities for children and young people in the evenings. Introduce a ‘no fighting’ policy for children and youth	Coordinated agency response required – PPAC/ PASC	<ul style="list-style-type: none"> Positive feedback about evening activities. Reduction in young people offending, getting arrested by the police and going to court. Numbers of children and young people attending weekly evening activities. Less young people offending, getting arrested by the police and going to court.



Action area: Community Harmony		A focus on continuing education for young and old - Work in collaboration with our fellow community groups to benefit the whole community		
Community Priorities	Action	Responsibility	Key Performance Indicators	
Improve the relationship between government, service providers and the community	Commence community consultations with residents to raise awareness about Closing the Gap.	PASC, DWATSIPM, local, service providers and LDM body.	<ul style="list-style-type: none"> CTG targets Strategic partnership is endorsed 	
	Facilitate the building of relationships between the community, police and youth	PASC,/PPAC/QPS	<ul style="list-style-type: none"> Positive community police relations Engaged youth and community. 	
Youth activities	Pormpuraaw service providers engage with youth to develop range of focussed youth activities	PASC/PPAC/Rise Ventures/ RAATSICC	<ul style="list-style-type: none"> Program of youth activities developed and delivered Youth Summit Community Events 	
Elder activities	Develop and deliver Seniors Week activities	PASC, PPAC Elders and TO's	<ul style="list-style-type: none"> Seniors Week activities delivered – number of participants Reduction in Elder Abuse Service provider forum 	
	Develop and deliver programs to reduce Elder Abuse			

Action area Education		A focus on continuing education for young and old - Enhance educational attainment		
Community Priorities	Action	Responsibility	Key Performance Indicators	
Improve school attendance	Support the Pormpuraaw State School to raise parents/carers and students awareness of the school's "Everyday Counts" initiative.	Lead Principal, Pormpuraaw State School	<ul style="list-style-type: none"> Increased and stable attendance rates. Increase parents/carers involvement in learning. Disengaged students are reengaged. Noticeably less children and young people roaming streets during school hours. 	
	Continue to deliver a community developed social marketing campaign focusing reinforcing and supporting the value of education.	Parents and Carers and Elders Health and other support services		



Action area Education	A focus on continuing education for young and old - Enhance educational attainment		
Community Priorities	Action	Responsibility	Key Performance Indicators
	Parenting Program – Family Wellbeing Program to be added in here.		

Action area economic -Training and employment	To strengthen and grow our local economy, leading to creation of sustainable jobs and business		
Community Priorities	Action	Responsibility	Key Performance Indicators
Increase employment opportunities		PASC RISE	<ul style="list-style-type: none"> ● Increase in local job opportunities
	Look for opportunities to increase economic participation outcomes		<ul style="list-style-type: none"> ● Increase in local job opportunities ● Increase in local business outcomes.
Support our community members, young and old, to access education to achieve their full potential.	Work with job service providers to ensure job seekers provided with the skills required to obtain sustainable employment Work with education providers to ensure our young people receive the best possible education Work with community to encourage participation in education and capacity building opportunities.		<ul style="list-style-type: none"> ● Residents are job ready ● Increase participation in training or employment ● Should we put in here about an alternative school for senior students?
Local Economy	Create a productive environment to encourage the growth of the local economy		<ul style="list-style-type: none"> ● Increase in employment or businesses



Action area Minor Modification			
Community Priorities	Action	Responsibility	Key Performance Indicators
A schedule for minor modifications to implement current aspirations that were identified in 2024	Confirm community aspirations via community consultations including local stakeholders Latest community survey	PASC,CJG, QPS, OLGR and DWATSIPM	<ul style="list-style-type: none"> A schedule has been developed and completed Community supports approach
•	Request a restricted carriage limit of 30 can mixed alcohol and midstrength per person and proposing this occurs on a Monday, Wednesday, Friday and Saturday between 4:00pm to 7:00pm – update when Council proceeds with changes.	PASC,CJG, QPS, PUBSC , OLGR and DWATSIPM	<ul style="list-style-type: none"> Community supports approach Licensee, CJG and QPS supports approach Restricted Carriage Limit approved
Local education campaign	Develop and implement education campaign to support any modifications. Dependant on new changes.	PASC,CJG, QPS, PUBSC	<ul style="list-style-type: none"> Community awareness of modification Reduced number of breaches

Action area Monitoring and reporting			
Community Priorities	Action	Responsibility	Key Performance Indicators
Review the impact of the renewed approach and CSP.	Identify local indicators/measures of success. Harm data to be collected moving forward. Statshots	PASC,CJG, PUBSC, Pormpuraaw Inter-Agency Members	<ul style="list-style-type: none"> Current, community informed and responsive approach
	Report progress to community.		
	Modify CSP to address emerging issue and aspirations of community.		
	Review and evaluate plan and apply learning's		
	Communication any modifications		





9. Appendices

Appendix 1 The Review of Alcohol Management Plans (AMPs) and the renewed approach to alcohol management. (extract from DATSIP website and factsheets)

Review of Alcohol Management Plans (AMPs)

In 2012 the Queensland Government commenced a review of Alcohol Management Plans (AMPs) which consisted of:

Community-specific reviews

Alcohol management proposals were provided to Government from all communities that have alcohol restrictions in place including Pormpuraaw (summarised in the body of the plan). The proposal development process for some communities included community meetings, forming working groups to oversee the review, doing community surveys and working with external parties to facilitate consultation and evaluate their current AMP.

The Convictions Project

The Department of Aboriginal and Torres Strait Islander Partnership engaged the Office of the Government Statistician to compile the Convictions Project in response to community concerns about whether alcohol restrictions were leading to people who would not otherwise have a criminal history entering the criminal justice system. Findings were presented in [Alcohol Management Plan Review - Breach of alcohol restrictions in Indigenous communities and associated contact with the criminal justice system \(PDF, 1.1 MB\)](#). This report was provided to communities on 8 April 2014.

General Review

This review, conducted by PwC Indigenous Consulting, assessed the overall effectiveness of AMPs. It incorporated feedback from 23 members of the public and other key stakeholders.

The Queensland Government finalised a review of (AMPs) in mid-2019, a renewed approach to alcohol management has been developed which builds on the Review's findings:

- AMPs play a valuable role in ensuring community safety, particularly for vulnerable people such as women and children
- Illicit alcohol (sly grog and homebrew) has undermined the positive impacts of AMPs
- Concerted and coordinated efforts are needed to sustainably reduce demand and harm
- Community ownership and local leadership in determining and implementing strategies for managing alcohol misuse and harm is key to the effectiveness of these measures.

The renewed approach prioritises community safety, particularly for women and children, and emphasises a need for AMPs that are community-led and driven and developed and implemented in partnership with communities. Key features of the renewed approach include

- Alcohol management is locally controlled
- Co-designed community-specific plans and strategies that improve safety and wellbeing, reduce demand, address sly grog and homebrew and promote a positive alcohol culture
- Potential for amendments to carriage limits where communities want them and demonstrate the ability to manage the changes
- Emphasis on sustainable solutions.



The renewed approach to alcohol management

Following a review of AMPs finalised in mid-2019, a new approach to alcohol management will be implemented by these communities with support from the Queensland Government.

A renewed approach to alcohol management builds on the Review's findings. It prioritises community safety, particularly for women and children, and emphasises a need for AMPs that are community-led and driven and developed and implemented in partnership with communities.

The refreshed approach continues to include alcohol restrictions, but will be managed locally and include strategies tailored to the unique characteristics and aspirations of each community.

This work is an example of how the Queensland Government is reframing the relationship with Aboriginal and Torres Strait Islander peoples to improve safety and wellbeing in partnership with community.

Features of the new approach

- Alcohol management is locally controlled
- Co-designed community-specific plans and strategies that improve safety and wellbeing, reduce demand, address sly grog and homebrew and promote a positive alcohol culture
- Potential for amendments to carriage limits where communities want them and demonstrate the ability to manage the changes
- Emphasis on sustainable solutions

What is the renewed approach to alcohol management?

The objective of the renewed approach is to ensure communities and individuals are safe, thriving and self-empowered to manage and reduce alcohol-related harm.

The renewed approach retains carriage limits and is based on a partnership between the Queensland Government and communities to:

- Co-design new Community Safety Plans and other coordinated initiatives and strategies that reduce demand; target illicit alcohol (sly grog and homebrew); build community capacity and readiness; and promote a healthy culture and attitude towards alcohol including through legal liquor licensing options
- Explore minor changes to carriage limits on a case-by-case basis, pending community and Government agreement, and provided that a Community Safety Plan is in place
- Revise AMPs to reflect the outcomes and results of co-design and community engagement.

The Queensland Government has committed \$2.4 million over four years from 2019-20 to support implementation of supply, demand and harm reduction services determined as part of the co-design process with communities.

Implementation

The Queensland Government has already made some legislative amendments to better target ingredients commonly used to make homebrew.

Minor carriage limit amendments have also been endorsed for Palm Island to extend the variety of beverages residents and visitors can enjoy. Changes to community carriage limits in other locations will be considered on a case-by-case basis.

DATSIP will support communities with AMPs to develop their local capability to plan and deliver solutions to achieve community aspirations. Implementation will occur progressively based on individual community readiness.



Who is involved?

Key stakeholders	Role
Councils, Community Justice Groups, community members and community organisations	Identify and oversee the achievement of community aspirations and priorities to inform AMPs, Community Safety Plans and service delivery.
Department of Women Aboriginal and Torres Strait Islander Partnerships and Multiculturalism (DWATSIPM) and other key government agencies	Support communities to identify local aspirations and priorities, enable community to turn their vision into a reality and help build community capacity.

What does the renewed approach include?

Key features	Purpose
Revised Alcohol Management Plans	Develop a revised AMP, including minor modifications to alcohol restrictions, based on the aspirations and readiness of each community.
Co-designed Community Safety Plans	Guide identification of key action areas, community priorities and responsibilities to improve safety and wellbeing.
Targeted strategies to reduce illicit alcohol	Develop strategies to improve the effectiveness of alcohol management by targeting homebrew and sly grog.
A positive alcohol culture	Explore current liquor licensing options that provide for regulated supply of alcohol and reduce demand for alcohol and its related harm.
Community leadership	Improve locally led alcohol management through community leadership and decisions based on community values.
Local Thriving Communities	Ensure the approach aligns with the shared principles of Local Thriving Communities and is taken forward as part of this reform agenda.

Government Indicators

The Queensland Government currently uses six key indicators of harm and wellbeing relating to AMPs.

Number	Indicator	Community safety element
1	Reported offences against the person	Harm (primary indicator)
2	Episodes of care for assault-related injuries	Harm (primary indicator)
3	Breaches of alcohol restrictions	Demand (supporting indicator)
4	Child safety - Substantiated notifications of harm	Wellbeing (supporting indicator)
5	Child safety - Finalised child protection orders	Wellbeing (supporting indicator)
6	Student attendance.	Wellbeing (supporting indicator)



Department of Seniors, Disability Services and
Aboriginal and Torres Strait Islander Partnerships



StatShot Profiles

Pormpuraaw

Compared with Queensland

15 May 2025

Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts<http://www.dsdsatsip.qld.gov.au>**Queensland Government Statistician's Office**

Queensland Treasury

www.qgso.qld.gov.au

The purpose of these StatShots is to provide detailed, community-level data to aid in the ongoing monitoring and planning of service delivery in each community. Data contained in these StatShots includes information not commonly made available in the public domain and access is limited to those persons specified in the terms of use section when logging into the StatShot web portal. Data are available for specific purposes only and should not be shared with persons external to the Queensland Government. The data can be only used for the purpose of policy development, and the design and delivery of services for the direct benefit of Queensland's Aboriginal and Torres Strait Islander communities. Please contact closingthegap@dsdsatsip.qld.gov.au if you have any queries regarding the use of these profiles.

Attribution

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Report overview

The purpose of StatShot is to provide detailed, community-level data to aid in the ongoing monitoring and planning of service delivery in each community.

This StatShot profile provides details on a range of topics for people who live in the region.

Unless elsewhere specified, the Pormpuraaw community refers to the Pormpuraaw Shire Local Government Area (Figure 1) based on Australian Bureau of Statistics (ABS), Australian Statistical Geography Standard (ASGS).

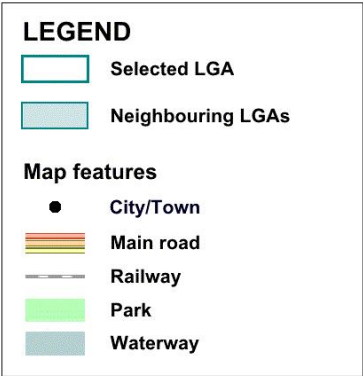
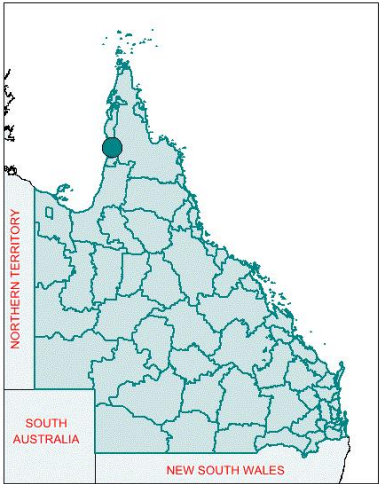
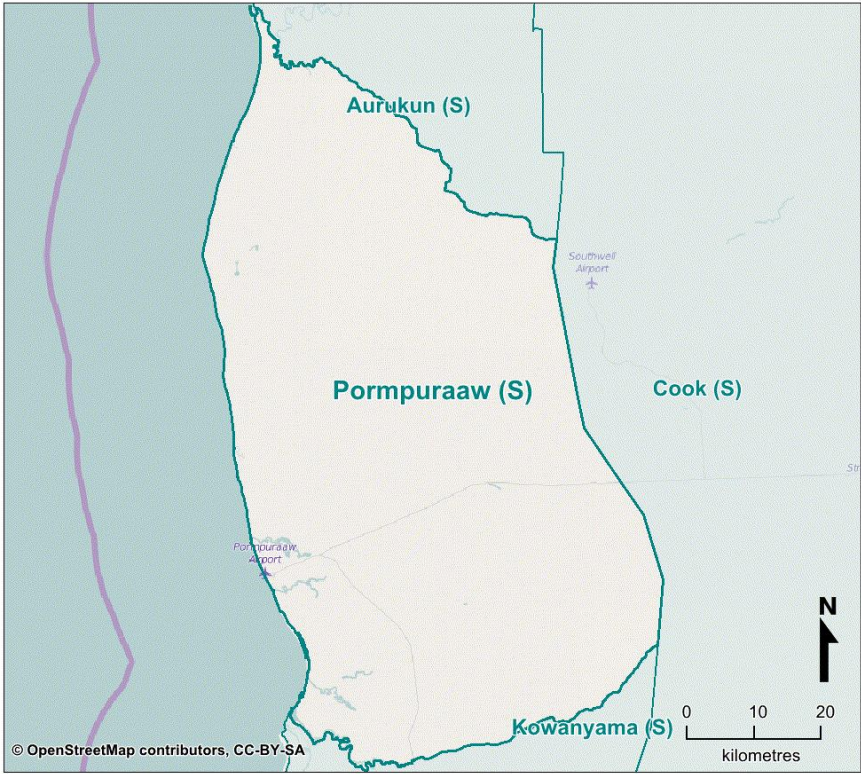
Where possible, tests of statistical significance have been used to measure change over time, and/or differences between categories. The use of the term 'significant' in this profile means that the difference is statistically significant unless otherwise stated. Confidence intervals (95%) have also been applied to rates in many of the graphs to demonstrate the level of variability in the data. Please see the explanatory notes for further information about these terms.

This profile should be read in conjunction with the abbreviations and explanatory notes provided at the end of the profile.

Please note that data included in this StatShot profile may be impacted by the COVID-19 pandemic in a number of ways, including:

- Restrictions related to COVID-19:
 - Entry to remote Aboriginal and Torres Strait Islander communities ('designated areas') in Queensland was restricted under the *Commonwealth Biosecurity Act 2015* from midnight 27 March 2020 until 12 June 2020.
 - From 13 June to midday 10 July 2020 some entry requirements, quarantine requirements and travel restrictions remained in place.
 - Various levels of restrictions and border closures in response to COVID-19 have also been in place for the broader community in Queensland and Australia.
- Containment measures and movement restrictions have had an impact on criminal activity and the justice system. These measures, and the COVID-19 pandemic more generally, may have also impacted on individuals' decision-making in relation to care for self and family, including accessing education, health and other services.
- In addition, there may have been methodological/practical changes to the way data have been collected and processed. For example, responses to COVID-19 has required modifications to roll-marking processes in schools, which may impact student attendance data.
- Data impacted by COVID-19 in this StatShot release may include any statistics incorporating the dates midnight 27 March 2020 to 30 June 2022.

Figure 1 Map of Pormpuraaw



Demography

Population

Source: ABS, Regional population by age and sex, and unpublished data

At 30 June 2023:

- Pormpuraaw's estimated resident population was 644 persons.
- 20.7% of the population was aged 0–14 years, compared with 18.4% for Queensland.

Table 1 Estimated population, 30 June 2023

Persons	Pormpuraaw		Queensland
	number	%	%
Aged 0–14 years	133	20.7	18.4
Aged 15–64 years	452	70.2	64.7
Aged 65 years and over	59	9.2	17.0
All males	324	50.3	49.5
All females	320	49.7	50.5

Society

Social Services payments

Source: ABS, Regional population by age and sex (including unpublished data), Department of Social Services, Services Australia (including unpublished data) and Queensland Treasury estimates.

Refer to the explanatory notes for additional information.

Table 2 Social services recipients, 30 June 2023

Recipients	Pormpuraaw	Queensland
JobSeeker recipients (number)	210	181,160
JobSeeker recipients (% of persons aged 22–65 years)	53.3	5.8
JobSeeker recipients receiving support for 365 days or more (%)	85.7	71.3
Youth Allowance (other) recipients (number)	15	20,100
Youth Allowance (other) (% of persons aged 16–21 years)	26.3	4.9
Parenting Payment Single recipients (number)	30	59,050
Disability Support Pension recipients (number)	30	167,720
Disability Support Pension recipients (% of persons aged 16+ years)	6.0	3.8
Aged Pension recipients (number)	35	527,820
Aged Pension recipients (% of persons aged 66+ years)	66.0	60.8

Child health and early development

Maternal and baby health

Source: Queensland Health and Queensland Treasury concordance-based estimates

Over 2021–2023:

- 30 Pormpuraaw women gave birth, of which 19 smoked during their pregnancy (63.3%).
 - If Pormpuraaw women smoked at the same rate as all Queensland women during pregnancy, there would have been 3 smokers.
- 30 Pormpuraaw women were pregnant^(a), of which most attended at least 5 antenatal visits during pregnancy.

(a) Counts include mothers of babies delivered at 32 weeks or more gestation.

Healthy birth weight

Source: Queensland Health and Queensland Treasury concordance-based estimates

Healthy birth weight babies are those weighing from 2,500 to 4,499 grams at birth^(a).

Over 2021–2023:

- Of the 30 babies born to Pormpuraaw women, most had a healthy birth weight.

(a) Counts include liveborn babies only and exclude multiple births.

Developmental outcomes: Australian Early Development Census

Source: Australian Early Development Census microdata, 2018, 2021.

This topic uses data from the Australian Early Development Census (AEDC). The AEDC is funded by the Australian Government Department of Education, Skills and Employment. The findings and views reported are those of the author and should not be attributed to the Department or the Australian Government.

Refer to the explanatory notes for additional information.

The Australian Early Development Census assesses young children on the five domains of (1) Physical health and wellbeing, (2) Social competence, (3) Emotional maturity, (4) Language and cognitive skills (school-based), and (5) Communication skills and general knowledge.

In 2021:

- There were no available data for developmentally vulnerable Prep year students in Pormpuraaw.

Table 3 Prep year students developmentally vulnerable in 2 or more domains, 2021

Year	Pormpuraaw	Queensland
	%	%
2018	n.p.	13.9
2021	n.p.	13.2
Change between 2018 and 2021	n.a.	Significant decrease

Children’s health: preventable episodes of care

Source: Queensland Health and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

Facilities within this community as of 1 July 2014 are no longer classified as hospitals. From 1 July 2014 until 30 June 2015, data provision from these facilities was not mandatory; however if episodes of care were supplied from these facilities they were still retained in the Queensland Hospital Admitted Patient Data Collection (QHAPDC). From 1 July 2015, collection of episodes of care from these facilities ceased entirely. Furthermore, data for several facilities in the Torres and Cape Hospital and Health Service (HHS) are known to be incomplete from 2010–11 to present. This does not include transfers and admissions of community residents to other facilities.

In 2023–24:

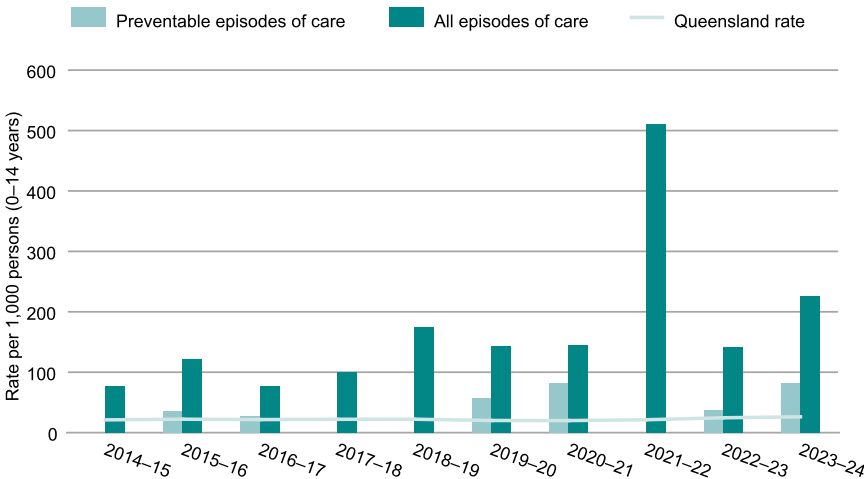
- 11 preventable episodes of care were recorded, compared with 5 in 2022–23 for children aged 0–14 years.

Table 4 Episodes of care for preventable conditions

Year	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
2022–23	37.0	24.6
2023–24	82.7	26.2
Change from previous period	No significant change	Significant increase

(a) Rate per 1,000 persons aged 0–14 years.

Figure 4 Preventable and all episodes of care



Education and training

Student attendance rates: term-based

Source: Department of Education

[Refer to the explanatory notes for additional information.](#)

Where available, the attendance rates of both primary and secondary students are included in these data.

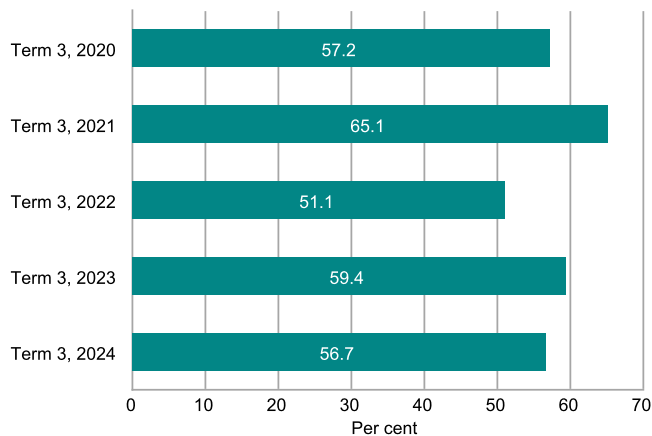
For those schools running a pre-Prep program, enrolment counts shown here include full-time pre-Prep students.

A change of 5 or more percentage points in attendance is reported as an increase or decrease.

In Term 3, 2024:

- 81 primary school students were enrolled at Pormpuraaw State School.
- Their attendance rate was 56.7%. This was similar to the rate recorded for Term 3, 2023.

Figure 5 Overall student attendance



Student attendance range: term-based

Source: Department of Education

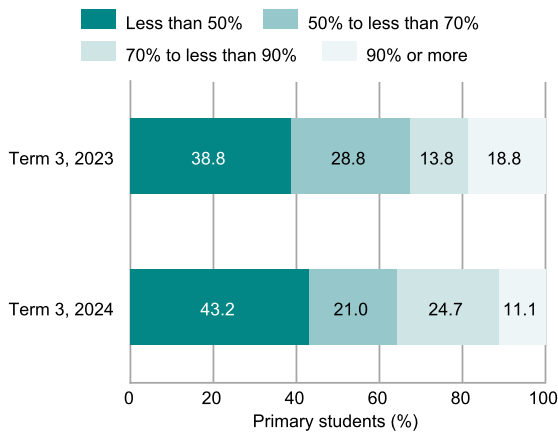
Refer to the explanatory notes for additional information.

Enrolment counts shown here exclude pre-Prep students.

In Term 3, 2024:

- 11.1% (or 9 students) of the 81 Pormpuraaw State School primary students attended at least 90% of school days.
- Between Term 3, 2023 and Term 3, 2024 there was no significant change in the proportion of children attending at least 90% of school days.

Figure 6 Percentage of school days attended, primary students



Student attendance rates: semester-based

Source: Department of Education

Refer to the explanatory notes for additional information.

Where available, the attendance rates of both primary and secondary students are included in these data. A change of 5 or more percentage points in attendance is reported as an increase or decrease.

In Semester 1, 2024:

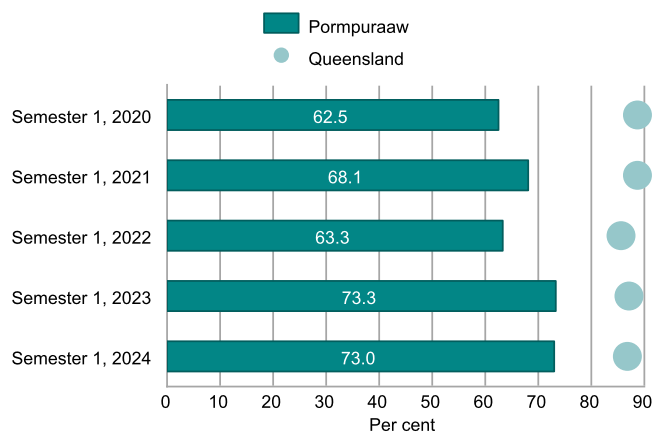
- 84 primary school students were enrolled at Pormpuraaw State School.
 - Their attendance rate was 73.0%. This was similar to the rate recorded for Semester 1, 2023.
 - This was 15.9 percentage points lower than the Queensland rate.

Table 5 Primary and secondary student enrolments and attendance

	Semester 1, 2023	Semester 1, 2024
Student enrolments – primary		
Pormpuraaw State School (number)	95	84
Student attendance – primary		
Pormpuraaw State School (%)	73.3	73.0
Queensland State School students (%)	89.1	88.9
Gap (ppt)	15.9	15.9
Student enrolments – secondary		
Pormpuraaw State School (number)	n.a.	n.a.
Student attendance – secondary		
Pormpuraaw State School (%)	n.a.	n.a.
Queensland State School students (%)	84.2	83.9
Gap (ppt)	n.a.	n.a.

ppt = percentage point.

Figure 7 Overall student attendance



Student attendance range: semester-based

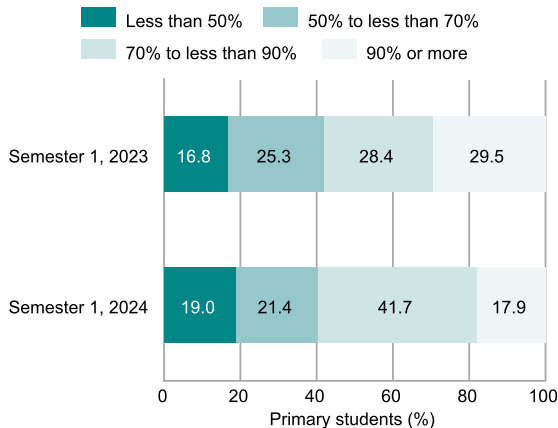
Source: Department of Education

Refer to the explanatory notes for additional information.

In Semester 1, 2024:

- 17.9% (or 15 students) of the 84 Pormpuraaw State School primary students attended at least 90% of school days.
- Between Semester 1, 2023 and Semester 1, 2024 there was no significant change in the proportion of children attending at least 90% of school days.
- Pormpuraaw State School does not take secondary students.

Figure 8 Percentage of school days attended, primary students



Student disciplinary absences

Source: Department of Education

Refer to the explanatory notes for additional information.

In Semester 1, 2024:

- 7 students were suspended for a short period (1 to 10 days), and 0 students were suspended for a long period (11 to 20 days)^(a).

Table 6 Unique students suspended from school, Semester 1, 2024

Suspension type	Pormpuraaw
	number
Short suspension	7
Long suspension	0

(a) Where available this includes both primary and secondary school students.

Reading and numeracy outcomes (NAPLAN)

Source: Department of Education

Education ministers made the decision to cancel NAPLAN in 2020 due to the ongoing COVID-19 pandemic.

Refer to the explanatory notes for additional information.

Reading, 2022:

- 83.3% of Year 3 Pormpuraaw State School students participated in NAPLAN reading testing in 2022 compared with 92.6% of Queensland students.
- 41.7% of Year 5 Pormpuraaw State School students participated in NAPLAN reading testing in 2022 compared with 92.6% of Queensland students.
- 60.0% of Year 3 Pormpuraaw State School students achieved the national minimum standard (NMS) in reading, compared with 95.1% of Queensland Year 3 students.
- 0.0% of Year 5 Pormpuraaw State School students achieved the NMS in reading, compared with 94.4% of Queensland Year 5 students.

Table 7 Student meeting or exceeding the NMS in reading

School year/Assessment year		Pormpuraaw		Queensland
		assessed number ^(a)	%	%
Year 3	2019	7	71.4	96.0
	2021	8	37.5	96.2
	2022	10	60.0	95.1
Year 5	2019	9	66.7	94.8
	2021	10	40.0	94.8
	2022	5	0.0	94.4
Year 7	2019	n.a.	n.a.	95.0
	2021	n.a.	n.a.	93.7
	2022	n.a.	n.a.	93.9
Year 9	2019	n.a.	n.a.	90.9
	2021	n.a.	n.a.	87.4
	2022	n.a.	n.a.	86.8

(a) These are the number of students who sat the test, along with those counted as exempt. It does not include students who did not participate in NAPLAN testing.

Numeracy, 2022:

- 83.3% of Year 3 Pormpuraaw State School students participated in NAPLAN numeracy testing in 2022 compared with 90.4% of Queensland students.
- 66.7% of Year 5 Pormpuraaw State School students participated in NAPLAN numeracy testing in 2022 compared with 90.4% of Queensland students.
- 20.0% of Year 3 Pormpuraaw State School students achieved the national minimum standard (NMS) in numeracy, compared with 94.8% of Queensland Year 3 students.
- 12.5% of Year 5 Pormpuraaw State School students achieved the NMS in numeracy, compared with 94.7% of Queensland Year 5 students.

Table 8 Student meeting or exceeding the NMS in numeracy

School year/Assessment year		Pormpuraaw		Queensland
		assessed number ^(a)	%	%
Year 3	2019	6	83.3	95.2
	2021	7	71.4	95.2
	2022	10	20.0	94.8
Year 5	2019	10	70.0	95.6
	2021	10	30.0	94.6
	2022	8	12.5	94.7
Year 7	2019	n.a.	n.a.	94.4
	2021	n.a.	n.a.	92.5
	2022	n.a.	n.a.	91.1
Year 9	2019	n.a.	n.a.	95.9
	2021	n.a.	n.a.	93.9
	2022	n.a.	n.a.	94.5

(a) These are the number of students who sat the test, along with those counted as exempt. It does not include students who did not participate in NAPLAN testing.

Apprenticeships and Traineeships

Source: Department of Youth Justice, Employment, Small Business and Training

In 2022:

- 0 completions of a Certificate III or higher apprenticeship or traineeship.

Table 9 People commencing or completing an apprenticeship or traineeship, 2022

Commencements with a:	Pormpuraaw number
Private provider	<5
Other provider ^(a)	<5
Completions at the qualification level of:	Pormpuraaw number
Certificate I or II	0
Certificate III or higher	0

(a) Includes TAFE Colleges and State Government Entities.

Adult health

Episodes of care for alcohol-related mental and behavioural conditions

Source: Queensland Health and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

Facilities within this community as of 1 July 2014 are no longer classified as hospitals. From 1 July 2014 until 30 June 2015, data provision from these facilities was not mandatory; however if episodes of care were supplied from these facilities they were still retained in the Queensland Hospital Admitted Patient Data Collection (QHAPDC). From 1 July 2015, collection of episodes of care from these facilities ceased entirely. Furthermore, data for several facilities in the Torres and Cape Hospital and Health Service (HHS) are known to be incomplete from 2010–11 to present. This does not include transfers and admissions of community residents to other facilities.

In 2023–24:

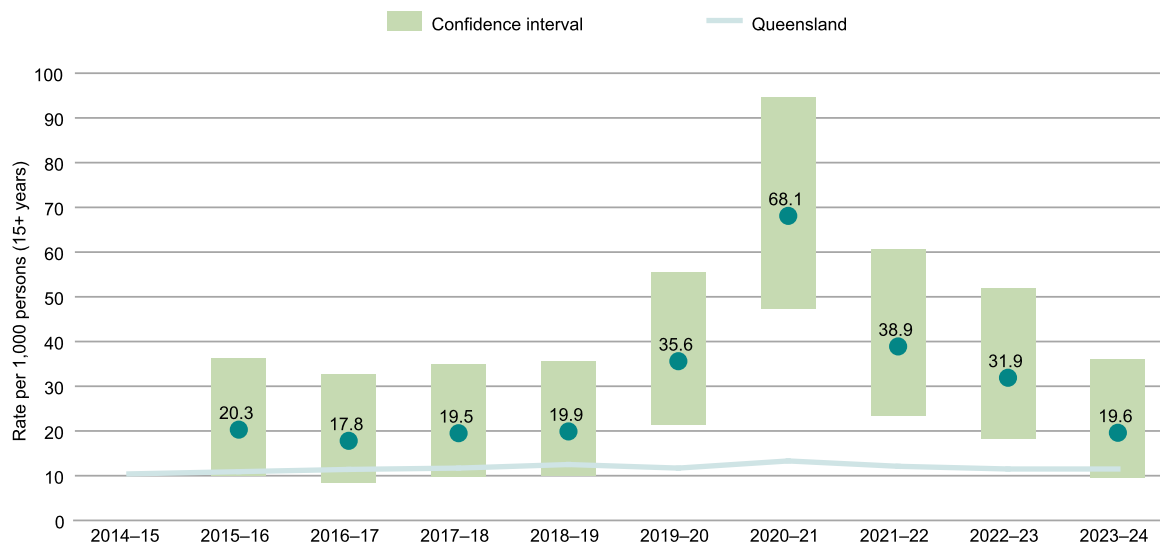
- 10 episodes of care for alcohol-related mental and behavioural conditions were recorded for Pormpuraaw residents, compared with 16 in 2022–23.
- The episodes of care for alcohol-related mental and behavioural conditions rate for Pormpuraaw residents was similar to the Queensland rate.

Table 10 Episodes of care for alcohol-related mental and behavioural conditions

Year	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
2022–23	31.9	11.5
2023–24	19.6	11.5
Change from previous period	No significant change	No significant change

(a) Rate per 1,000 persons, aged 15 years and over.

Figure 9 Episodes of care for alcohol-related mental and behavioural conditions



Episodes of care for assault-related injuries

Source: Queensland Health and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

Facilities within this community as of 1 July 2014 are no longer classified as hospitals. From 1 July 2014 until 30 June 2015, data provision from these facilities was not mandatory; however if episodes of care were supplied from these facilities they were still retained in the Queensland Hospital Admitted Patient Data Collection (QHAPDC). From 1 July 2015, collection of episodes of care from these facilities ceased entirely. Furthermore, data for several facilities in the Torres and Cape Hospital and Health Service (HHS) are known to be incomplete from 2010–11 to present. This does not include transfers and admissions of community residents to other facilities.

In 2023–24:

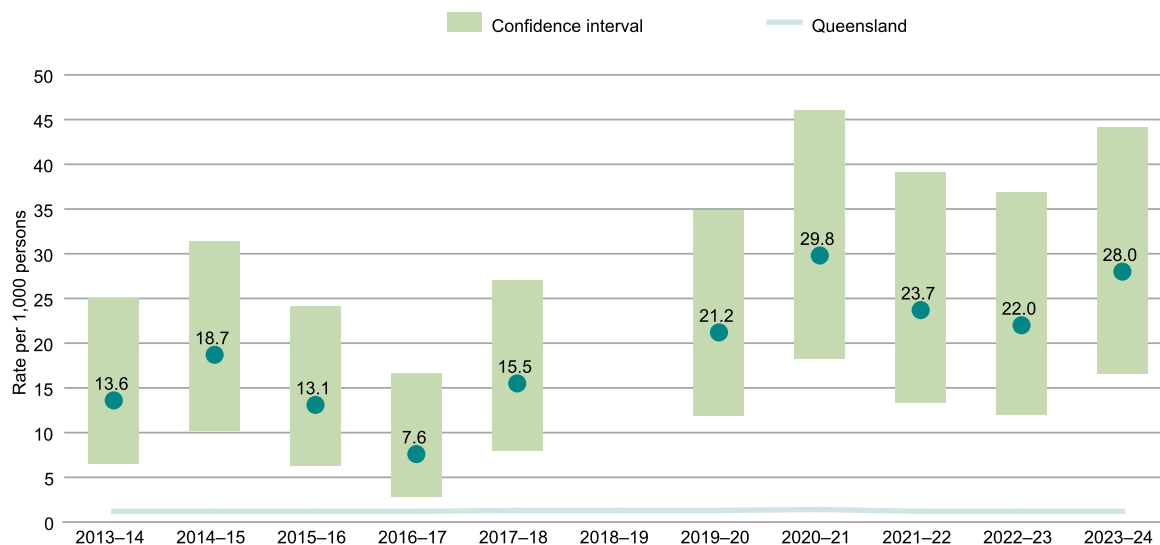
- 18 episodes of care for assault-related injuries were recorded for Pormpuraaw residents, compared with 14 in 2022–23.
- The episodes of care for assault-related injuries rate for Pormpuraaw residents was significantly higher than the Queensland rate.

Table 11 Episodes of care for assault-related injuries

Year	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
2022–23	22.0	1.2
2023–24	28.0	1.2
Change from previous period	No significant change	No significant change

(a) Rate per 1,000 persons.

Figure 10 Episodes of care for assault-related injuries



Episodes of care for all injuries

Source: Queensland Health and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

Facilities within this community as of 1 July 2014 are no longer classified as hospitals. From 1 July 2014 until 30 June 2015, data provision from these facilities was not mandatory; however if episodes of care were supplied from these facilities they were still retained in the Queensland Hospital Admitted Patient Data Collection (QHAPDC). From 1 July 2015, collection of episodes of care from these facilities ceased entirely. Furthermore, data for several facilities in the Torres and Cape Hospital and Health Service (HHS) are known to be incomplete from 2010–11 to present. This does not include transfers and admissions of community residents to other facilities.

Over the years 2021–22 to 2023–24:

- Assault was the highest ranked injury type (39 episodes of care), followed by falls (15 episodes of care), exposure to animate mechanical forces (15 episodes of care), exposure to inanimate mechanical forces (13 episodes of care), and complications of medical and surgical care (6 episodes of care).

Table 12 Episodes of care for all injuries (top 5 ranked)

Injury type	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
Assault	41.1	1.0
Falls	15.8	12.4
Exposure to animate mechanical forces	7.8	1.3
Exposure to inanimate mechanical forces	13.7	3.6
Complications of medical and surgical care	6.3	5.6

(a) Rate per 1,000 persons.

Community safety

Child safety: substantiated notifications of harm

Source: Department of Families, Seniors, Disability Services and Child Safety and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

In 2023–24:

- 7 children aged 0–17 years were subject to a substantiated notification of harm, compared with 7 in 2022–23.

Table 13 Unique children aged 0–17 years subject to a substantiated notification of harm

Year	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
2022–23	41.2	5.3
2023–24	44.6	5.5
Change from previous period	No significant change	No significant change

(a) Rate per 1,000 persons aged 0–17 years.

Child safety: child protection orders

Source: Department of Families, Seniors, Disability Services and Child Safety and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

In 2023–24:

- 6 children aged 0–17 years were admitted to a finalised child protection order, compared with 0 in 2022–23.

Table 14 Unique children aged 0–17 years admitted to a child protection order

Year	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
2022–23	0.0	2.4
2023–24	38.2	2.2
Change from previous period	Significant increase	Significant decrease

(a) Rate per 1,000 persons aged 0–17 years.

Youth justice: supervised orders

Source: Department of Youth Justice, Employment, Small Business and Training and Queensland Treasury concordance-based estimates

In 2023–24:

- Less than 5 young people were admitted to supervised orders, compared with less than 5 in 2022–23.

Table 15 Unique young people admitted to supervised orders

Year	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
2022–23	n.p.	2.8
2023–24	n.p.	2.8
Change from previous period	n.a.	No significant change

(a) Rate per 1,000 persons aged 10–17 years.

Youth justice: unsupervised orders

Source: Department of Youth Justice, Employment, Small Business and Training and Queensland Treasury concordance-based estimates

In 2023–24:

- Less than 5 young people were admitted to unsupervised orders, compared with less than 5 in 2022–23.

Table 16 Unique young people admitted to unsupervised orders

Year	Pormpuraaw	Queensland
	rate(a)	rate(a)
2022–23	n.p.	3.8
2023–24	n.p.	3.7
Change from previous period	n.a.	No significant change

(a) Rate per 1,000 persons aged 10–17 years.

Recorded offences against the person

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Break in series: from 1 July 2021 the QPS implemented a decision to enhance the consistent practice of recording criminal offences associated with domestic and family violence (DFV) investigations across the state within the QPS QPRIME computer system. When responding to and investigating a DFV occurrence, police across the state are now consistently recording all offences identified in the same incident in the QPRIME system. This means that police districts will likely see a statistical increase in a number of DFV related offence categories – for example DFV related assault, strangulation or wilful damage.

Refer to the explanatory notes for additional information.

In 2023–24:

- 184 offences against the person were recorded in Pormpuraaw – a rate of 285.7 per 1,000 persons.
- If Pormpuraaw experienced the same offence rate as Queensland, there would have been 10 recorded offences against the person.

Table 17 Recorded offences against the person

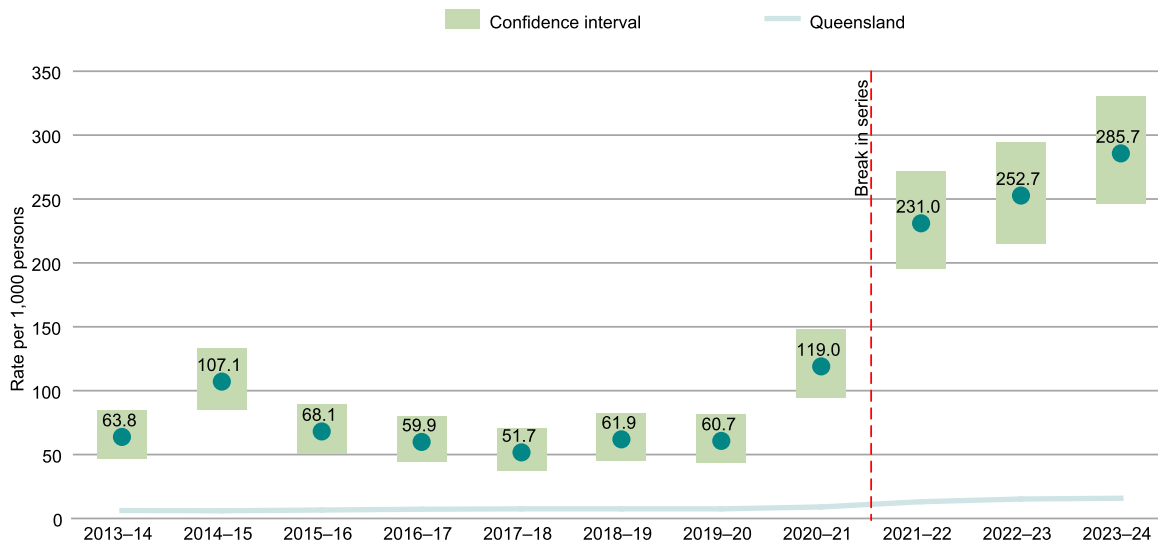
	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
Offences against the person	285.7	15.8

(a) Rate per 1,000 persons.

Trends:

- Rates trended upward by 35.8% per year, on average, from 2000–01 to 2003–04.
- Rates did not significantly change from 2004–05 to 2007–08.
- Rates did not significantly change from 2008–09 to 2020–21.

Figure 11 Recorded offences against the person



Recorded offences against property

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Refer to the explanatory notes for additional information.

In 2023–24:

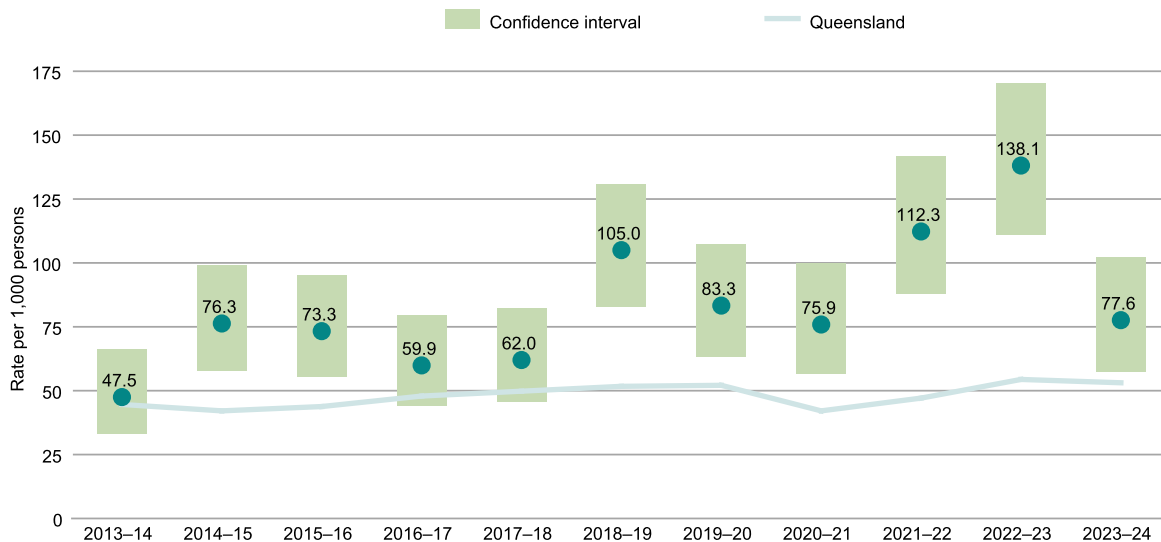
- 50 offences against property were recorded in Pormpuraaw – a rate of 77.6 per 1,000 persons.
- If Pormpuraaw experienced the same offence rate as Queensland, there would have been 34 recorded offences against property.

Table 18 Recorded offences against property

	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
Offences against property	77.6	53.1

(a) Rate per 1,000 persons.

Figure 12 Recorded offences against property



Recorded good order offences

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Refer to the explanatory notes for additional information.

In 2023–24:

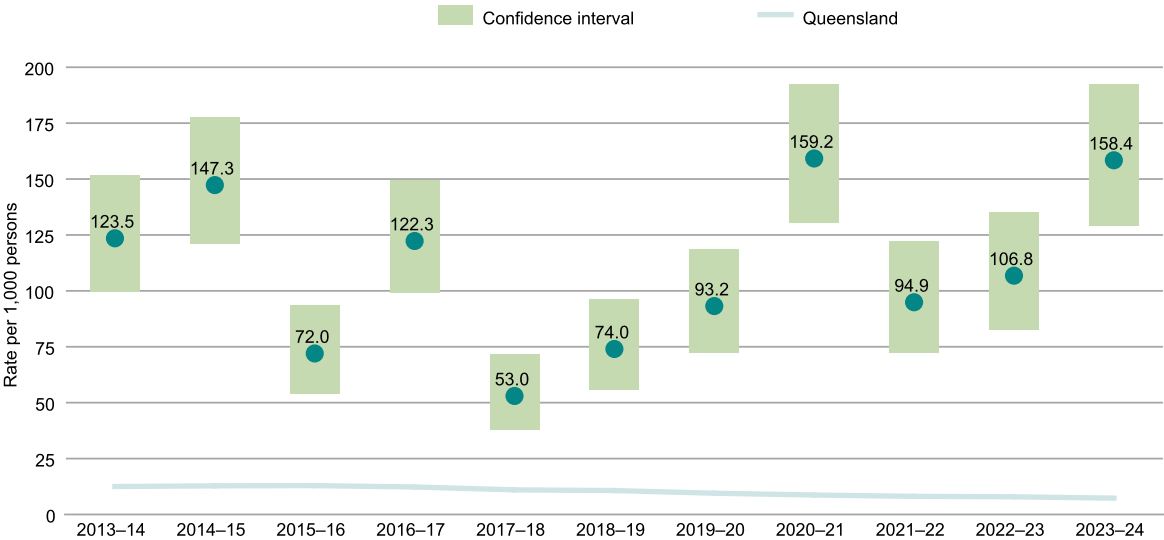
- 102 good order offences were recorded in Pormpuraaw – a rate of 158.4 per 1,000 persons.
- If Pormpuraaw experienced the same offence rate as Queensland, there would have been 5 recorded good order offences.

Table 19 Recorded good order offences

	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
Recorded good order offences	158.4	7.3

(a) Rate per 1,000 persons.

Figure 13 Recorded good order offences



Recorded breaches of domestic violence orders

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Break in series: from 1 July 2021 the QPS implemented a decision to enhance the consistent practice of recording criminal offences associated with domestic and family violence (DFV) investigations across the state within the QPS QPRIME computer system. When responding to and investigating a DFV occurrence, police across the state are now consistently recording all offences identified in the same incident in the QPRIME system. This means that police districts will likely see a statistical increase in a number of DFV related offence categories – for example DFV related assault, strangulation or wilful damage.

Refer to the explanatory notes for additional information.

In 2023–24:

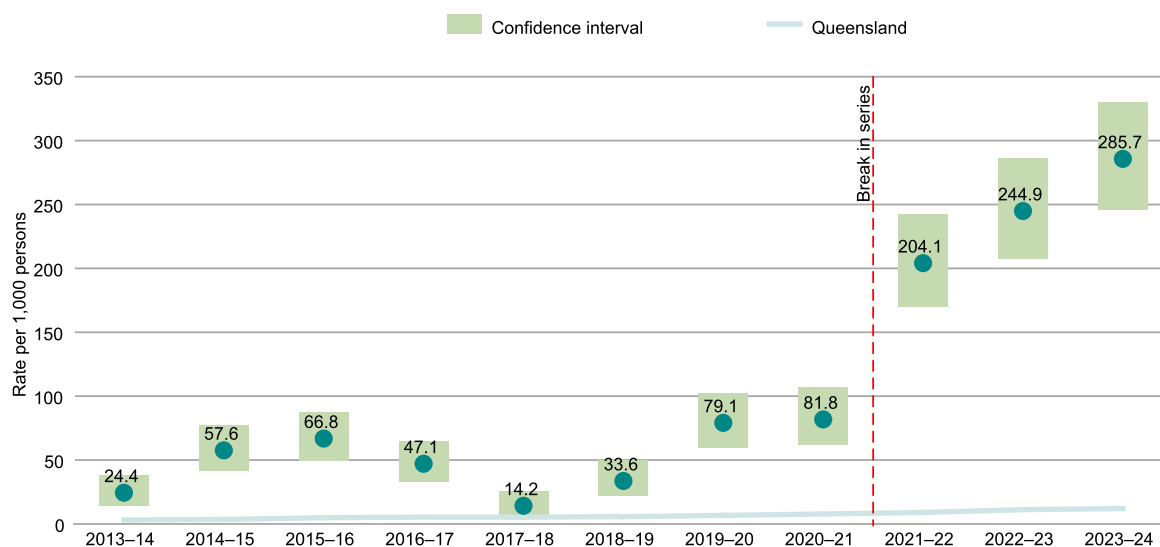
- 184 breaches of domestic violence orders were recorded in Pormpuraaw – an offence rate of 285.7 per 1,000 persons.
- If Pormpuraaw experienced the same offence rate as Queensland, there would have been 8 recorded breaches of domestic violence orders.

Table 20 Recorded breaches of domestic violence orders

	Pormpuraaw	Queensland
	rate ^(a)	rate ^(a)
Recorded breaches of domestic violence order offences	285.7	12.0

(a) Rate per 1,000 persons.

Figure 14 Recorded breaches of domestic violence orders



Recorded Liquor Act offences: alcohol management offences

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Alcohol management commenced in Pormpuraaw on 5 December 2003.

Refer to the explanatory notes for additional information.

In 2023–24:

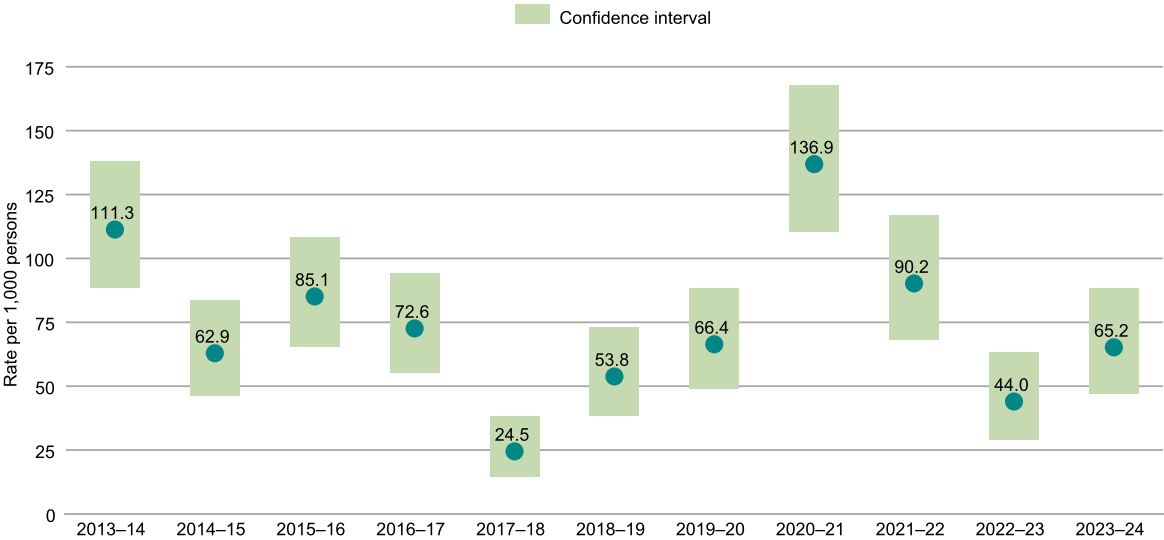
- 42 Liquor Act offences were recorded in Pormpuraaw – a rate of 65.2 per 1,000 persons.

Table 21 Recorded Liquor Act offences: alcohol management offences

Pormpuraaw	
	rate ^(a)
Recorded Liquor Act offences	65.2

(a) Rate per 1,000 persons.

Figure 15 Recorded Liquor Act offences (alcohol management offences)



Recorded victims: victim–offender relationship

Source: Queensland Police Service

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Break in series: from 1 July 2021 the QPS implemented a decision to enhance the consistent practice of recording criminal offences associated with domestic and family violence (DFV) investigations across the state within the QPS QPRIME computer system. When responding to and investigating a DFV occurrence, police across the state are now consistently recording all offences identified in the same incident in the QPRIME system. This means that police districts will likely see a statistical increase in a number of DFV related offence categories – for example DFV related assault, strangulation or wilful damage.

Refer to the explanatory notes for additional information.

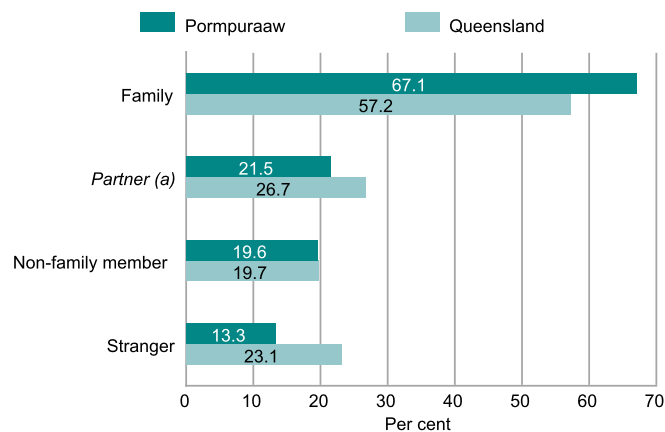
In 2023–24:

- There were 184 recorded victims of offences against the person in Pormpuraaw.
- 158 of these recorded victims recorded a victim–offender relationship.

Of these 158 victims:

- 67.1% of recorded victims in Pormpuraaw were offended against by a family member, compared with 57.2% for Queensland victims.
- 19.6% of recorded victims in Pormpuraaw were offended against by someone they knew, who wasn't a family member.

Figure 16 Victim to offender relationships, 2023–24



(a) Partner category is a subset of Family.

Unique victims: offences against the person

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

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Break in series: from 1 July 2021 the QPS implemented a decision to enhance the consistent practice of recording criminal offences associated with domestic and family violence (DFV) investigations across the state within the QPS QPRIME computer system. When responding to and investigating a DFV occurrence, police across the state are now consistently recording all offences identified in the same incident in the QPRIME system. This means that police districts will likely see a statistical increase in a number of DFV related offence categories – for example DFV related assault, strangulation or wilful damage.

Refer to the explanatory notes for additional information.

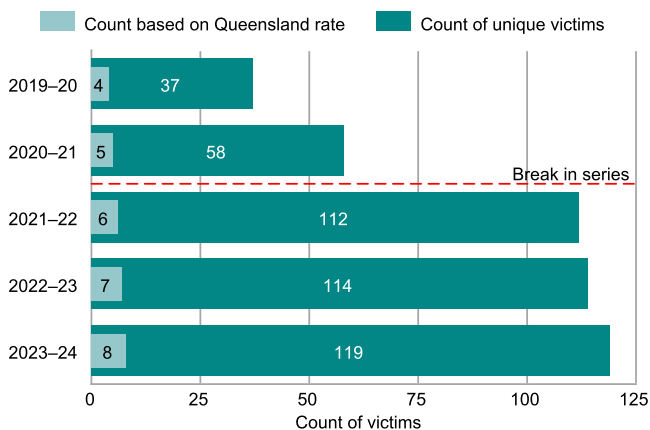
In 2023–24:

- 119 unique victims of offences against the person were recorded in Pormpuraaw.
- If Pormpuraaw experienced the same rate as Queensland, there would have been 8 unique victims.

Table 22 Unique victims of offences against the person

	Pormpuraaw	Queensland
Total victims (number)	119	65,446
Victims aged 0–17 years (as a per cent of total victims)	8.4	18.7
Female victims (as a per cent of total victims)	65.5	56.4

Figure 17 Unique victims of offences against the person



Unique offenders

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Refer to the explanatory notes for additional information.

In 2023–24:

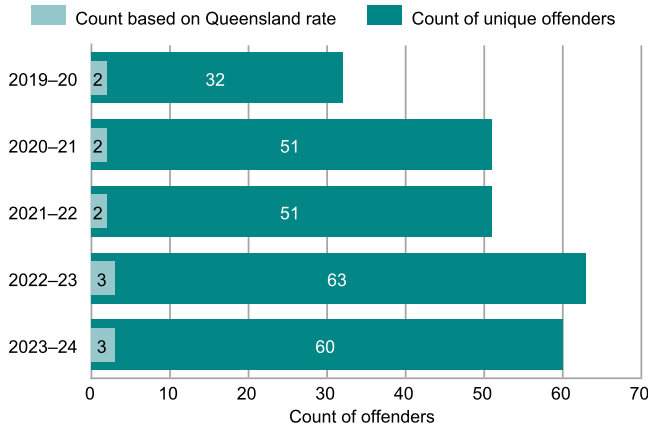
- 60, or 35.1% of all unique offenders were proceeded against by police for offences against the person compared with 20.6% in Queensland.
- If Pormpuraaw experienced the same rate for person offences as Queensland, there would have been 3 unique offenders.

Table 23 Unique offenders^(a)

	Pormpuraaw	Queensland
Offence was against the person (number)	60	21,645
Offence was against the person (%)	35.1	20.6
All offence types (number)	171	104,859

(a) Offenders aged 10 years and over.

Figure 18 Unique offenders, offences against the person



Unique offenders: youth (10 to 17 years)

Source: Queensland Police Service and Queensland Treasury concordance-based estimates

For the purposes of this topic the Pormpuraaw community refers to the Pormpuraaw Police Division.

Amendments to the Youth Justice Act 1992 and Police Powers and Responsibilities Act 2000, commencing 12 February 2018 resulted in the transition of 17 year olds into the Youth Justice System. This process increased the number of young people in the youth justice system relative to earlier years as young people aged 17 were transferred from the adult justice system into the youth justice system. The data below includes this break in time series.

In 2023–24:

- Less than 5 unique youth offenders were proceeded against by police for offences against the person.
- If Pormpuraaw experienced the same unique youth offender rate for offences against the person as Queensland, there would have been 0 unique youth offenders.

Table 24 Unique youth offenders^(a)

	Pormpuraaw	Queensland
Offences against the person (number)	<5	4,039
Offences against the person (%)	25.0	36.8
Total unique youth offenders, all offence types (number)	<5	10,967

(a) Offenders aged 10 to 17 years.

Alcohol carriage restriction breaches

Source: Department of Justice and Attorney-General and Queensland Treasury concordance-based estimates

Alcohol management commenced in Pormpuraaw on 5 December 2003.

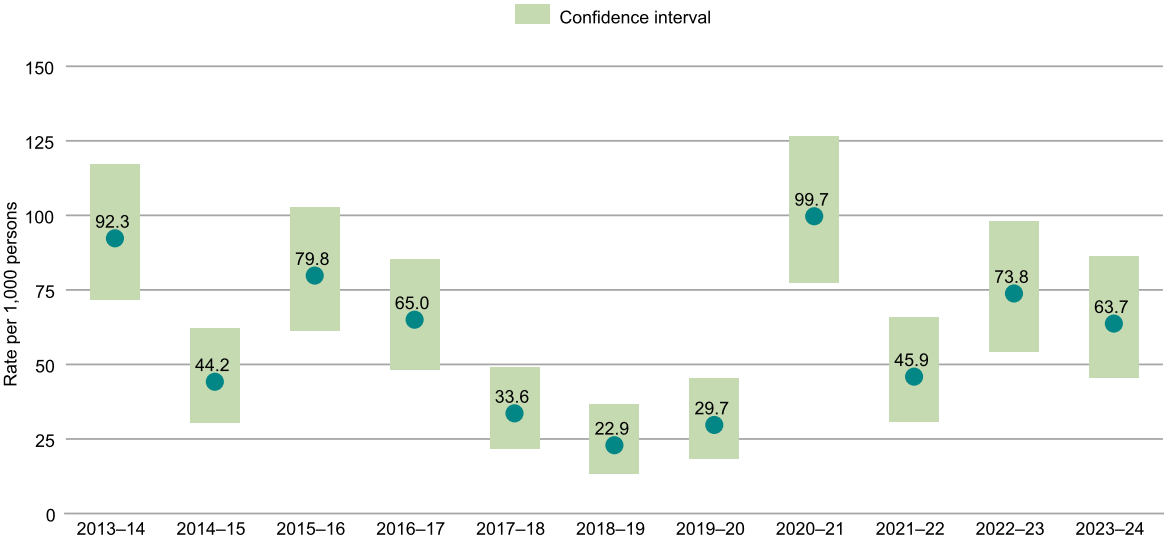
In 2023–24:

- The rate of charges resulting in a conviction for breach of alcohol carriage restrictions in Pormpuraaw was 63.7 per 1,000 persons.
- This was similar to the rate reported for 2022–23 (73.8 per 1,000 persons).
- For 37.8% of people convicted, it was their first conviction for a breach of alcohol carriage restrictions.

Table 25 Breaches of Sections 168B and C, *Liquor Act 1992*, 2023–24

	Pormpuraaw
Charges resulting in a conviction (number)	41
People convicted (number)	37
People convicted of a breach for the first time (%)	37.8

Figure 19 Charges resulting in a conviction for breaches of alcohol carriage restrictions



Prisoners

Source: Department of Corrective Services and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

At 30 June 2023:

- 18 prisoners had a last known address in Pormpuraaw.
- 14 prisoners (or 77.8%) had been previously imprisoned.

Table 26 Prisoners at 30 June 2023

Prisoners	Pormpuraaw	Queensland
Number	18	10,226
With previous admissions (number)	14	7,054
With previous admissions (%)	77.8	69.0

Domestic violence applications and orders

Source: Department of Justice and Attorney-General and Queensland Treasury concordance-based estimates

Refer to the explanatory notes for additional information.

In 2023–24:

- 53 applications for a domestic violence order were made by or for an aggrieved resident of Pormpuraaw.
- 16 applications (or 30.2%) related to a spouse, couple or intimate partner relationship, and 37 applications (or 69.8%) related to a family relationship.

Table 27 Domestic violence applications and orders, 2023–24^(a)

	Pormpuraaw	Queensland
Applications (number)	53	27,897
Spouse, couple or intimate partner (%)	30.2	70.9
Family (%)	69.8	28.8

(a) Proportions may not add to 100%, as some applications may have had a 'not stated' or 'informal care' relationship designation.

Abbreviations

ABS	Australian Bureau of Statistics
ASGS	Australian Statistical Geography Standard
NAPLAN	National Assessment Program Literacy and Numeracy
NMS	National Minimum Standard
n.a.	not available/not applicable
n.p.	not provided

Explanatory notes

Profile explanatory notes

Australian Statistical Geography Standard (ASGS)

A geographical framework covering all spatial areas of Australia and its external territories. The ASGS was developed by the Australian Bureau of Statistics (ABS) to allow statistics from different collections to be spatially comparable. The ASGS replaced the Australian Standard Geographical Classification (ASGC).

Rounding

Figures are rounded to nearest whole number. Calculations (such as percentages and rates) are based on pre-rounded figures.

Significance

In the context of the rates presented in this profile, confidence intervals are a measure of the variability in the observed data used to calculate the rate.

Confidence intervals are sometimes used as a proxy for statistical tests of the difference between two estimates. Where the confidence intervals of two rates do not overlap, the rates can be assumed to be statistically significant (i.e. 95% confidence intervals equate to a statistical significance level of 0.05). However, the converse is not always true — rates that have overlapping confidence intervals are sometimes significantly different as well. The confidence interval around a single rate only takes into account the size and variability of the data it was constructed from. In contrast, a statistical test between two rates will consider the overall size of, and variability in, the pooled data used to make the two rates.

For some indicators in this profile, as well as developing confidence intervals around the rates, statistical tests have been undertaken to look for differences between rates. This may result in detecting a difference between two rates despite their two confidence intervals overlapping.

Topic explanatory notes

Alcohol carriage restriction breaches

People convicted of breaching alcohol carriage restrictions have been counted in the location where they committed the offence. A single offender can be convicted of multiple charges, as such the rate of charges is a measure of charges not offenders.

Due to COVID-19 restrictions, non-urgent cases in Magistrates Courts were adjourned for a period of up to three months between March and June 2020. Therefore, a number of cases that ordinarily would have been dealt with in 2019–20 were dealt with 2020–21. Any comparisons with data from 2020–21 should be made with caution.

Child Safety

Data were provided as counts by discrete First Nations community and only represent new admissions in each community over the reporting period.

Children who are the subject of a substantiated notification are a different cohort to those admitted to a child protection order.

The rate per 1,000 persons was calculated using the estimated resident population at the beginning of the period for persons aged 0–17 years as the denominator.

Substantiated notifications of harm

Children subject to substantiated child protection notifications are all children (except unborn children) who were subject to a notification during the relevant period where the investigation resulted in a substantiated outcome, and who were living in the relevant community at the time of notification. If a child was the subject of more than one substantiated child protection notification in the period, the first substantiation was recorded.

Child protection orders

Children admitted to child protection orders are all children who were admitted to a finalised child protection order during the relevant period and whose family residence was in the relevant community at the time the order was made. This measure is a count of the number of children admitted to a child protection order during the reference period, regardless of when the substantiation occurred.

Practical or administrative changes to the work/reporting of Child Safety within communities during the COVID-19 pandemic:

- During the lockdown period of the pandemic, only essential workers were able to enter community and this included Child Safety staff.
- An Agreed Biosecurity Plan was in place to ensure compliance with conditions of entry into designated areas.
- This included:
 - Staff not entering community if they were displaying COVID like symptoms or had travelled overseas in the past 14 days.
 - Ensuring appropriate accommodation was sourced to allow social distancing.
 - Staff carried written direction of their requirements within community and were provided with documentation at the time of entry.
 - Restrictions around entering community for less than 1 day or more than 1 day.

Children's health: preventable episodes of care

Potentially preventable episodes of care are conditions where an episode of care is believed to be avoidable through the provision of timely and adequate non-hospital care. For more information please see <http://www.health.qld.gov.au/hsu/pdf/statbite/statbite10.pdf>

These data do not count distinct people – they are counts of episodes of care. A single person may be cared for more than once each year, either for the same incident or multiple incidents.

Developmental outcomes: Australian Early Development Census

These data are based on where the student lives as opposed to where they go to school. Total number of children may vary slightly across categories. For more information please see <https://www.aedc.gov.au/data-users/faqs-for-data-users>

Developmentally 'vulnerable'

The baseline cut-off from the 2009 AEDC data collection to represent 'vulnerable' apply to all future data collections. In 2009 children who scored below the 10th percentile (in the lowest 10 per cent) of the national population were classified as vulnerable. If more children are doing better nationally in 2012 than in 2009, then fewer than 10 per cent of children will be vulnerable in 2012.

Developmentally vulnerable on two or more domains

The percentage of children in the community who have at least two AEDC domain scores below the 10th percentile.

Domestic violence application and orders

Based on application types: "DV order application", "DV register interstate order", "DV general application", "DV phone or fax application", "DV protection order application", "Police protection notice", "DV police urgent temp protection order application".

Based on the suburb of the aggrieved. Time periods are based on lodgement date.

Episodes of care for alcohol-related mental and behavioural conditions

These include episodes of care for conditions where alcohol has brought about psychotic disorders, memory loss and behavioural disorders. For more information please see <https://www.health.qld.gov.au/hsu/contact>

These data do not count distinct people – they are counts of episodes of care. A single person may be cared for more than once each year, either for the same incident or multiple incidents.

Episodes of care for all injuries

These data do not count distinct people – they are counts of episodes of care. A single person may be cared for more than once each year, either for the same incident or multiple incidents.
Limited to principal diagnosis of “injury” and an “external cause” as the cause of the injury (ICD-10-AM: V00-Y99), excluding codes Y35-Y36, Y85-Y89 and Y90-Y98.

Episodes of care for assault-related injuries

These are not a count of unique individuals. Some patients will have several episodes of care for the same disease or injury episode. An episode of care for assault in a particular period does not necessarily mean that an assault occurred in that period.

These data do not count distinct people – they are counts of episodes of care. A single person may be cared for more than once each year, either for the same incident or multiple incidents.

Prisoners

The statistics presented here include counts of adult prisoners (18 years and over) remanded or sentenced to adult custodial corrective services agencies as at 30 June in each year. This differs to historic data (as at 30 June 2018 and earlier) which included prisoners aged 17 years, who prior to February 2018 were treated as adults by Queensland courts. The table provides counts of all prisoners in Queensland prisons, irrespective of their last known address (Queensland-based, interstate, overseas or not stated). This differs with previous iterations of this report which presented counts of prisoners with a last known address in Queensland.

Reading and numeracy outcomes (NAPLAN)

Participation rates are calculated as all assessed and exempt students as a percentage of the total number of students in the year level, as reported by schools, which includes those absent and withdrawn. For more information, please see <http://www.nap.edu.au/>

Recorded breaches of domestic violence orders

These data do not count distinct people - they are counts of recorded offences. Multiple offences may be associated with a single incident of crime.

A domestic violence order is made by the court and imposes conditions on the respondent, such as stopping the respondent from approaching the aggrieved at work or home, or approaching relatives or friends.

Recorded good order offences

A range of offences covered by four broad categories of offence: Disobey Move-on Direction, Resist Incite Hinder Obstruct, Fare Evasion and Public Nuisance.

These data do not count distinct people - they are counts of recorded offences. Multiple offences may be associated with a single incident of crime.

Recorded Liquor Act offences: alcohol management offences

These include the ‘alcohol restriction area offences’ of (1) possession of a homebrew alcohol or kit, (2) possession of liquor, (3) attempt to take liquor in, and (4) other associated offences which fall under community by-laws.

Recorded offences against the person

These data do not count distinct people – they are counts of recorded offences. Multiple offences may be associated with a single incident of crime.

These offences refer to offences perpetrated against an individual person and include homicide, assault, sexual offences, robbery, stalking and kidnapping and abduction.

Recorded offences against the property

These data do not count distinct people – they are counts of recorded offences. Multiple offences may be associated with a single incident of crime.

These offences include theft, unlawful entry, property damage, fraud and unlawful use of motor vehicle.

Recorded victims: victim–offender relationship

Not all victim–offender relationships are recorded by Queensland Police Service officers. Consequently, these statistics may underestimate the proportion of relationships in which the offender is known to the victim.

Social services payments

For information on the payment types and associated caveats, please use the following link: <http://data.gov.au/dataset/dss-payment-demographic-data>

Age pension

Age pension is a support payment for people who have reached the qualifying age.

Disability support pension

A Disability support pension (DSP) is an income support payment for people who are unable to work for 15 hours or more per week at or above the relevant minimum wage.

JobSeeker Payment

JobSeeker Payment is the main income support payment for recipients aged between 22 years and pension age (the minimum qualifying age for Age Pension). Note: From 20 March 2020, JobSeeker Payment replaced Newstart Allowance as the main income support payment for recipients aged between 22 years to Age Pension qualification age who have capacity to work. Existing Newstart Allowance recipients at this date were transitioned to JobSeeker Payment.

JobSeeker Payment recipients receiving support for 365 days or more: duration refers to duration on any income support payment and may not reflect duration on current payment type.

Parenting payment single

Parenting payment single is an income support payment for single parents with a child under eight years of age.

Youth allowance (other)

Youth allowance (other) is the primary income support payment for young people aged 16–21 years who are seeking or preparing for paid employment.

Student disciplinary absences

Count of students as identified in the term 1 and term 2 attendance collections who incurred short and/or long suspensions in Semester 1 of the reported year.

The figures represent the unique count of students incurring a short or long disciplinary absence, not the number of school disciplinary absence incidents.

Student attendance

Attendance rate = total full-time equivalent days attendance/total possible number of days of attendance*100(%)

These data include students who were enrolled in school but may not have arrived at school or were only enrolled for a small number of days during the term.

These data include full and part-day absences. Only school days are counted. Local holidays, public holidays, etc. are not included.

Data provided for Queensland state school students only.

Please note following data considerations due to COVID-19:

2020

- Responses to COVID-19 required modifications to roll-marking processes in schools and may have affected data entry — confirmation with school is recommended.
- At the start of Term 2, 2020, the Queensland Government decided that state school students move to a home-based learning model. During this period, all students who were able to be supervised and learn from home were to stay home, except for vulnerable students, children of essential workers and students in designated Indigenous communities.
- From week 4, 2020, students in Kindy, Prep, Year 1, Year 11 and Year 12 were able to return to their school or kindergarten.
- From week 6, 2020 all students were able to return to their school.
- In consideration for the impact that COVID-19 had on schools, Performance Monitoring and Reporting (PMR), Department of Education, did not contact schools to follow up on any possible data anomalies during this time. Schools were asked to validate Term 2 data prior to the download if they had the capacity to do so.

2021

- In Term 3, 2021 lockdowns occurred in selected parts of Queensland due to outbreaks of COVID-19 — the only community school to be affected was Yarrabah State School which implemented a home-based learning model from 9 August 2021 to 11 August 2021.

2022

- The 2022 Term 1 student attendance snapshot has been taken from the 7th February 2022 until the end of Term 1 (1st April 2022) due to the two week delay at the start of the school year caused by the outbreak of COVID-19.

Unique offenders

Provides an estimate of the actual number of offenders for all offences (such as persons, property and other). Presented also is an estimate for offences against the person, as a proportion of all offences.

Unique victims

Provides an estimate of the actual number of victims and therefore is lower than the total number of reported victims. Each person is counted once only in the reference period, regardless of how many times they have been reported as a victim of an offence.

Youth justice**Supervised orders**

These are orders made by the court and include detention, probation, community service, graffiti removal, restorative justice conferences, intensive supervision and conditional release.

Unsupervised orders

These are orders made by the court and include fines, good behaviour, drug diversion, licence disqualification and reprimand.

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 APRIL 2025 - FINANCIAL REPORT

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments: 1. Finance Report for Period Ended 30 4 2025 [**12.1.1** - 10 pages]

EXECUTIVE SUMMARY

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RECOMMENDATION

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REPORT ATTACHED

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 APRIL 2025

RECOMMENDATION:

That Council notes and accepts the financial statements for the period ended 30 April 2025.

EXECUTIVE SUMMARY:

This report contains the financial statements for the period ended 30 April 2025.

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	22,059,503	21,845,667	213,836
Total operating expenses	15,092,865	19,246,700	4,153,835
Operating Position	6,966,638	2,598,967	4,367,671
Capital items	10,144,058	16,676,608	(6,532,550)
Net Result	17,110,696	19,275,575	(2,164,879)
Capital Works Program			
YTD - 2024/25 capital	11,683,972	23,540,084	11,856,112
Full project life capital costing	12,619,697	40,180,017	27,560,320

Council's net result is \$17.11M, with an unfavourable variance of 11% to budget. Less than forecasted operating expenses (\$4.15M) is offsetting less than forecasted capital revenue (-\$6.53M).

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 \$6.53 to budget.

Points of interest to note for the month include the following:

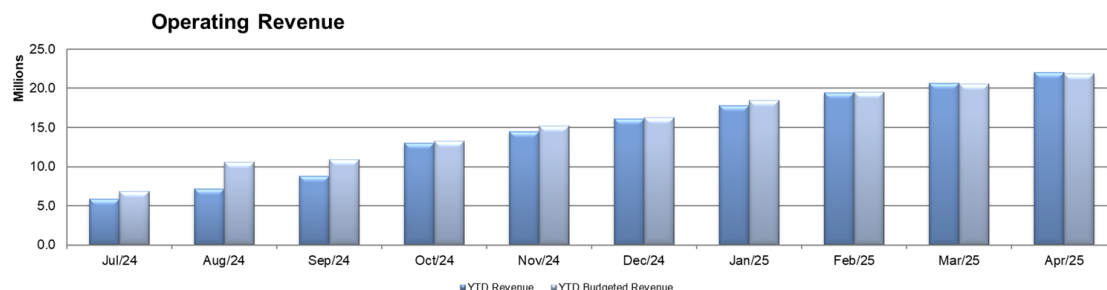
- A \$1.48M payment was received in April to finalise the 2023 DRFA Restoration and Betterment roadworks.
- \$337,597 was committed to purchase a new garbage truck with a rear compactor. Delivery is expected late May or early June 2025.
- Council has received approval for the road paving works under the Roads to Recovery program for \$348,000. \$100,907 was committed to purchase the island pavers in April and works are expected to be finished by the 30th of June 2025.

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	391,583	286,070	105,513	37%	343,300
Rental income	1,432,055	1,070,810	361,245	34%	1,285,000
Interest received	2,824,695	1,718,750	1,105,945	64%	2,062,500
Sales revenue	6,194,594	7,273,220	(1,078,626)	-15%	8,727,990
Other incomes	127,662	129,560	(1,898)	-1%	139,500
Grants & Subsidies	10,556,916	10,832,439	(275,523)	-3%	10,928,089
	22,059,503	21,845,667	213,836	1%	24,021,200
Recurrent Expenditure					
Employees costs	4,334,311	6,189,270	1,854,959	30%	7,795,210
Materials and services	5,950,040	7,878,980	1,928,940	24%	9,453,592
Finance costs	71,348	54,780	(16,568)	-30%	65,750
Depreciation	4,737,165	5,123,670	386,505	8%	6,148,438
	15,092,865	19,246,700	4,153,835	22%	23,462,990
Operating Result	6,966,638	2,598,967	4,367,671	168%	558,210
Capital					
Capital Revenue	28,076	-	28,076	100%	-
Capital Grants & Subsidies	10,305,275	16,701,480	(6,396,205)	-38%	20,041,875
Capital Expense	(189,293)	(24,872)	164,421	-100%	(6,384,757)
	10,144,058	16,676,608	(6,532,550)	-39%	13,657,118
Result After Capital	17,110,696	19,275,575	(2,164,879)	-11%	14,215,328

OPERATING REVENUE:

Operating revenue is \$22.06M, on target to budget.

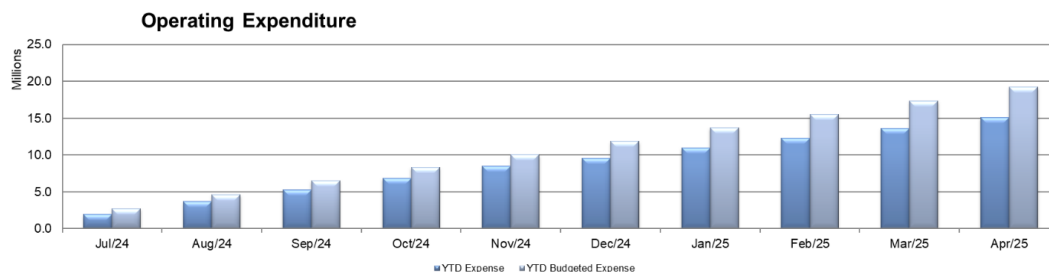


While overall recurrent revenue is relatively on target with the budget, there are some variances that offset each other. Notable variances in operating revenue are as follows:

Variance	Income Category	Reason
\$361K	Rental income	Accommodation revenue is more than forecasted due to requirements of a large stakeholder project.
\$1.1M	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.
-\$1.08M	Sales revenue	<p>\$617K variance in concrete batching revenue is more than expected due to a large stakeholder project.</p> <p>-\$877K variance in private works revenue due to the timing of completion for upgrade works.</p> <p>-\$556K variance in carbon credit sales due to the timing of ACCUs sales in the year.</p> <p>-\$155K in fuel income mainly due to the timing of fuel sales due to the wet season.</p> <p>-\$106K variance in other sales of goods mainly to the budgeted bakery sales as well as less than expected admin store sales.</p>
-\$276K	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 \$15.09M, compared to the budget of \$19.24M, \$4.15M less than budgeted.



The major drivers of this variance are as follows:

Variance	Expense Category	Reason
\$1.85M	Employee costs	Employee costs are less than budgeted due to excessive absenteeism through the organisation. There have also been vacancies within the Council, notably with executive management roles vacant this financial year
\$1.93M	Materials and services	<p>Administration supplies are \$592K less than budget.</p> <p>Grants repaid is \$551K less than budget, that relates to the Indigenous Employment Initiative funding.</p> <p>Private works expenditure is \$184K less than forecasted.</p> <p>Cost of fuel stock is \$232K less than budget, mainly due to timing</p> <p>Consultant expenses are \$171K less than budget.</p>

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

There has been one contract awarded over \$200,000.00 in the month of April.

Contract Amount	Supplier	Contract #	Nature of Works
\$337,597.08	Bucher Municipal Pty Ltd	Local Buy NPN1.23	Supply of Garbage Truck and Rear Compactor

CAPITAL EXPENDITURE:

The capital expenditure as at end of April is \$11,683,972. 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)
- LRCL: 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 (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)

	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	198,910	250,000	250,000	
Council Roads	61,947	-	-	
DHPW	4,114,828	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	359,316	637,760	637,760	
L&S	-	38,000	38,000	
LGGSP	1,384,692	2,018,699	2,045,710	30,890
LRCI	255,814	389,386	389,386	
Capital Plant	898,924	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	11,683,972	23,540,084	40,180,017	935,724

The build of ten community houses (DHPW) is concluded with practical completion and handover being finalised, while 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 30 April, 2025

	\$	\$
Cash At Bank	1,919,252	
QTC - Investment	68,144,192	70,063,444
Trade Debtors	1,398,055	
Provision Doubtful Debts	(173,466)	1,224,589
Less: Trade Creditors		(991,560)
Less: Tied Grant Funds		(7,896,403)
Less: Current Commitments		(4,461,138)
Adjustment for major commitments of tied grant funds		658,111
Total Unconstrained Funds		58,597,044

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 April 2025, \$385,482 is outstanding over 60 days.

Below is a snapshot of the significant aged debt:

\$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.
\$54,543	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.
\$54,754	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.
\$104,314	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 April 2025.

Type	Measure	Target	Actual 24/25	5-Year Average
Financial Capacity	Council Controlled Revenue Ratio	No target	4.19%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	31.6%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	53.1%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	60 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 30 April 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)	5,192,471	-	(5,111,317)	(22,182)
Department of Health & Aged Care					
<i>CHSP Home Support Programme (HACC)</i>	17,658	332,609	(10,066)	(340,201)	-
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	713,794	557,221	-	(365,208)	905,807
Total	731,452	889,830	(10,066)	(705,409)	905,807
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>	-	35,321	5,834	(41,155)	-
Total	-	35,321	5,834	(41,155)	-
Total - Commonwealth Govt Grants	628,117	6,282,187	(4,232)	(5,857,882)	1,048,189
State Government Grants					
Department of Environment, Science & Innovation					
<i>QIL&S Ranger Program</i>	49,333	797,590	-	(581,327)	265,596
Total	49,333	797,590	-	(581,327)	265,596
Queensland Fire and Emergency Services					
<i>State Emergency Services</i>	-	14,011	-	(8,187)	5,825
Total	-	14,011	-	(8,187)	5,825
Department of Justice & Attorney-General					
<i>Community Justice Group</i>	108,274	181,114	-	(193,535)	95,852
Total	108,274	181,114	-	(193,535)	95,852
State Library of Queensland					
<i>Indigenous Libraries</i>	-	23,000	10,004	(22,962)	10,041
<i>First Five Forever Program</i>	-	3,000	-	(1,003)	1,997
Total	-	26,000	10,004	(23,966)	12,038
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>	-	206,096	-	(219,595)	(13,499)
Total	-	206,096	-	(219,595)	(13,499)
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	-	-	(33,146)	9,152
Total	42,298	-	-	(33,146)	9,152
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 30 April 2025

	Balance 1/07/2024	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
State Government Grants					
Queensland Reconstruction Authority					
DRFA 2023 Restoration - Kowanyama Rd	(222,539)	1,014,168	-	(791,629)	-
DRFA 2023 Restoration - BAAS Yard Rd	50,983	80,859	-	(131,842)	-
DRFA 2023 Restoration - Northern Rd	533,775	367,771	-	(901,546)	-
DRFA 2023 Restoration - Pormpuraaw Rd	94,511	-	(88,870)	(5,640)	-
DRFA - CAT D Betterment Program	124,954	18,466	88,870	(232,291)	-
Qld Resilience & Risk Reduction Fund	-	61,928	-	(172,204)	(110,276)
DRF Aerodrome Upgrade	4,475,212	-	-	-	4,475,212
DRFA 2025 Emergent Works	-	-	-	(5,420)	(5,420)
Get Ready Qld	(1,356)	6,780	-	(3,352)	2,072
Total	5,055,539	1,549,973	-	(2,243,924)	4,361,588
Department of Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities and the Arts					
Splashpark	(87,500)	350,000	-	(171,716)	90,784
Service Enhancement Plan	(45,000)	-	-	-	(45,000)
Don't Buy Sly Grog Initiative	(7,750)	-	-	(18,214)	(25,963)
Total	(140,250)	350,000	-	(189,929)	19,821
Department of Communities, Housing & Digital Economy					
Qld Community Support Scheme	-	60,571	-	(43,917)	16,654
Community Transport	-	40,379	14,294	(54,673)	-
Forward Remote Capital Program - 7 Social Houses	3,053,866	-	-	(2,897,225)	156,641
Remote Capital Program - 3 Social Houses	1,405,409	-	-	(1,217,603)	187,806
Total	4,459,275	100,950	14,294	(4,213,419)	361,101
Department of Tourism & Sport					
Deadly Active Sport & Recreation Program	-	63,000	-	(48,621)	14,379
Total	-	63,000	-	(48,621)	14,379
Department of State Development, Infrastructure, Local Government and Planning					
Indigenous Council Funding	-	2,649,230	-	(2,649,230)	-
LGGSP - New Staff Duplex Complex	392,110	-	189,293	(1,573,984)	(992,581)
Works for Queensland 2021-2024	800,000	640,000	-	(1,340,368)	99,632
Works for Queensland 2024-2027	-	1,200,000	-	(24,706)	1,175,294
ICCIP	458,098	-	-	(359,316)	98,782
Total	1,650,208	4,489,230	189,293	(5,947,605)	381,126
Total - State Govt Grants	11,224,677	8,494,207	213,591	(14,299,181)	5,633,293
Other Grant Providers					
Local Government Association of Queensland - LGAQ					
Rapid Low Earth Orbit (LEO) Program	(17,383)	45,000	-	(27,617)	-
Total	(17,383)	45,000	-	(27,617)	-
Cape York Natural Resource Management					
Nest to Ocean (Turtle Program) CY397 R8	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	14,832,893	209,358	(20,201,575)	6,681,482
Add back negative (unclaimed) grant balances	484,864				1,214,921
Unspent grant revenue	12,325,669				7,896,403

APPENDIX A: STATEMENT OF FINANCIAL POSITION

**Pormpuraaw Aboriginal Shire Council
Statement of Financial Position
As at 30 April 2025**

	2024/25
	\$
Current assets	
Cash At Bank	1,919,252
Cash - Trust Account	488,219
Cash - QTC Account	68,144,192
Receivables	1,224,589
Contract Asset	1,174,737
Inventories	586,764
Total current assets	73,537,752
Non-current assets	
Property, plant and equipment	168,688,600
Other financial assets	12,124,158
Total non-current assets	180,812,759
Total assets	254,350,511
Current liabilities	
Payables	991,560
Contract Liability	6,252,216
Provisions	801,881
Total current liabilities	8,045,656
Non-current liabilities	
Provisions	189,488
Total non-current liabilities	189,488
Total liabilities	8,235,144
Net community assets	246,115,367
Community equity	
Asset revaluation surplus	140,249,131
Retained surplus	105,866,236
Total community equity	246,115,367

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

14.1 AGED CARE SERVICE - QUALITY AUDIT

Author: {author-name}

Authorisers: Janelle Menzies

Attachments: 1. CONFIDENTIAL - Assessment Team Report 700410 14-05-2025 [14.1.1 - 59 pages]

KEY OUTCOME

Strategic Priority: {custom-field-strategic-priority}

Objective: {custom-field-objective}

EXECUTIVE SUMMARY

To provide Council with the results of the recent Aged Care Service Quality Audit

RECOMMENDATION

That the Council resolve to adopt the Aged Care Service Quality Audit undertaken in May, 2025 resulting in no non-compliances.

BACKGROUND

The Aged Care Quality and Safety Commission visited Pormpuraaw on 14 and 15 May 2025 to undertake a Quality Audit.

The Quality Audit resulted in no non-compliances. Well done to Shelina, Patti and the Aged Care Team.

CONSULTATIONS (Internal/External)

Aged Care Quality and Safety Commission

Aged Care Staff

Council Management

Councillor

LEGISLATION / LEGAL IMPLICATIONS

Compliance with the Aged Care Standards

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

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; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

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.

15 CONFIDENTIAL ITEMS*

Nil

16 LATE ITEMS

17 TENDERS & QUOTATIONS

Nil

18 NOTICE OF MOTION

19 NEXT MEETING

20 CLOSE OF MEETING



PORMPURA

24 Thinraathin Street, Pormpuraaw QLD 4892
07 4060 4600 admin@pormpuraaw.qld.gov.au

CAIRNS

28 Scott Street, Parramatta Park QLD 4870
07 4032 8221 admin@pormpuraaw.qld.gov.au
www.pormpuraaw.qld.gov.au

LATE AGENDA

Ordinary Meeting of Council

28 May 2025

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURA AW QLD 4892

Dear Mayor and Councillors

Reference is hereby made to the Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council scheduled to be held at the Council Chambers, on Wednesday 28 May 2025 commencing at 10:00 am.

An agenda for the Ordinary Meeting was forwarded to all Members on 26 May 2025. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Janelle Menzies
Chief Executive Officer



ORDINARY MEETING OF COUNCIL

Wednesday 28 May 2025
Pormpuraaw Aboriginal Shire Council
Boardroom
24 Thinraathin Street, Pormpuraaw

TABLE OF CONTENTS

Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its committees. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

Section 171(3) of the Local Government Act sets out provisions relating to the release of confidential information by councillors. It states:

A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.

To assist in this regard the following reports have been bound separately to the **Wednesday 28 May 2025** Agenda Papers:

16 LATE ITEMS	3
16.1 CORPORATE SERVICES REPORT TO COUNCIL - MAY 2025	3

16 LATE ITEMS

16.1 CORPORATE SERVICES REPORT TO COUNCIL - MAY 2025

Author: Tracey Graham (Executive Manager of Corporate Services)
Authorisers: Janelle Menzies
Attachments: Nil

EXECUTIVE SUMMARY

To provide Council with an update of the Corporate Services function as of 26 May 2025.

RECOMMENDATION

That the Council resolve to receive and note the Corporate Services report as tabled.

DISCUSSION

- Executive Manager of Corporate Services, HR Advisor & Corporate Administration Officer visited Pormpuraaw for the week commencing 14 April 2025. The HR Advisor was introduced to the department supervisors at each work depot. EM Corporate Services held budget support meetings with the other Executive Managers and reviewed processes and budgets with Admin Store Team Leader. The Corporate Administration Officer provided one-on-one training to the Accommodation Team Leader.
- External interim audit field visit was conducted the week commencing 05 May 2025. At the exit briefing at the end of the week external audit confirmed that there were no issues to be raised at that time, however, would need to complete their audit work over the next week or two with the interim management report due to Council on 30 May 2025.
- Audit committee meeting was scheduled for the 07 May 2025, however had to be postponed due to the independent audit committee member having travel delays. The meeting will be rescheduled for early June 2025.
- Operational & Capital budgets have been drafted for the 2026FY and have been provided to the CEO for review. Budgets are expected to be adopted at June 2025 Council meeting.
- New website is currently being drafted with the first draft ready for review this week.
- Department/program expenditure reporting is provided each month to the executive management team and selected department supervisors to monitor their program budgets and ensure that funded projects are delivered on time and within budget.
- Schedule of Fees & Charges review request has been sent out to executive management and department supervisors for feedback and input to set our fees & charges for the 2026FY.
- Executive Manager of Corporate Services has been on 2 weeks unexpected personal leave for the period of 10 May to 25 May 2025.
- Attended CEO meetings on 24 April, 01 & 07 May 2025.
- Attended ELT meetings on 14 April 2025.
- Attended Corporate Services Team meetings on 28 April & 26 May 2025.
- Completed & submitted Get Ready QLD 2023-24 FY acquittal on 07 April 2025.
- Participated in HR Advisor interview on 08 April 2025.
- Attended all of staff forum on organisation values in Pormpuraaw on 15 April 2025.

- Attended Cert 3 in Water Operator Training meeting on 16 April 2025.
- Completed & submitted LGGSP 2022-24 quarterly project reporting (Jan to Mar 2025) on 17 April 2025.
- Completed & submitted W4Q 2024-27 quarterly project reporting (Jan to Mar 2025) on 22 April 2025.
- Attended TWG meeting on 24 April 2025.
- Completed & submitted CDCP quarterly financial reporting (Jan to Mar 2025) on 24 April 2025.
- Completed & submitted R2R quarterly project reporting (Jan to Mar 2025) on 24 April 2025.
- Attended meeting with Shave & Brett consultant on risk management framework and risk register on 29 April 2025.
- Attended meeting with Corporate Carbon consultants on carbon offset reporting and training on 30 April 2025.
- Completed & submitted SplashPark quarterly project reporting (Jan to Mar 2025) on 30 April 2025.
- Completed & submitted ATO PAYG monthly reporting for April 2025 on 02 May 2025.
- Completed & submitted PWS Apprentice Claim on 04 May 2025.
- Completed & submitted Qld Workforce Insight Survey on 04 May 2025.
- Completed & submitted Plant & MV insurance declaration on 05 May 2025.
- Completed & submitted ABS Wage Price Index Survey on 14 May 2025.
- Request submitted to Corporate Carbon to swap 10,000 ACCUs and tender out remaining 12,492 ACCU's by 30 June 2025 was submitted on 26 May 2025.
- Submitted Community Housing project GLs for quarterly reporting to be completed by Black & More.

Current Corporate Services Projects

- Staff commencements and inductions as required.
- Train and support Accommodation Team Leader, HR Advisor & Corporate Services Administration Officer.
- Undertake detailed review of driver's licences, blue cards and other relevant licences relevant to roles within Council.
- Develop new Council website.
- Coordinate audit committee meetings.
- Review financial policies to be reviewed annually.
- Work with internal audit on projects for 2025.
- Review audit matrix.
- Complete grant acquittals and reporting as required.
- Work on development of risk management framework.
- Coordinate policy workshops for ELT.
- Confirm asset indexation schedule for all asset classes for 2025.
- Seek training funding from LGAQ for First Aid & CPR refresher training.
- Seek proposals for new financial/ERP system.

HR

- Fortnightly staff absenteeism report is provided to executive managers to monitor staff absenteeism. Totals hours for absenteeism are 12,707 hours for the financial year to date:
 - Operational Services – 7,105 hours

- Community Services – 4,544 hours
- Corporate Services – 1,031 hours
- CEO Services – 27 hours
- Recruitment completed for the reporting period:
 - Aged Care Support Worker Part-time (commenced on 28 April 2025)
 - Community Services Officer IKC Library Part-time (commenced on 28 April 2025)
 - Post Office & Cashier Customer Service Attendant Full-time (commenced on 28 April 2025)
 - Apprentice Mechanic Full-time (commenced on 07 May 2025)
 - Community Services Officer Trainee Full-time (commenced on 07 May 2025)
 - Apprentice Plumber Full-time (commenced on 07 May 2025)
 - Justice Program Mentor Part-time (commenced on 16 May 2025)
- A recruitment agency is currently seeking suitable applicants for the HR Advisor role to be based in Pormpuraaw full-time.
- Resignations received for the reporting period:
 - NIL
- Continue to focus on recruitment of staff working collaboratively with RISE. Current positions vacant are as follows:
 - Plumber (Full-time)
 - Aged Care Cook (Full-time)
 - Admin Store Assistant (Part-time)
 - Bakery Manager (Full-time)
 - Bakery Assistant (Full-time)
 - Community Justice Mentor (Part-time)
 - Council Facilities Cleaner (Part-time)
 - Roads Paving Crew x 4 (Short-term Casual)
 - Apprentice Carpenter (Full-time)

Admin Store

- Tuxworth & Woods Carriers have commenced road transport into Pormpuraaw as of 22 May 2025.
- Admin Store are readily preparing for EOFY stocktakes.

Accommodation

- New Accommodation Team Leader is settling into her whilst being supported by the Cairns office.
- 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, such as the construction of community houses, staff houses, road works, hospital, etc. The contractor's camp is being fully utilised by WIP Constructions.

** EMCS confirms there are no changes to her reported related parties or register of interests.*

END OF DOCUMENT