



Ordinary Meeting of Council

14 April 2025

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURAAW QLD 4892

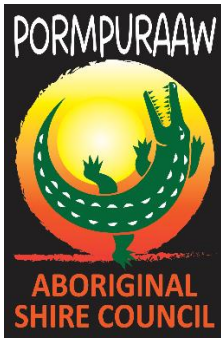
Dear Mayor and Councillors

Notice is hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on Wednesday 16 April 2025 commencing at 10:00 am.

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

Yours faithfully

Janelle Menzies
Chief Executive Officer



ORDINARY MEETING OF COUNCIL

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

ORDER OF PROCEEDINGS

1	OPENING OF MEETING.....	4
2	ATTENDANCE AND CERTIFICATE OF ATTENDANCE.....	4
3	APOLOGIES	4
4	DECLARATION OF INTEREST.....	4
5	RELATED PARTY DECLARATION FORM.....	4
6	RECEIVING AND CONFIRMATION OF MINUTES	5
	6.1 MINUTES OF THE ORDINARY MEETING OF PORMPURAAW ABORIGINAL SHIRE COUNCIL HELD ON 26 MARCH 2025	5
7	ITEMS ARISING FROM PREVIOUS MEETINGS.....	17
	7.1 RESOLUTION REGISTER.....	17
8	DELEGATIONS / GUESTS.....	19
9	CORRESPONDENCE.....	19
	9.1 TCHHS - ANIMAL CARE.....	19
10	OPERATIONAL STATUS REPORTS.....	21

10.1 COMMUNITY SERVICES MARCH 2025 REPORT	21
10.2 OPERATIONAL SERVICES MARCH 2025 REPORT.....	26
11 CHIEF EXECUTIVE REPORTS	28
11.1 CEO STATUS REPORT.....	28
11.2 POLICY REVIEW	33
11.3 2024/25 OPERATIONAL PLAN MARCH 2025 QUARTERLY UPDATE	72
11.4 PORMPUR PAANTHU HOUSING REQUEST.....	79
11.5 PURCHASE OF A 2ND HAND CEMENT TRAILER	97
12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS	100
13 EXECUTIVE MANAGER OF OPERATIONS REPORTS.....	101
14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS	102
15 CONFIDENTIAL ITEMS*	103
15.1 PERMISSION TO RESIDE.....	103
16 LATE ITEMS	103
17 TENDERS & QUOTATIONS	103
18 NOTICE OF MOTION.....	103
19 NEXT MEETING.....	103
20 CLOSE OF MEETING	103

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 26 March 2025.

Attachments: 1. Unconfirmed of Council Meeting 26 March 2025 [6.1.1 - 11 pages]

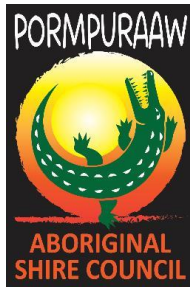


Ordinary Council Meeting MINUTES

Wednesday 26 March 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw



ORDINARY MEETING OF COUNCIL

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

ORDER OF PROCEEDINGS

1	OPENING OF MEETING	4
2	ATTENDANCE AND CERTIFICATE OF ATTENDANCE	4
3	APOLOGIES	4
4	DECLARATION OF INTEREST	4
5	RELATED PARTY DECLARATION FORM	4
6	RECEIVING AND CONFIRMATION OF MINUTES	5
	6.1 MINUTES OF THE ORDINARY MEETING OF PORMPURAAW ABORIGINAL SHIRE COUNCIL HELD ON 24 FEBRUARY 2025.....	5
7	ITEMS ARISING FROM PREVIOUS MEETINGS	5
	7.1 RESOLUTION REGISTER.....	5
8	DELEGATIONS / GUESTS	5
9	CORRESPONDENCE	5
10	OPERATIONAL STATUS REPORTS	5
11	CHIEF EXECUTIVE REPORTS	5

11.1 POLICY REVIEW	5
12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS	6
12.1 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - MARCH 2025 ...	6
13 EXECUTIVE MANAGER OF OPERATIONS REPORTS.....	6
14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS	6
15 CONFIDENTIAL ITEMS	6
15.1 PERMISSION TO RESIDE.....	7
16 LATE ITEMS	8
16.1 COMMUNITY SERVICES STATUS REPORT	8
16.2 MARCH OPERATIONS STATUS REPORT.....	8
16.3 CORPORATE SERVICES REPORT TO COUNCIL - MARCH 2025	9
16.4 CEO STATUS REPORT	9
16.5 AMENDMENT TO CAPITAL EXPENDITURE BUDGET 2024/25.....	10
16.6 CHANGE TO APRIL 2025 COUNCIL MEETING	10
16.7 GARBAGE TRUCK AND COMPACTOR	11
17 TENDERS & QUOTATIONS	11
18 NOTICE OF MOTION.....	11
19 NEXT MEETING.....	11
20 CLOSE OF MEETING	12

1 OPENING OF MEETING

The Mayor declared the meeting open at 10.19 am.

Condolences to the Edwards family as the Community enters Sorry Business.

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

Cr Lucy Foote sent their apologies.

4 DECLARATION OF INTEREST

Nil

5 RELATED PARTY DECLARATION FORM

6 RECEIVING AND CONFIRMATION OF MINUTES

RESOLUTION NO: 2025/2

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

7.1 RESOLUTION REGISTER

Nil

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

Nil

11 CHIEF EXECUTIVE REPORTS

11.1 POLICY REVIEW

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2025/3

That Council resolve to adopt the following policies

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

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - MARCH 2025

EXECUTIVE SUMMARY

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

RESOLUTION NO: 2025/3

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

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:

15.1 PERMISSION TO RESIDE

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.

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/4

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/5

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

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

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

RESOLUTION NO: 2025/6

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

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16 LATE ITEMS

16.1 COMMUNITY SERVICES STATUS REPORT

EXECUTIVE SUMMARY

Executive Manager Community Services Report February 2025

RESOLUTION NO: 2025/7

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

16.2 MARCH OPERATIONS STATUS REPORT

EXECUTIVE SUMMARY

To update Council on the Operational Services activities

RESOLUTION NO: 2025/8

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16.3 CORPORATE SERVICES REPORT TO COUNCIL - MARCH 2025

EXECUTIVE SUMMARY

To provide the Council with an update on the corporate services function as of 19 March 2025.

RESOLUTION NO: 2025/9

That the council resolve to receive and note the corporate services report.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

16.4 CEO STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 17 March 2025

RESOLUTION NO: 2025/10

That the council resolve to receive and note the report.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

16.5 AMENDMENT TO CAPITAL EXPENDITURE BUDGET 2024/25

EXECUTIVE SUMMARY

To advise Council of the proposed variation to the Plant & Equipment Budget

RESOLUTION NO: 2025/11

That Council endorse the revised budget for Plant & Equipment for 2024/25

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

16.6 CHANGE TO APRIL 2025 COUNCIL MEETING

EXECUTIVE SUMMARY

To advise Council of the proposed change of date for the April 2025 Council Meeting.

RESOLUTION NO: 2025/12

That Council resolve to change the April 2025 Council Meeting to Wednesday 16 April 2025.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

16.7 GARBAGE TRUCK AND COMPACTOR

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award tender VP450178 for a New Garbage Truck and Compactor.

RESOLUTION NO: 2025/13

1. That Council approve the purchase of a new Garbage Truck from Bucher Municipal for \$306,906.44 ex GST.
2. Increase the budget for a Garbage Truck from \$252,386 (ex GST) to \$306,906.44 (ex GST) to be funded from Capital Reserves.
3. Pursuant to section 257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer the power to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

17 TENDERS & QUOTATIONS

Nil

18 NOTICE OF MOTION

19 NEXT MEETING

In accordance with the public notice of meetings published by the Council, the next Ordinary Meeting will be held on Wednesday 16 April 2025, in the Pormpuraaw Aboriginal Shire Council Boardroom, 24 Thinraathin Street, Pormpuraaw.

20 CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 11:45 am.

7 ITEMS ARISING FROM PREVIOUS MEETINGS

7.1 RESOLUTION REGISTER

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments: 1. 2025 03 March Resolution Register [7.1.1 - 1 page]

EXECUTIVE SUMMARY

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

REPORT ATTACHED

2025 RESOLUTOIN REGISTER

Res Nor	Resolution	Update	Status
2025/01/13	Procurement Policy	Changes to financial delegations	Completed
2025/02/10/03	Justice Program – Broc Martin Holistic Healing	Originally not approved – Meeting held with JAG and waiting on updated program.	Waiting to new program
2025/02/24/09	Pompur Paanth Men’s Shelter proposal	Council met with Ronald Kingi Jnr on 24 March to discuss further	Waiting on Plans etc from PPAC
2025/02/24/10	PUBSC application for extension to Trading Hours	Supported. Justice Group have Signed off & CEO has endorsed	Completed
2025/01	Confirmation of Minutes	Confirmed and updated on website	Completed
2025/02	Policy Review	Adopted G001 – Accepting Gifts & Benenefits Policy A002 – Advertising Spending Policy C004 – Administration Action Complaints Policy	To be updated on Website
2025/03	February Financial Report	Adopted	Completed
2025/04	Move into Confidential Session	Complete	Complete
2025/05	Move out of Confidential Session	Complete	Complete
2025/06	Permission to Reside	Approved	To be sent to Dept of Housing – Tenancy
2025/07	Community Service Status Report	Approved	Completed
2025/08	Operations Status Report	Approved	Completed
2025/09	Corporate Services Status Report	Approved	Completed
2025/10	CEO Monthly Update	Approved	Completed
2025/11	Amendment to Capital Budget	Approved	Completed
2025/12	Change to April ,2025 Council Meeting	Approved and updated on website	Completed
2025/13	Purchase of Garbage Truck	Approved and ordered	Tenders over \$200,000 to be updated on website

8 DELEGATIONS / GUESTS

9 CORRESPONDENCE

9.1 TCHHS - ANIMAL CARE

EXECUTIVE SUMMARY

To provide council with an update of the correspondence received.

REPORT ATTACHED

- **TCHHS – Animal Care**

Torres and Cape Hospital and Health Service

Enquiries to: Michael Catt
Telephone: 0418 191 078

Janelle Menzies
Chief Executive Officer
Pormpuraaw Aboriginal Shire Council
Via email: ceo@pormpuraaw.qld.gov.au

Dear Ms Menzies,

SUBJECT: Clinical Care of Animals

I am writing to request the support of Pormpuraaw Aboriginal Shire Council in managing community expectations around the clinical care of animals by Torres and Cape Hospital and Health Service (TCHHS).

Under no circumstances can TCHHS staff undertake the care of injured or sick animals, nor can medicines at our facilities, expired or otherwise, be distributed for animal use. Aside from the potential dangers in administering human medicines for animals, TCHHS is legally prohibited from using medicines in this manner.

Should any of our staff repurpose medication to treat animals, they face the risk of prosecution as TCHHS takes its reporting obligations under the relevant Acts very seriously.

The *Medicines and Poisons Act 2019* and the Medicines and Poisons (Medicines) Regulation 2021 authorise veterinarians to administer drugs as part of their professional duties. Specific details can be found in Schedule 11 of the Regulation.

Although our clinicians are of the highly skilled professionals, they are not trained as veterinarians. While we have the greatest sympathies for families with sick pets, we cannot, under any circumstances, extend clinical care to animals.

Unfortunately, the nature of our small, isolated communities—with limited animal control and welfare services—has led to unrealistic expectations on health staff regarding animal care. I respectfully seek Council's support in managing community expectations around this issue.

Should you require further information or have further questions, please do not hesitate to contact Michael Catt, Executive General Manager, Southern Sector, TCHHS, on 0418 191 078 or by email at Michael.Catt@health.qld.gov.au

Yours faithfully



Rex O'Rourke
Health Service Chief Executive
Torres and Cape Hospital and Health Service
04 April 2025

Office of the Chief Executive

Torres and Cape Hospital and Health Service
Level 6, Building 2, William McCormack Place
Sheridan Street, Cairns, QLD 4870

Contact Details

Phone: 07 4226 5970
Email: tchhs-chief-executive@health.qld.gov.au
Web: health.qld.gov.au/torres-cape

Postal Address

PO Box 5607
CAIRNS QLD 4870



COURAGE



ACCOUNTABILITY



RESPECT



ENGAGE



**Queensland
Government**

10 OPERATIONAL STATUS REPORTS

10.1 COMMUNITY SERVICES MARCH 2025 REPORT

Author: Shelina Bartlett (Executive Manager of Community Services)

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

Executive Manager Community Services Report March 2025

RECOMMENDATION

That the council resolve to receive and note the report.

RECOGNITIONS, APPRECIATIONS AND MILESTONES ACHIEVED

Huge Thank you to Brett Greening – for offering to help and completing the task without been asked, this was so much appreciated

COMMUNICATION CATCH UP

Community Services currently has positions available for Library, Customer Services Officer (with Traineeship) 2 x Justice Mentors, Aged Care Head Cook and multiple positions for Aged Care Support Workers. + Bakery (WIP)

March did not see any positions filled – waiting on ID / Police Checks

The disco scheduled for March was cancelled due to sorry business.

New disco lights have been purchased and are waiting for delivery for our future events.

Next disco will be scheduled in May (date to be confirmed)

Attended Internal Audit (Organisational Structure) 25/03/2025

Attended Aged Care Workshop Cairns 20/03/2025 (EMCS/ Aged Care Coordinator / Team Leader)

WHS (Mango) training

Council Team Building (Get to know you day) 10th –11th March

Initial Zoom visit with SDAP Culturally Directed Care Solutions

Grant submission submitted GO7600 Aged Care Thin Market Support At Home

OPERATIONAL UPDATE

Post Office / Cashier has been open 95%

Centrelink now open daily 8.30am - 1pm

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

Aged Care

- Recently introduced is a single assessment Process (Single Entry Point) which is having a few teething problems, as of the 1/07/2025 there will be a First Nations Assessment organisation which we hope will simplify the process for future clients of Aged Care in Pormpuraaw.

- Reform will bring changes to the Home Care Funding where the administration and management charges will be incorporated within the unit price. Also it will be expected that all participants pay a contribution (full pensioners will be set at 5%)

PORMPURA AW JUSTICE

March 2025 Summary:

Our regular Magistrate court happened on the 10/03/25.

Magistrate James Morton was in the community for this Circuit.

17 community members attended with 5 of them having alcohol related offending.

Our alcohol related offending has had a substantial decrease this court date, most likely due to the road being closed for wet season and minimal amount of sly grog in town.

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

2x Justice Mentors (1x Male 1x Female) currently being advertised - with female applicants awaiting Criminal History Check, No male interest yet.

Our Justice Group Coordinator continued to work with Nathan Higgins (DJAG Project manager) and Carmen Forward (DJAG Team Leader) Julie Cook (DJAG Indigenous Justice officer) with a booked community visit 31st Mar – 4th April.

Debbie Dixon Searle has linked in with CJG Coordinator to work through some of the ongoing issues between CJG and PUBSC.

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

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 	<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

<ul style="list-style-type: none"> • Child Safety- General Assistance • Blue Card Application Assistance • Local Fares Scheme • Victim Assist • General Assistance 			
---	--	--	--

AGED CARE MONTHLY REPORT – March 2025

Aged Care Management Monthly/Quarterly Report

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

MONTH: MARCH 2025

Client Numbers									
CHSP clients (Total)	29				Total new CHSP clients this month	0			
Home Care Package clients (Total) / Level	Level 1	Level 2	Level 3	Level 4	Total new HCP clients this month / level	Level 1	Level 2	Level 3	Level 4
		7	3						
Brokered clients	N/A				Total new brokered clients this month				
My Aged Care referrals (incoming)					My Aged Care referrals (outgoing)	2			
Assessments/re assessments completed this month	8				Total client file reviews completed this month	4			
Service Delivery feedback									

<p>Adverse impacts on service delivery</p>	<p><i>Staffing is always an issue in Aged Care. We are working on improving attendance. (Current staffing Coordinator, Team Leader, 1x admin, 2x kitchen hands and 4 support workers)</i></p>		
<p>Human Resources Staffing levels & comments</p>	<p><i>Staffing situation is improving with 3 new staff to the aged care team . With the attendance improving we can improve our services to our elderly clients in Pormpuraaw,</i></p>		
<p>Training delivered</p>	<p><i>ALTURA training</i></p> <ul style="list-style-type: none"> - <i>Recognising & Responding to abuse</i> - <i>Recognising changes in clients needs</i> 	<p>Training or Professional Development opportunities identified</p>	<p><i>April the EMCS, Coordinator and Team Leader attended the 2025 Industry update for Aged Care Managers and Major Reforms in Cairns.</i></p>
<p>Requests, Complaints & Feedback (staff & clients)</p>	<p><i>With the weather we have had a high demand for yard maintenance.</i></p>		
<p>Stakeholder meetings / engagement</p>	<p><i>SDAP Zoom meeting Culturally Directed Care Solution's 26/03/2025</i></p>		
<p>Good News Stories</p>	<p><i>The new young staff are enjoying the opportunity to work in aged care and know that there is a good opportunity for them to obtain good skills for future opportunity.</i></p>		
<p>Reports completed where applicable <i>(Note any issues e.g. clients not paying and what has been done as a response) – attach copies of any reports or Centrepay follow up documents.</i></p>			
<p>Centrepay deduction</p>	<p><i>Aged Care clients in Debt/ Credit is Always being monitor by PASC Account received they will notify the aged care coordinator of any changed from Centrelink.</i></p>		
<p>WHS, Infrastructure & Improvements</p>			

Incidents and Outcomes – <i>clients and staff</i>	<i>Summary - Nil</i>	<i>Actions Arising</i>
Issues / Risks / WHS Resources &/or infrastructure maintenance required	<p><i>This month we have many issues with the aged care building as the wet season kicking in, we are finding lots of water damaged leaks from the roof a rec has been raised but it is still too wet for corrective works.</i></p> <p><i>The entrance steps have been removed due to be broken form ageing termite infestation. We will have to wait for the wet season to be over before it will be replaced.</i></p>	
Industry Issues	<p><i>A work order has been done for the Aged Care Generator to be inspected on a monthly basis.</i></p>	
Compliance	<p><i>Upcoming Quality Reviews.</i></p> <p><i>March internal audit was cleaning.</i></p>	

MONTH AHEAD April 2025

- Justice Nathan Higgens, Julie Cook and Carmen Forward
- Kerry-Lee Bird – DSDSATSIP – interagency meeting
- AMP - Debbie Dixon Searle visit
- School Assembly / prize giving
- Preparation for Fishing Competition 11.04.2025
- 28/04/2025 visit SDAP CDCS Aged Care Quality Standards Compliance

10.2 OPERATIONAL SERVICES MARCH 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 improved; however, the absentee times are still higher than desired.

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.
- Moving bunded container to Waste Facility to be used for storage of Oil.

Workplace health and safety.

- WHS Manager Started.
- No reportable incident.

Main Roads

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

Parks and Gardens

- Paul is doing well as team leader, showing initiative and leadership. He is a positive influence on other staff.
- Absenteeism was up this month; discussions have taken place and has shown improvement since.

Water supply and sewerage

- 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. Will be able to report specific number once month has passed.
- All sewer systems functioning as required.
- No major issues.

Plumbing

- Ongoing QBuild maintenance
- Waterpark is in use. Some testing anomalies to be addressed with retraining on test procedures.
- No Major issues,
- Advertising for a Plumber and an apprentice plumber.

Rangers

- IPA Grant finalised.
- Ranger will be helping maintain the Cemeteries going forward. Works have started and will be ongoing.
- Aerial survey for dugongs and dolphins' discussion between ranger coordinator and Daniele Cagnazzi Senior Conservation Officer from the Department of Environment, Tourism, Science and Innovation.
- Gavin, Kiren and Clinton attend the First Nations Land & Sea Forum - 19th March and the Annual Western Cape Turtle Threat Abatement Alliance meeting - 20th March in Cairns.
- Rangers carried out and completed a number of tree lopping jobs, as per fee for service.
- Daily landfill inspection conducted by EWH and AC staff.
- Croc nest survey and ghost nets patrols conducted by rangers at multiple rivers and along the coastlines north & south of the community.

Housing

- An overall reduction on outstanding jobs has taken place over the last few months with QBuild making positive comments at the recent meeting about local performance, we will continue to monitor this closely.
- 10 new houses under construction currently, progress is slower than desired, but they are progressing with practical completion expected Mid-April after. Housing inspector conducted full defect survey; this has been issued to builder for rectification prior to handover. Currently on track for completion.
-

Airport

- ARO training continuing. With onsite airport training.
- Airport upgrade design nearing finalisation to be ready for tenders.
- No issues this month.

Special Projects

- LCRI funding Scopes confirmed for Community Hall and Beachside Ablution upgrades. Waiting for some quotes and delivery of goods to finalise. Is on track for financial completion on time.
- Staff Duplexes have progress with a May 2025 expected practical completion.

11 CHIEF EXECUTIVE REPORTS

11.1 CEO STATUS REPORT

Authorisers: Janelle Menzies

Attachments: Nil

EXECUTIVE SUMMARY

To provide a status report for Council to 17 March 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 am looking at future options for our ACCCU credits and Carbon Burning.

We have submitted grant application for

Funding	Project
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
TMR	Station Creek Choke Point
RJED	Radio Station Operator
RJED	1 Assistant Manager & 2 Counter Staff for Bakery
RJED	4 Culture and Land Management Staff to maintain the Landfill and Cemeteries
Aged Care	Meals on Wheels funding support

We have been successful in the following Grant Applications

Funding	Project
ATSI TIDS	Installation of 40m Concrete Floodway - \$361,407.00

We were advised that the following Grants were unsuccessful

Funding	Project
ATSIC TIDS	Roadway shoulder stabilisation -Strathgordon Road

20 March 2025 to 11 April 2025

Date	Event / Meeting	Location	Attendees
20 Mar 2025	Dept of Housing – First Nations Housing General Manager & Program Manager	Pormpuraaw	Councill and CEO
20 Mar 2025	Rise – Leah Simmons Cafe / Juice Bar	Teams	CEO
21 Mar 2025	Ungandco Menton APM Demonstration	Teams	CEO
21 Mar 2025	Doc Assembler Agenda Assembly Training	Teams	CEO
24 Mar 2025	Council Briefing &Exec Team with Operational Updates	Pormpuraaw & Teams	Council, CEO & Exec Team
24 Mar 2025	PPAC – Ronald Kingi re Men's Shelter	Pormpuraaw	Council
25-27 Mar 2025	Internal Audit Visit	Pormpuraaw	Council ELT
26 Mar 2025	Council Meeting	Pormpuraaw	Council
26 Mar 2025	Qld Ed and Pormpuraaw School Transition Meeting	Pormpuraaw	CEO
27 Mar 2025	Doc Assembly – Minutes Assembly Training	Teams	CEO
27 March 2025	Meeting with Building Contractors	Pormpuraaw	Mayor, Deputy Mayor, Building Contractors
28 Mar 2025	LGMA Monthly CEO Connect	Teams	CEO
28 Mar 2025	Bessie Holroyd regarding Christmas Creek	Pormpuraaw	CEO
01 Apr 2025	Ricardo Sandoval Lillo regarding Master Plan	Teams	CEO
1 Apr 2025	CJG Meeting with Nathan	Pormpuraaw	Council & CEO
1 Apr 2025	Mango Training	Teams	CEO
2 Mar 2025	Interagency Meeting	Pormpuraaw / Teams	Council & CEO

Date	Event / Meeting	Location	Attendees
2 Mar 2025	Liquor Licensing Meeting	Pormpuraaw	Council & CEO
2 Mar 2025	Fishing Comp Colouring Competition Judging and School Awards	Pormpuraaw	CEO
2 Mar 2025	Kevin Bell – Kowanyama re Carbon Abatement Project	Teams	CEO
3 Apr 2025	Executive Meeting	Teams	ELT
4 Apr 2025	Reliansys Software Demonstration	Team	CEO
4 Apr 2025	Fishing Competition Meeting	Pormpuraaw	Council & CEO
7 Apr 2025	Doc Assembler Actions Training	Pormpuraaw	CEO
7 Apr 2025	QILSRP update on Funding	Pormpuraaw	CEO
8 Apr 2025	HR Advisor Interview	Pormpuraaw	CEO
8 Apr 2025	Council Briefing including Budget Capital items	Pormpuraaw	Council & CEO
9 Apr 2025	QBuild JOM Meeting	Pormpuraaw & Teams	CEO & Ops Staff
9 Apr 2025	Charlene Benson NAB and HB Ware	Teams	CEO
11 Apr 2025	Fishing Competition	Pormpuraaw	Everyone

Looking Forward to next month

Date	Event / Meeting	Location	Attendees
14 Apr 2025	Navigating Human Rights Act 2019	Pormpuraaw	CEO
14 Apr 2025	ELT Meeting	Pormpuraaw	CEO
14 Apr 2025	Demonstration Records Management System	Teams	CEO
15 Apr 2025	All of Staff Forum – Council Values & Team Building	Pormpuraaw	All Staff
18-21 Apr 2025	Easter		
22-24 Apr 2025	CEO on Leave	Away	CEO
22 Apr 2025	TWG	Teams	Council & CEO
25 Apr 2025	ANZAC Day Public Holiday	Pormpuraaw	Event
28 Apr – 2 May 2025	Indigenous Leaders Forum	Sunshine Coast & Chebourg	Council & CEO
5 May 2025	Labour Day Public Holiday		
6 May 2025	Cape York Roads Package	Teams	CEO

Date	Event / Meeting	Location	Attendees
6-9 May 2025	External Auditors	Cairns	Cairns Team
8 May 2025	Local Fares Scheme	Pormpuraaw	CEO
8 May 2025	Local Housing Plan	Pormpuraaw	Council & CEO
15 May 2025	Housing Delivery Meeting	Pormpuraaw	Council & CEO
19 May 2025	Council Briefing	Pormpuraaw	Council & CEO
21 May 2025	TCICA	Cairns	Mayor & CEO
26 May 2025	Budget Presentation to Council	Pormpuraaw	Council & CEO
27 May 2025	Local Government Visit	Pormpuraaw	Council & CEO
28 May 2025	Council Meeting	Pormpuraaw	Council & CEO

Future Council Events

Date	Event / Meeting	Location	Attendees
12-23 May 2025	Ergon at Power Station	Pormpuraaw	
20-22 May 2025	Commonwealth Bank Community Visit	Pormpuraaw	
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
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

Date	Event / Meeting	Location	Attendees
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. I 001 Investigation of Complaints against Councillors Policy [11.2.1 - 19 pages]
2. PID1 Public Interest Disclosure Policy Procedure [11.2.2 - 17 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. PID1 – Public Interest Disclosure Policy and Procedure
2. I-001 – Investigation of Complaints against Councillors Policy

BACKGROUND

Council is currently reviewing all the Statutory Policies under Section 268 of the *Local Government Act 2009*, Section 164 of the *Local Government Regulation 2012* and Section 28 of the *Public Interest Disclosure Act 2010*.

Both these policies have been prepared based on templates available from the lead government agency.

CONSULTATIONS (Internal/External)

Templated provided by the lead agency.

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

150AELocal government must adopt ◀investigation▶ policy

- (1) A local government must adopt, by resolution, a policy (an ◀investigation▶ policy) about how it deals with the suspected conduct breaches of councillors referred, by the assessor, to the local government to be dealt with.
- (2) The policy must—
 - (a) include a procedure for investigating the suspected conduct breaches of councillors; and
 - (b) state the circumstances in which another entity may investigate the conduct; and
 - (c) be consistent with the principles of natural justice; and
 - (d) require the local government to prepare a report about each ◀investigation▶ ; and
 - (e) require councillors and persons who make complaints about councillors’ conduct to be given notice about the outcome of investigations; and
 - (f) include a procedure about when the local government may decide not to start, or to discontinue, an ◀investigation▶ under section 150AEA.
- (3) The policy must require the local government—
 - (a) to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
 - (b) to give the councillor a notice if an ◀investigation▶ is not started or is discontinued; and
 - (c) for conduct the subject of a complaint—to give the person who made the complaint, if the contact details of the person are known, a notice if an ◀investigation▶ is not started or is discontinued; and
 - (d) to give the councillor the preliminary findings of the ◀investigation▶ before preparing an ◀investigation▶ report about the ◀investigation▶ ; and
 - (e) to allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings; and
 - (f) to consider any evidence and written submission given by the councillor in preparing the ◀investigation▶ report for the ◀investigation▶ ; and
 - (g) to include in the ◀investigation▶ report—
 - (i) if evidence is given by the councillor—a summary of the evidence; and
 - (ii) if the councillor gives a written submission—a full copy of the written submission.
- (4) The policy must be published on the local government’s website.

Public Interest Disclosure Act 2010

28Reasonable procedures to deal with public interest disclosures

- (1)The chief executive officer of a public sector entity must establish reasonable procedures to ensure that—
 - e) public officers of the entity who make public interest disclosures are given appropriate support; and
 - e) public interest disclosures made to the entity are properly assessed and, when appropriate, properly investigated and dealt with; and
 - e) appropriate action is taken in relation to any wrongdoing that is the subject of a public interest disclosure made to the entity; and
 - e) a management program for public interest disclosures made to the entity, consistent with any standard made under section 60, is developed and implemented; and
 - e) public officers of the entity are offered protection from reprisals by the entity or other public officers of the entity.
- (2)The chief executive officer of a public sector entity must ensure the procedures are published, as soon as practicable after the procedures are made, on a website that is maintained by the public sector entity and readily accessible to the public.

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;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
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;
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.



I-001 – Investigation of Complaints against Councillors Policy

1 HEAD OF POWER

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

2 POLICY PURPOSE

This is Pormpuraaw Aboriginal Shire Council's investigation policy for how complaints about the suspected conduct breach of Councillors will be dealt with as required by section 150AE of the *Local Government Act 2009* (LGA).

A local government must adopt, by resolution, an investigation policy (the policy) about how it deals with the suspected conduct breach of Councillors referred, by the independent assessor (the Assessor) under section 150AE (1), LGA, to the local government to be dealt with, and must be published on the local government's website, section 150AE (4), LGA.

This policy is based on the template provided by the Department dated March 2024.

3 POLICY STATEMENT

Chapter 5A of the LGA prescribes the Councillor conduct management system. Section 150CT of the LGA establishes an Independent Assessor (the Assessor) to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about Councillor conduct.

After undertaking a preliminary assessment on a Councillor conduct matter, if the Assessor reasonably suspects a Councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to the Pormpuraaw Aboriginal Shire Council to deal with under section 150SD(4)(a) or 150W(b) of the LGA.

Upon receipt of the referral notice of a complaint of suspected conduct breach the Pormpuraaw Aboriginal Shire Council (Council) must deal with the Councillor's conduct as prescribed under section 150AF of the LGA unless a decision is made not to start or to discontinue the investigation under section 150AEA of the LGA. In conducting the investigation, the Council must comply with this investigation policy.

The Council may decide not to start or discontinue the investigation if:

- the complaint is withdrawn by the complainant

I-001 Investigation of Complaints against Councillors Policy

- the complainant consents to the matter being withdrawn. For example, the matter has been resolved and it is unnecessary for the local government to investigate the matter.
- the complainant refuses to cooperate by providing additional information during the investigation phase and not enough information is available to proceed
- the office of the councillor becomes vacant for any reason, i.e., the person has resigned or was not re-elected and is no longer a councillor.

4 POLICY SCOPE

This investigation policy applies to investigations and determinations by the Council about the suspected conduct breach of a Councillor including a mayor, which has been referred by the Independent Assessor. The policy must:

- include a procedure for investigating the suspected conduct breaches of councillors (see Addendum 3 – Investigation Standards); and
- state the circumstances in which another entity may investigate the conduct; and
- be consistent with the principles of natural justice; and
- require the local government to prepare a report about each investigation (see Addendum 2 - Report template and summary report template); and
- require a notice about the outcome of investigations be provided to the Assessor, councillor and persons who made complaint about the councillors' conduct and include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

The policy must require the Council:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued; and
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation (see Addendum 4 - Statement of Preliminary Findings Template); and
- to allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission given by the councillor in preparing the investigation report for the investigation; and
- to include in the investigation report -
 - if evidence is given by the councillor—a summary of the evidence; and
 - if the councillor gives a written submission—a full copy of the written submission.

Out of Scope

This Policy does not relate to more serious Councillor conduct, such as misconduct or corrupt conduct,

I-001 Investigation of Complaints against Councillors Policy

which are dealt with under separate legislative provisions.

This Policy also does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a Councillor, for example, a sitting Councillor campaigning for re-election or attending a private social function.

5 CONFIDENTIALITY

Matters relating to the investigation of suspected conduct breach of a Councillor are confidential to the local government during the investigation period, except:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, and the Assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an investigation report is received, a summary of the investigation report must be made publicly available before any discussion is undertaken by the Council. The published summary report must not contain any names or identifying information about the complainant and persons who were interviewed or a transcript of interview, or provided a statement or affidavit, unless the complainant is a Councillor or chief executive officer of the local government, whose identity was disclosed at the meeting at which the investigation report was considered.

Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the council meeting agenda and the investigation report and any recommendations of the investigator may be debated in the council meeting, which may be in a closed session under section 254J(j) of the LGR. At this point, the summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the council in an open council meeting must take place when the decision is made about whether a Councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the LGA. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of the Council making a decision by resolution about whether the Councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any names or identifying information about the complainant, persons who were interviewed or a transcript of interview, or provided a statement or affidavit unless the complainant is a Councillor or chief executive officer of the local

I-001 Investigation of Complaints against Councillors Policy

government whose identity was disclosed at the meeting at which the investigation report was considered.

When deciding what action to take, the local government may consider any previous conduct breach of the Councillor, any allegation made in the investigation that was admitted or not challenged, and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the LGA.

Note: For investigation report templates please refer to Addendum 2 - Report template & summary report template, and Addendum 4 - Statement of Preliminary Findings Template. These templates should be used by the investigator.

6 NATURAL JUSTICE

Any investigation of suspected conduct breach of a Councillor must be carried out in accordance with natural justice.

Natural justice, or procedural fairness, refers to three key principles:

- that the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e., fair hearing
- that the investigator should be objective and impartial i.e., absence of bias
- that any actions taken or decisions made are based on evidence i.e., not on suspicion or speculation.

A fair hearing means the Councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct, including;

- the preliminary findings of the investigation before the preparing of an investigation report about the investigation outcome; and
- a notice if an investigation is not started or is discontinued including the reasons for the decision
- allow the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- require the local government to consider the evidence or written statement from the councillor in preparing the investigation report, and
- include, if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

The local government must give the following notices to the other parties if an investigation is not started or discontinued including the reasons for the decision;

- the person who made the complaint

I-001 Investigation of Complaints against Councillors Policy

- the Assessor

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party’s case.

Note: It must be kept in mind that the matter when referred, is suspected, and not yet proven.

7 STANDARD OF PROOF

The civil standard of proof is applied by the Investigator when determining whether a Councillor has engaged in a conduct breach.

The civil standard of proof is ‘on the balance of probabilities’, which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained ‘on the balance of probabilities’, if based on the evidence, the Investigator and/or the local government, is reasonably satisfied that its existence is more probable than not.

8 TIMELINE

The Councillor conduct framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government’s meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor or delegate (if the mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.

9 EXPENSES

Local Governments must pay the expenses associated with the investigation of suspected conduct breach of a Councillor including any costs of:

- an independent investigator engaged on behalf of the Council
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.

Note: Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a

I-001 Investigation of Complaints against Councillors Policy

reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.

10 COUNCILLOR CONDUCT REGISTER

The chief executive officer must ensure decisions and any orders under section 150AH of the LGA made about a conduct breach by a Councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant Councillor conduct register.

11 PROCEDURES FOR THE INVESTIGATION

11.1 INDEPENDENT ASSESSOR REFERRAL

The Council will receive a referral notice from the Assessor about the suspected conduct breach of a Councillor. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the Councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor’s reasonable suspicion.

The Council must deal with the matter and the investigation must be conducted in a way that is consistent with this investigation policy.

The Assessor must also give a notice to the Councillor that states the Councillor’s conduct has been referred to the Council to deal with and a copy of the referral notice must be attached.

11.2 RECEIPT OF ASSESSOR’S REFERRAL

On receipt of a referral notice about the suspected conduct breach of a Councillor from the Assessor, the chief executive officer will forward a copy of that referral notice to the mayor and all Councillors, including the subject Councillor, as a confidential document.

The Councillor who is the subject of the complaint and the complainant, if the complainant is a Councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the model meeting procedures section 5.

The mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator, to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the Councillor engaged in a conduct breach and how the conduct may be dealt with. If the mayor has a conflict of interest in the matter, the mayor’s powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, then an acting mayor must be appointed from the other Councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of Councillors or absent Councillors, then the conduct matter must be delegated to the mayor or a standing committee to make a

I-001 Investigation of Complaints against Councillors Policy

decision. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

The Council will consider establishing a standing committee under section 264 of the LGR to deal with decisions about a conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor’s conduct in all circumstances where there is a loss of quorum or more generally, may also deal with Councillor’s conduct.

While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor’s conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest.

11.3 WHEN THE LOCAL GOVERNMENT MAY DECIDE NOT TO START, OR DISCONTINUE, AN INVESTIGATION

On receipt of the referral notice from the Assessor, the mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of the LGA:

Note: The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in councillor conduct register.

11.4 LOCAL GOVERNMENT INVESTIGATING THE SUSPECTED CONDUCT BREACH OF A COUNCILLOR

Unless the matter has been delegated by the local government, the mayor will manage the investigation of suspected conduct breach matters relating to other Councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the Council to consider. The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council’s procurement policy.

If the investigator obtains information which indicates a Councillor may have engaged in misconduct, the investigator must cease the investigation and advise the mayor and the chief executive officer. The chief executive officer will determine if the conduct is within the timeframe for reporting the matter. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected misconduct. The notice must be given within one year after the conduct occurred, or within

I-001 Investigation of Complaints against Councillors Policy

six months after the conduct comes to the knowledge of the chief executive officer or another person who gave the information notice to the Assessor, but within two years after the conduct occurred.

If the investigator obtains information that indicates a Councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the mayor and chief executive officer. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected corrupt conduct or notify the Crime and Corruption Commission of the suspected corrupt conduct. There are no reporting time limits for corrupt conduct.

11.5 ENGAGING AN INVESTIGATOR

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Addendum 3– Investigation Standards) e.g. an investigation plan and file management system will be established.

Once the investigation is finalised the investigator will prepare a report for the local government including the following the details:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

11.6 COMPLETION OF INVESTIGATION

11.6.1 Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the Councillor before preparing the Investigation Report and allow the Councillor to give evidence or a written statement about the conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the Councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

 I-001 Investigation of Complaints against Councillors Policy

11.6.2 Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the Assessor to the local government under section 150AFA of the LGA. (However, this does not apply to a decision by the Establishment and Coordination Committee under the COBA). The investigation report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the local government (see 17.1).

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the Councillors will consider the investigation report matter on or before the day and time prescribed by the LGR section 254C and the COBR section 242C, which is;

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors, or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Council must prepare a summary of the investigation report that must include—

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available—

- if the investigation relates to the conduct of a councillor that was the subject of a complaint—
- the name of the person who made the complaint or any other person, other than the councillor; or
- information that could reasonably be expected to result in identifying a person who made the complaint or any other person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit—
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the Councillor;
 - any other information the local government is entitled or required to keep confidential under a law.

11.6.3 Making a decision about the investigation

The Council must make a decision as to whether the subject Councillor has engaged in a conduct

I-001 Investigation of Complaints against Councillors Policy

breach.

When debating this matter the subject Councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible Councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject Councillor to remain in the meeting during the debate and may answer questions put to the subject Councillor through the chairperson to assist the eligible Councillors in making a decision. The resolution can include conditions that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed a conduct breach and what, if any, penalty to impose if the Councillor is found to have committed a conduct breach.

Should the complainant be a Councillor, that Councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the model meeting procedures section 5.

If the council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA, or deferred to another date when a quorum will be present.

If a decision is reached that the Councillor has engaged in a conduct breach, the Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor), will consider the findings and recommendations of the investigator’s report and decide what, if any, action it will take under section 150AH of the LGA.

After making a decision about the conduct breach, the Council

must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by;

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must not be made publicly available;

- if the investigation relates to the conduct of a councillor that was the subject of a complaint
 - the name of the person who made the complaint or any other person, other than the councillor even if that person has a declarable conflict of interest; or
 - information that could reasonably be expected to result in identifying a person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the Councillor;
 - the submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview;
 - any other information the local government is entitled or required to keep confidential under

I-001 Investigation of Complaints against Councillors Policy

a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010*.

The report made publicly available must include the name of the person who made the complaint if:

- the person is a councillor or the chief executive officer of the local government; and
- the person’s identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

11.6.4 Disciplinary action against Councillors

If the Council decides that the Councillor has engaged in a conduct breach, any of the following orders may be imposed:

- order that no action be taken against the councillor, or
- make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

Note: For further information refer to Addendum 5 - Conduct Breach Disciplinary Action Guideline

11.6.5 Notice about the outcome of the investigation

After an investigation is finalised, the Council must give a notice about the outcome decision of the investigation if the local government decides not to start or discontinue an investigation under section 150AEA of the LGA, or makes a decision about whether the Councillor has engaged in a conduct breach under section 150AG of the LGA including the reasons for the decision and any orders made under section 150AH of the LGA.to:

- the Assessor
- the person who made the complaint about the councillor’ conduct that was the subject of the investigation, and
- the subject councillor who was investigated.

12 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

13 DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CT of the LGA

Behavioural standard means a standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150D and 150E of the LGA

Conduct includes— (a)

failing to act; and

(b) a conspiracy, or attempt, to engage in conduct

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council Res No: 2025/
Policy I-001 Version: 2
Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2028

I-001 Investigation of Complaints against Councillors Policy

Councillor conduct register means the register required to be kept by the local government as set out in section 150DX and 150DY of the LGA

Conduct breach as set out in section 150K of the LGA

Investigation policy refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a Councillor or mayor

Summary of investigation report means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.

Investigation report means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.

LGA means the *Local Government Act 2009* Local

government meeting means a meeting of— (a) a local

government; or

(b) a committee of a local government

Misconduct see section 150L of the LGA

Model meeting procedures see section 150F of the LGA Referral

notice see section 150AB, AC and AD of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA

14 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.

15 RESPONSIBILITY

This Policy is to be:-

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

I-001 Investigation of Complaints against Councillors Policy

16 VERSION CONTROL

Version	Adoption (Council Resolution Number)	Date
V1	Resolution 2021/07/13	28-Jul-21
V2	Resolution	16-Apr-25

17 ADDENDUMS

17.1 REPORT TEMPLATE AND SUMMARY OF REPORT TEMPLATE

Conduct Breach Complaint Investigation and Recommendation Report to {insert name of local government}

Reference number:

Date received from council:

The complaint

Description of the alleged conduct.

(Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached)

The complainant

Name of the complainant who made the complaint about the alleged conduct.

(Consider if council indicates the matter relates to a public interest disclosure and ensure compliance with the *Public Interest Disclosure Act 2010*)

The subject councillor

Name (Reference level of experience as a Councillor and any past disciplinary history including for like matters)

Conflict of interest considerations

(Declaration of any conflict of interest or 'no conflict of interest' by the investigator)

Summary of the investigation process

- scope of the investigation
- interviews conducted
- documents examine
- facts identified
- category of the conduct breach

Responsible Officer: Executive Manager Corporate Services
Policy Owner: Council Res No: 2025/
Policy I-001 Version: 2
Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2028

I-001 Investigation of Complaints against Councillors Policy

set out relevant standards of sections considered.

Investigation Report

- date of the report
- wording of allegation for consideration
- a statement of the facts established by the investigation
- a description of how natural justice was afforded to the councillor during the conduct of the investigation
- a summary of the findings of the investigation
- a summary of any relevant previous disciplinary history
- summary of the evidence or a full copy of any written submission given by the councillor
- application of facts to the conduct breach outlined above
- a record of the investigation costs.

Note: Insert discussion of sufficiency of evidence to sustain the allegation and whether the evidence is capable of supporting a finding that the councillor has breached

Recommendation to council

- Recommendations made by the investigator who investigated the conduct. It

is recommended that:

- This report be submitted to the Council for consideration, pursuant to section 150AG of the *Local Government Act 2009* (the LG Act), as to whether or not the councillor has engaged in a conduct breach; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act;
- Having analysed the material from this investigation, a conclusion might be drawn that:

Note: make a recommendation as to whether a conduct breach is made or not, with succinct reasons:

- If Council finds the councillor has engaged in a conduct breach, are there any aggravating or mitigating circumstances that should be taken into account? *For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor.*
- If council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH LGA is recommended (refer to the 'Guideline – conduct breach disciplinary action')

..... (SIGN)

NAME:

ATTACHMENTS:

I-001 Investigation of Complaints against Councillors Policy

Summary Report Template Include the following:

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

17.2 INVESTIGATION STANDARDS

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system. Confidential information must be secured appropriately.

17.2.1 Case Management

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

17.2.2 Investigation Plan

The mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.

I-001 Investigation of Complaints against Councillors Policy

- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

17.2.3 Prepare an investigation report

Prepare the investigation report for the local government to consider on the template attached (17.1).

17.3 STATEMENT OF PRELIMINARY FINDS TEMPLATE

17.3.1 Statement of Preliminary Findings

The Investigator has assessed the evidence set out in the investigation report and, taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the Allegations and the Investigator’s findings.

A detailed summary of the evidence and findings is provided in the full investigation report.

Allegation	Finding
Allegation: Particulars:	Substantiated/Not Substantiated Summary of Evidence: Summary of reasons for finding:

Date _____

Investigator’s signature and name

17.4 CONDUCT BREACH DISCIPLINARY ACTION GUIDELINES

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

 I-001 Investigation of Complaints against Councillors Policy

17.4.1 What is a conduct breach?

According to section 150K of the *Local Government Act 2009* (LGA), a conduct breach occurs when a councillor:

- breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- breaches a council policy, procedure, or resolution
- contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the OIA of these matters and may deal with the conduct as if an investigation has been undertaken section 150J and make a decision under section 150AG of the *Local Government Act 2009* (including Brisbane City Council). Below are some examples of conduct which may constitute a conduct breach:

17.4.2 Decision

Section 150AG of the LGA provides that where an allegation of a conduct breach has been referred by the Office of the Independent Assessor (OIA) to a local government for investigation, the local government must decide:

1. whether or not the councillor has engaged in a conduct breach, and,
2. what action the local government will take under section 150AH of the LGA to discipline the councillor if the councillor has been found to have engaged in a conduct breach.

17.4.3 Types of Orders

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a Councillor has engaged in a conduct breach:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor
- An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- An order that the councillor reimburse the local government for all or some of the costs arising from the Councillor's conduct breach.

I-001 Investigation of Complaints against Councillors Policy

17.4.4 Factors that may be taken into account

Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- any previous conduct breach of the councillor
- any allegation made in the investigation that-
 - was admitted, or was not challenged and
 - the local government is reasonably satisfied is true.

17.4.5 Guidance on appropriate disciplinary action

It is open to local governments to decide which order/s in section 150AH of the LGA are suitable when a Councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a Councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

Section 150L of the LGA provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take action under s150AG to discipline the Councillor for a conduct breach on three occasions within a one year period.

The table on the following page may assist councils to decide what disciplinary action is suitable in various circumstances.

I-001 Investigation of Complaints against Councillors Policy

Order	First instance engaging in a conduct breach	Second instance engaging in a conduct breach	Third instance engaging in a conduct breach
No action be taken against the Councillor	✓		
An order for the Councillor to make a public apology in the way decided by the local government, for the conduct	✓*	✓*	✓*
An order reprimanding the Councillor for the conduct	✓#	✓#	✓#
An order that the Councillor attend training or counselling addressing the Councillor's conduct including at the Councillor's expense	✓#	✓#	✓#
An order that the Councillor be excluded from a stated local government meeting		✓	✓
An order that the councillor is removed or must resign from a position representing the local government other than the office of Councillor			✓
An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct	✓^	✓	
An order that the Councillor reimburse the local government for all or some of the costs arising from the Councillor's conduct breach**		✓	✓

*May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct

May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person

^ For more serious and deliberate conduct breaches by an experienced councillor

** Costs arising from the councillor's conduct breach includes investigative costs, legal costs, and administrative costs. However, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by the Councillor Conduct Tribunal.



PID1 – PUBLIC INTEREST DISCLOSURE POLICY AND PROCEDURE

1 HEAD OF POWER

- *Human Rights Act 2019*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Interest Disclosure Act 2010*
- *Public Sector Ethics Act 1994*
- *Crime and Corruption Act 2001*

2 POLICY PURPOSE

Pormpuraaw Aboriginal Shire Council (the Council) is committed to fostering an ethical, transparent culture. In pursuit of this, the Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This Procedure demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the Public Interest Disclosure Act 2010 (PID Act).

3 POLICY OBJECTIVE

By complying with the PID Act, the Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support
- PIDs made to the Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to the Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council Res No: 2025/

Policy: PID1 Version: 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

PID1 – Public Interest Disclosure and Procedure

- public officers who make PIDs are offered protection from reprisal by The Council or other public officers of the Council.

The Council's Public Interest Disclosure Procedure is available for public viewing at the Council's website. The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

4 PID MANAGEMENT PROGRAM

The Chief Executive Officer has overall responsibility for ensuring that the Council develops, implements and maintains a PID management program. The Council's PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to **the Council** of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and **[Agency name]'s** PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a **discloser**, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within the Council.

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> ▪ principal contact for PID issues within the Council ▪ document and manage implementation of PID management program ▪ review and update PID procedure annually ▪ maintain and update internal records of PIDs received ▪ report data on PIDs to Queensland Ombudsman ▪ assess PIDs received 	Tracey Graham – Executive Manager of Corporate Services 0437 677 875 finance@pormpuraaw.qld.gov.au

Responsible Officer: Executive Manager Corporate Services
 Policy Owner: Council Res No: 2025/
 Policy: PID1 Version: 3
 Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

PID1 – Public Interest Disclosure and Procedure

	<ul style="list-style-type: none"> ▪ provide acknowledgment of receipt of PID to discloser ▪ undertake risk assessments in consultation with disclosers and other relevant officers ▪ liaise with other agencies about referral of PIDs ▪ allocate Investigator and Support Officer to PID matter 	
PID Support Officer	<ul style="list-style-type: none"> ▪ provide advice and information to discloser on the Council PID procedure ▪ provide personal support and referral to other sources of advice or support as required ▪ facilitate updates on progress of investigation ▪ proactively contact discloser throughout PID management process 	NemYesberg Administration Officer – Corporate Services 07 4032 8226 corporateadmin@pormpuraaw.qld.gov.au
Investigator	<ul style="list-style-type: none"> ▪ conduct investigation of information in PID in accordance with terms of reference ▪ prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> ▪ review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate decision-maker will be appointed for each PID investigated.

5 WHY MAKE A PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. The Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of the Council.
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to the Council
- the community’s trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

PID1 – Public Interest Disclosure and Procedure

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser’s name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by the Council and employees of the Council as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

6 WHAT IS A PUBLIC INTEREST DISCLOSURE?

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person’s interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a ‘reasonable belief’ that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to the Council to assess information received and decide if it is a PID

Responsible Officer: Executive Manager Corporate Services

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

Policy: PID1 **Version:** 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 4

PID1 – Public Interest Disclosure and Procedure

- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

7 WHO CAN A PID BE DISCLOSED TO?

A PID must be made to the ‘proper authority’ to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of the Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within [Agency name]:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> any person in a supervisory or management position the human resources unit the Chief Executive Officer or Deputy Chief Executive Officer. <p><i>[Amend as required to include other positions/officers who can receive disclosures (for example Ethical Standards Unit, governance officer etc.) including in accordance with other policies/procedures for handling complaints. Include contact details, for example telephone and email addresses.]</i></p>	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal Queensland Ombudsman for disclosures about maladministration Queensland Audit Office for disclosures about a substantial misuse of resources Department of Child Safety, Seniors and Disability Services for disclosures about danger to the health and safety of a child or young person with a disability or for disclosures about danger to the health and safety of a person with a disability Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability Department of the Environment, Tourism, Science and Innovation for disclosures about danger to the environment A Member of the Legislative Assembly (MP) for any wrongdoing or danger The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer. <p>Also, a person may make a complaint under the <u>Anti-Discrimination Act 1991</u> about a reprisal in accordance with section 44 of the PID Act. A complaint can be lodged with the Queensland Human Rights Commission.</p>

PID1 – Public Interest Disclosure and Procedure

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

8 HOW TO MAKE A PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are
 - any evidence that supports the PID, and where the evidence is located
 - any further information that could help investigate the PID
- provide this information in writing.

9 DECIDING WHETHER A MATTER IS A PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council Res No: 2025/

Policy: PID1 Version: 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 6

PID1 – Public Interest Disclosure and Procedure

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID the Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action the Council proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

10 ASSESSING A PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, the Council's Public Interest Disclosure Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, the Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by the Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the the Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of the Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, the Council will not be able to acknowledge the PID or provide any updates.

11 REFERRING A PID

If the Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency

Responsible Officer: Executive Manager Corporate Services

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

Policy: PID1 **Version:** 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 7

PID1 – Public Interest Disclosure and Procedure

- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, the Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the [Crime and Corruption Act 2001](#)).

The confidentiality obligations of the PID Act permit appropriate officers of the Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by the Council.

[Amend the 'Referring a PID' section as required to demonstrate your agency's compliance with sections 15, 31, 32 and 65 of the Public Interest Disclosure Act 2010, section 1.1.5 of Public Interest Disclosure Standard No. 1/2019 and section 2.1.5 of Public Interest Disclosure Standard No. 2/2019.]

12 RISK ASSESSMENT AND PROTECTION FROM REPRISAL

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, the Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, the Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

the Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, the Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

Responsible Officer: Executive Manager Corporate Services

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

Policy: PID1 **Version:** 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 8

PID1 – Public Interest Disclosure and Procedure

13 DECLINING TO TAKE ACTION ON A PID

Under the PID Act, the Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert the Council from the performance of its functions
- another agency with jurisdiction to investigate the information has informed the Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID the Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer of the Council within 28 days of receiving the written reasons for decision.

14 COMMUNICATION WITH DISCLOSERS

Under the PID Act, the Council must give reasonable information to a discloser.

The Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the Council
- support arrangements.

The Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the Council will advise the discloser in writing of the action taken and the results of the action.

[Amend the 'Communication with disclosers' section as required to demonstrate your agency's compliance with section 32 of the Public Interest Disclosure Act 2010 and Standard 2.2: Reasonable information provided of Public Interest Disclosure Standard No. 2/2019.]

Responsible Officer: Executive Manager Corporate Services

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

Policy: PID1 **Version:** 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 9

PID1 – Public Interest Disclosure and Procedure

15 CONFIDENTIALITY

While the Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

the Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while the Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

16 SUPPORT FOR DISCLOSERS

The Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

17 INVESTIGATING A PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council Res No: 2025/

Policy: PID1 Version: 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 10

PID1 – Public Interest Disclosure and Procedure

- obligation under the PID Act to protect confidential information
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, the Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

18 RIGHTS OF SUBJECT OFFICERS

The Council acknowledges that for officers who are the subject of a PID the experience may be stressful. The Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

19 RECORD-KEEPING

In accordance with its obligations under the PID Act and the *Public Records Act 2002*, the Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

Responsible Officer: Executive Manager Corporate Services

Policy Owner: Council Res No: 2025/

Policy: PID1 Version: 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

Page 11

PID1 – Public Interest Disclosure and Procedure

20 DEFINITIONS (MEANINGS OF WORDS AND ACRONYMS USED IN THIS PROCEDURE)

Term	Definition
Administrative action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual’s personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	<p>As defined in section 15 of the <i>Crime and Corruption Act 2001</i></p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—</p> <ul style="list-style-type: none"> (i) a unit of public administration; or (ii) a person holding an appointment; and <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p> <ul style="list-style-type: none"> (i) is not honest or is not impartial; or

PID1 – Public Interest Disclosure and Procedure

	<p>(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p>(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding 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>(2) <i>Corrupt conduct</i> also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following—</p> <p>(i) collusive tendering;</p> <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>Detriment</p>	<p>includes –</p> <p>(a) personal injury or prejudice to safety; and</p> <p>(b) property damage or loss; and</p> <p>(c) intimidation or harassment; and</p> <p>(d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and</p> <p>(e) financial loss; and</p>

PID1 – Public Interest Disclosure and Procedure

	(f) damage to reputation, including, for example, personal, professional or business reputation.
Disability	As defined in section 11 of the <i>Disability Services Act 2006</i> , for the purposes of this procedure: (1) A disability is a person’s condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— (i) a substantial reduction of the person’s capacity for communication, social interaction, learning, mobility or self care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i> , maladministration is administrative action that— (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.

PID1 – Public Interest Disclosure and Procedure

<p>Natural justice</p>	<p>Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
<p>Organisational support</p>	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency’s Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
<p>Proper authority</p>	<p>A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.</p>
<p>Public officer</p>	<p>A public officer, of a public sector entity, is an employee, member or officer of the entity.</p>
<p>Reasonable belief</p>	<p>A view which is objectively fair or sensible.</p>
<p>Reasonable management action</p>	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee’s work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee’s employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);

PID1 – Public Interest Disclosure and Procedure

	(h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	<p>The term 'reprisal' is defined under the <u>Public Interest Disclosure Act 2010</u> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the <u>Public Interest Disclosure Act 2010</u> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

PID1 – Public Interest Disclosure and Procedure

21 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

22 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.

23 RESPONSIBILITY

This Policy is to be:-

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

24 VERSION CONTROL

Version	Adoption (Council Resolution Number)	Date
V1	Resolution No 2018/07	26/07/2018
V2	Resolution No 2020/10/28	28/10/2020
V3	Resolution No 2025/	16/04/2025

Responsible Officer: Executive Manager Corporate Services

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

Policy: PID1 **Version:** 3

Effective Date: 16 April 2025

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2029

11.3 2024/25 OPERATIONAL PLAN MARCH 2025 QUARTERLY UPDATE

Author: Janelle Menzies
Authorisers: Janelle Menzies
Attachments: 1. 2 Operational Plan Quarterly Report March 2025 (1) [11.3.1 - 6 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.

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

REPORT

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

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

The following table describes the current progress of Councils 2024/25 Operational Plan for the period July to March 2025:

CONSULTATIONS (Internal/External)

Executive Leadership Team

LEGISLATION / LEGAL IMPLICATIONS

Section 174(3) Local Government Regulation 2012

Executive Team

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

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



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

Community – The Way We Want To Live Together



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

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

KPI Ref	CP Ref	KPI	Action	Responsible Person	Progress
KPI 6	1.2	Hold and document minutes for regular community meetings on important issues.	Develop appropriate strategies for community engagement and ensure relevant stakeholders are consulted.	CEO & EMComS	Ongoing & led by EM Community Services & CEO. CEO/ Stakeholder meeting 21.02.25 Interagency meeting 2.04.2025
KPI 7	12	Justice Group meets 100% of its reporting requirements.	Facilitate Justice Group Meetings; develop strategies for engaging with young people; and develop operating systems for current members.	EMComSer	In Progress - Nathan Higgins is working with coordinator and justice group on program delivery and PD for new staff. Recruitment waiting for police checks to be completed x two applicants
KPI 8	1.1	Aged Care services are compliant.	Ensure ongoing compliance.	EMComSer	In progress - Aged Care in pre-audit review to ensure ongoing compliance and preparation for new reforms. SDAP CDCS to provide guidance support for Aged Care compliance 1 st visit 28.04.2025
KPI 9	1.4	Active participation in Board meetings. (by Management & Council)	Support Pormpuraaw United Brothers Sports Club to comply with the Alcohol Management Plan in line with good governance and financial integrity.	CEO & EMComS	Not yet started - TheClub Manager & Committee have been invited to Council meetings on Monday mornings to open communications - date to be advised No progress to date
KPI 10	1.3	Centrelink and Library are open 95% of scheduled hours.	Ensure adequate staffing level to maintain services. Ensure Qld State Library adequately funds the Library.		Centrelink open as per contracted hours Library in recruitment process – waiting on police checks x staff applications

Built Environment - Shaping Our Surroundings

Together - building a strong, respectful and resilient community.

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



works.
planning.
construction of housing and repairs and

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

Natural Environment – It Begins With Us



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

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

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

Economy – Creating our future

Providing opportunities through strategic planning, and workforce and economic

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



development.

Council’s corporate vision.

KPI Ref	CP Ref	KPI	Action	Responsible Person	Progress
KPI 22	5.1	Two ILUA meetings held with Traditional Owners to update on Operational Plan.	Consult and seek advice from Traditional Owners on Council’s annual Operational Plan.	CEO	New CEO still to engage with NGO Groups & ILUA members
KPI 23	5.3, 5.9	Council has an up-to-date Corporate Risk Register.	Develop a Corporate Risk Register.	CEO & EMCorpS	In progress - draft risk framework in development, ready for the next stage of identifying inputs.
KPI 24	5.4	A Business Continuity Plan is adopted.	Develop a Business Continuity Plan.	CEO & EMCorpS	In progress, Council currently has a business continuity plan that needs review and updating. This will be conducted in conjunction with our risk management work.
KPI 25	5.5	Council meets 95% of its statutory governance requirements.	An annual governance schedule is developed, monitored and reported to Council.	CEO & EMCorpS	In Progress – Policy review at the final stages for Council adoption.
KPI 26	5.3	Two community consultation meetings held for the Corporate Plan.	Organise two public meetings to develop consultation strategies for updating the Corporate Plan.	CEO	Two Meetings were held on the current CP, with another planned before June 2025
KPI 27	4.1	Indigenous employment is retained at 80% for award positions.	Development of at least annual performance reviews, training programs and mentoring of local staff.	CEO, EMCorpS & HR	Indigenous employment is currently at 70% of our workforce. Staff attendance, capacity & willingness to undertake duties is very challenging & is WIP.

Organisation – Develop our Capacity

Building a sustainable financial future.

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



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

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

1. That Council resolves to approve in principle the proposal for Pormpu Paanthu to install portable buildings for staff housing. Conditions for the proposal including
 2. Building must be connected to Water, Sewerage & Power.
 3. Building certification will be required to show the location of the buildings as well as complying with the requirement of being connected to Water, Sewerage & Power.
 4. Service Charges will apply to the new buildings.

BACKGROUND

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

REPORT

Attached

OPTIONS

5. That Council resolves to approve in principle the proposal for Pormpu Paanthu to install portable buildings for staff housing. Conditions for the proposal including
 6. Building must be connected to Water, Sewerage & Power.
 7. Building certification will be required to show the location of the buildings as well as complying with the requirement of being connected to Water, Sewerage & Power.
 8. Service Charges will apply to the new buildings

CONSULTATIONS (Internal/External)

PPAC

Council

LEGISLATION / LEGAL IMPLICATIONS

Type here

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

PPAC will supply and instal buildings.

Service Charges will be collected on

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	
			<i>Refer to risk calculator provided above for measures</i>			
Staff housing overcrowding	Nil	Damage to Housing due to overcrowding	<i>A Almost Certain</i>	<i>3 Moderate</i>	<i>Medium</i>	Allow PPAC to provide additional buildings.

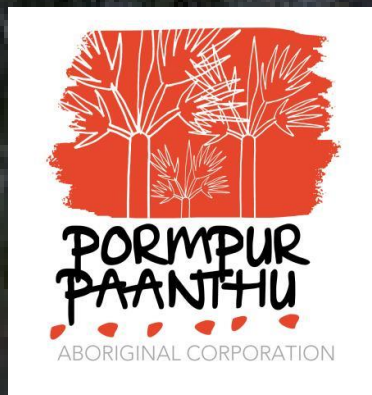
HUMAN RIGHTS CONSIDERATIONS

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. Privacy and reputation;
12. Protection of families and children;
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;
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.



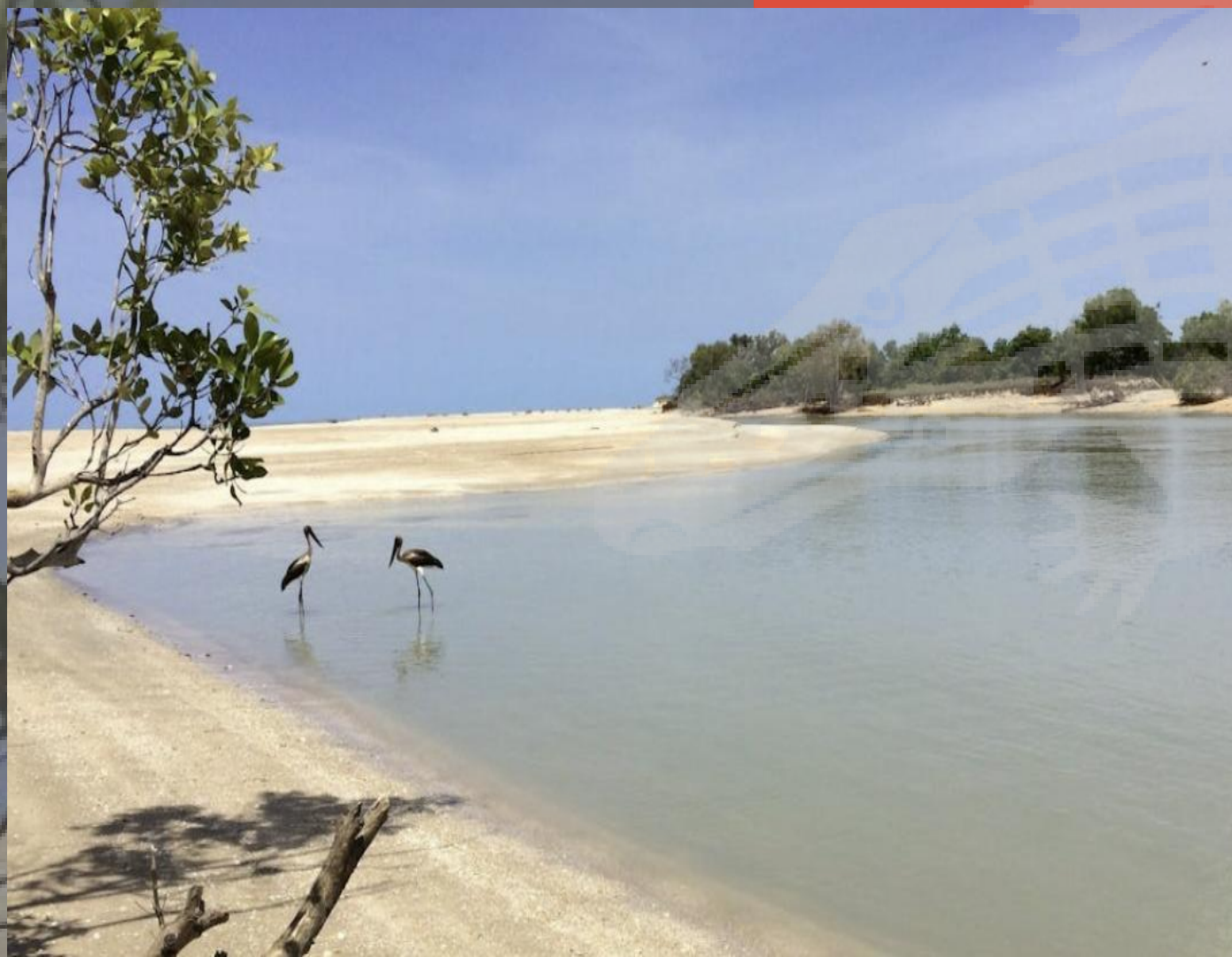
PORMPUR PAANTHU ABORIGINAL CORPORATION

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

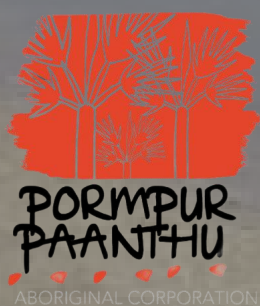


PREPARED FOR:

Pormpuraaw Aboriginal Shire Council.

PREPARED BY:

Pormpur Paanthu Aboriginal Corporation.

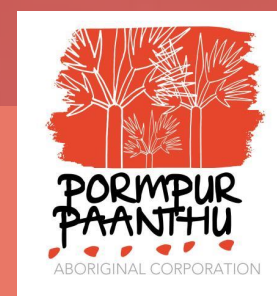


We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands throughout Australia, and their ongoing connection to Country, water ways, culture, and community. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres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



TABLE OF CONTENTS

1. Introduction	02
Purpose of the Proposal	02
Organisational Context	02
2. Current Accommodation Challenges	03
Men’s Shelter Gap	03
Staffing Accommodation Shortage	03
3. Proposed Solutions Overview	04
Summary of the Three (3) Main Options	04
4. Detailed Options Analysis	06
Option 1: Build New Dwellings on New Land	06
Option 2: Use Existing Land for Transportable Units	06
Option 3: Access to Existing Council-Owned Accommodation	07
Compliance Considerations: Temporary vs Council-Approved	08
5. Funding Scenarios	09
Option A: Council-Funded	09
Option B: PPAC-Funded (Pending Approvals)	09
Option C: Co-Funded Approach	10
6. Recommendations & Next Steps	11
Immediate Actions for Consideration	11
Opportunities for Collaboration	11
Pathway Forward	12
7. Attachments	12
Brochures	12



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.

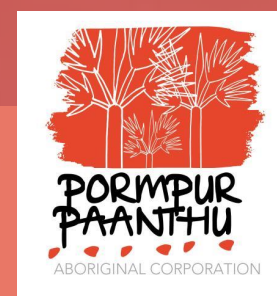
This document has been prepared at the request of PASC, following previous correspondence and informal discussions. It is intended to support a constructive and solutions-focused conversation at the April 2025 Council meeting.

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

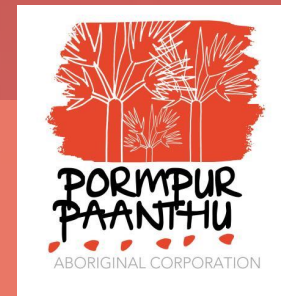
At present, Pormpuraaw has no dedicated Men’s Shelter. This is a significant gap in the local support system, particularly for Aboriginal and Torres Strait Islander men who may be experiencing homelessness, family breakdown, crisis situations, or require a safe space for healing and temporary accommodation.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

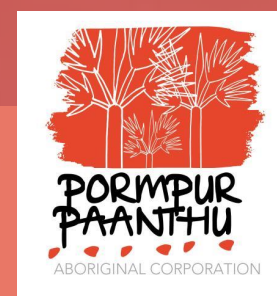
Option 1: Build New Dwellings on New Land

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.

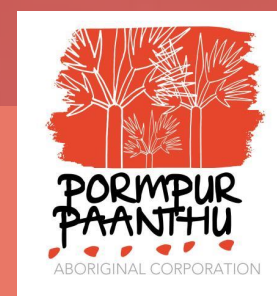
Option 3: Access to Existing Council-Owned Accommodation (Staffing Only)

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.

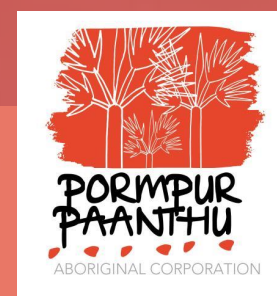
Option 2: Use Existing Land to Install Transportable Dwellings

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)

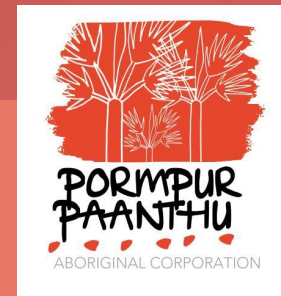
Overview:

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.

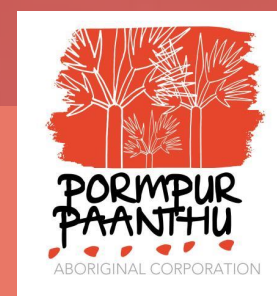
Compliance Considerations: Temporary vs Council-Approved Dwellings

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:

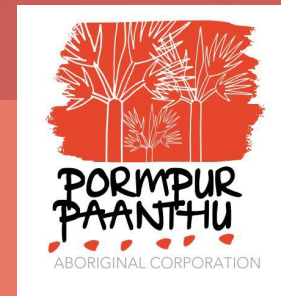
- Immediate response to urgent community need.
- Demonstrates leadership and support for PPAC's essential services.
- Provides greater certainty in timing and delivery.
- Potential to secure additional funding from state or federal sources.

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

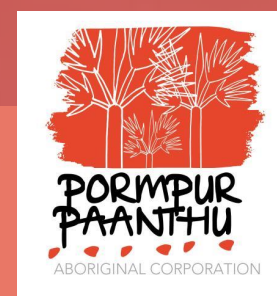
A shared funding model between PPAC and PASC may offer the most balanced solution, allowing both parties to contribute according to their capacities. This model reflects shared responsibility and encourages coordinated planning to deliver infrastructure that benefits the entire community.

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

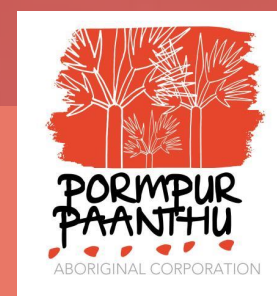
PPAC respectfully requests that Council consider the following immediate steps:

- 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



2025[©]

ABN 76 781 343 047
pormpurpaanthu.com.au

11.5 PURCHASE OF A 2ND HAND CEMENT TRAILER

Author: Janelle Menzies

Authorisers: Janelle Menzies

Attachments: Nil

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.7 Ensure the Asset Management Strategy is in place and effectively managing assets.

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

BACKGROUND

Council do not currently have an effective way of transporting cement powder to our batching plant.

Council staff identified a second-hand cement trailer for sale at an online auction. Approval was given by the CEO to proceed with purchasing the cement trailer for no more than \$20,000.

Council won the purchase at the Auction for the amount of \$14,600 plus GST.

The purchase can be funded from savings for other capital items in the 2024/25 budget.

LEGISLATION / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Second-hand items are exempt from the quoting process in our Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Funds to be

ASSET MANAGEMENT IMPLICATIONS

Type here

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	
			<i>Refer to risk calculator provided above for measures</i>			
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>
Purchase not Require	An assessment was undertaken	Item purchased and not required.	<i>C Possible</i>	<i>2 Minor</i>	<i>Medium</i>	Funds were available from savings in other capital purchases in 2024/25 capital budget.

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;
- 10. Property rights;
- 11. Privacy and reputation;
- 12. Protection of families and children;
- 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.

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*

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.

16 LATE ITEMS

17 TENDERS & QUOTATIONS

Nil

18 NOTICE OF MOTION

19 NEXT MEETING

20 CLOSE OF MEETING



PORMPURAAW

📍 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

14 April 2024

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURAAW 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 16 April 2025 commencing at 10:00 am.

An agenda for the Ordinary Meeting was forwarded to all Members on 14 April 2024. 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 16 April 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 16 April 2025** Agenda Papers:

16 LATE ITEMS3

16.1 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - APRIL 20253

16.2 CORPORATE SERVICES REPORT TO COUNCIL - APRIL 2025.....14

16.3 CREDIT CARDS.....17

16 LATE ITEMS

16.1 CORPORATE SERVICES FINANCE REPORT TO COUNCIL - APRIL 2025

Author: Tracey Graham (Executive Manager of Corporate Services)

Authorisers: Janelle Menzies

Attachments: 1. Finance Report for Period Ended 31 3 2025 [**16.1.1** - 10 pages]

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

REPORT ATTACHED

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2025

RECOMMENDATION:

That Council notes and accepts the financial statements for the period ended 31 March 2025.

EXECUTIVE SUMMARY:

This report contains the financial statements for the period ended 31 March 2025.

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	20,647,063	20,592,891	54,172
Total operating expenses	13,637,514	17,372,327	3,734,813
Operating Position	7,009,549	3,220,564	3,788,985
Capital items	10,134,858	15,006,460	(4,871,602)
Net Result	17,144,407	18,227,024	(1,082,617)
Capital Works Program			
YTD - 2024/25 capital	11,668,412	23,540,084	11,871,672
Full project life capital costing	12,604,137	40,180,017	27,575,880

Council's net result is \$17.14M, with an unfavourable variance of 6% to budget. Less than forecasted operating expenses (\$3.73M) is offsetting less than forecasted capital revenue (-\$4.87M).

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 \$4.87 to budget.

Key points to note for the month include the following:

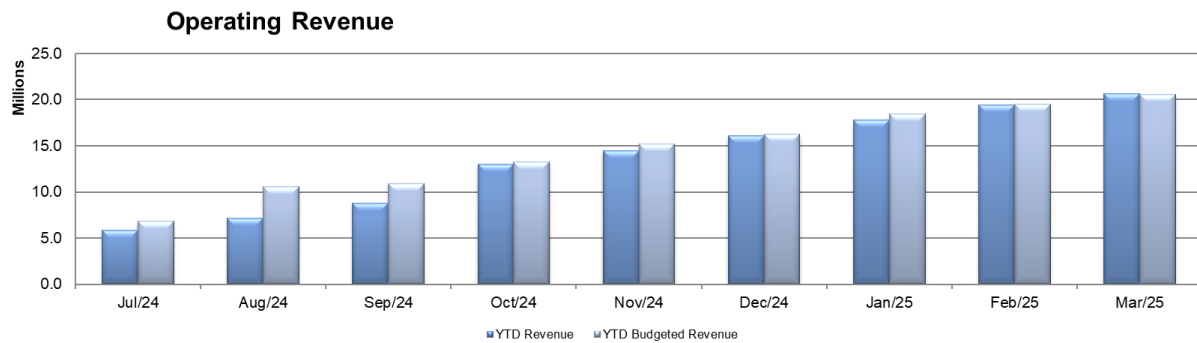
- The 2024/25 ATSI TIDS projects, totalling \$595,928 have been closed out and invoiced to TMR with payment is expected shortly.
- \$650,000 was received in March for the Works for Queensland staff housing project.
- \$103,336 was received in March to close out the Local Roads & Community Infrastructure Program Phase 3.

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	326,311	257,463	68,848	27%	343,300
Rental income	1,303,008	963,729	339,279	35%	1,285,000
Interest received	2,544,576	1,546,875	997,701	64%	2,062,500
Sales revenue	5,509,170	6,545,898	(1,036,728)	-16%	8,727,990
Other incomes	127,662	124,604	3,058	2%	139,500
Grants & Subsidies	10,304,337	10,619,504	(315,167)	-3%	10,928,089
	20,647,063	20,592,891	54,172	0%	24,021,200
Recurrent Expenditure					
Employees costs	3,935,352	5,570,343	1,634,991	29%	7,795,210
Materials and services	5,365,532	7,141,379	1,775,847	25%	9,453,592
Finance costs	65,040	49,302	(15,738)	-32%	65,750
Depreciation	4,271,590	4,611,303	339,713	7%	6,148,438
	13,637,514	17,372,327	3,734,813	21%	23,462,990
Operating Result	7,009,549	3,220,564	3,788,985	118%	558,210
Capital					
Capital Revenue	19,836	-	19,836	100%	-
Capital Grants & Subsidies	10,304,315	15,031,332	(4,727,017)	-31%	20,041,875
Capital Expense	(189,293)	(24,872)	164,421	-100%	(6,384,757)
	10,134,858	15,006,460	(4,871,602)	-32%	13,657,118
Result After Capital	17,144,407	18,227,024	(1,082,617)	-6%	14,215,328

OPERATING REVENUE:

Operating revenue is \$20.65M, on target to budget.

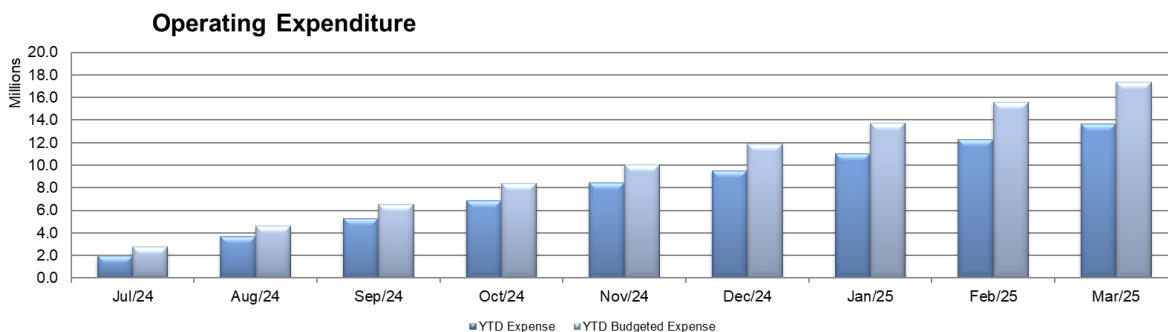


While overall recurrent revenue is relatively on target with the budget, there are some variances that offset each other. Notable variances in operating revenue are as follows:

Variance	Income Category	Reason
\$339K	Rental income	Accommodation revenue is more than forecasted due to requirements of a large stakeholder project.
\$998K	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.
-\$1.04M	Sales revenue	\$665K variance in concrete batching revenue is more than expected due to a large stakeholder project.
		-\$1.03M variance in private works revenue due to the timing of completion for upgrade works.
		-\$478K variance in carbon credit sales due to the timing of ACCUs sales in the year.
		-\$109K in fuel income mainly due to the timing of fuel sales due to the wet season.
-\$96K variance in other sales of goods mainly to the budgeted bakery sales as well as less than expected admin store sales.		
-\$315K	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 \$13.64, compared to the budget of \$17.37M, \$3.73M less than budgeted.



The major drivers of this variance are as follows:

Variance	Expense Category	Reason
\$1.63M	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
\$1.78M	Materials and services	Private works expenditure is \$325K less than forecasted.
		Grants repaid is \$496K less than budget, that relates to the Indigenous Employment Initiative funding.
		Administration supplies are \$458K less than budget.
		Cost of fuel stock is \$164K less than budget.
		Consultant expenses are \$179K less than budget.

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

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

CAPITAL EXPENDITURE:

The capital expenditure as at end of March is \$11,668,412. Council’s capital works program for 2024/25 is as follows:

- Airport: New light pole, concreting downlights (WIP)
- Bakery: Upgrade works (WIP)
- Contractor Camp: Ablution unit and donga renewals (WIP)
- DHPW: New Community Houses (WIP)
- DRFA: Restoration of Roads 2023 Wet Weather Events (Completed)
- DRF R1: Airport Upgrade (Yet to start)
- ICCIP: Sewerage Macerator, Plastic screen system, Safety system at grinder pits (WIP)
- L&S Guesthouse: New solar hot water system, Bathroom refurbishment (Yet to start)
- LGGSP: New Staff Housing (WIP)
- LRCI: Front Beach amenities renewal (WIP), Community Hall Refurbishment (WIP), Murrays Creek Crossing floodway upgrade (Completed)
- Council Plant: Isuzu MUX (x2), Toyota Hilux, Isuzu D-Max, Isuzu NPR 75-190, Isuzu NPR 65-190, Water Truck, Mini Excavator, 2.5T Forklift, Grader gearbox, Flail mower attachment, Small boat for sewer ponds, massage chairs (x2) (WIP)
- QRRRF: ARNI purchase and implementation (ARNI delivered)
- R2R: Road Upgrades (Yet to start)
- Sewerage: Engineer and install an A frame with an endless chain (Yet to start)
- Staff Houses Upgrade works (WIP)
- W4QR4: New Staff Housing (WIP)
- TIDS Strathgordon Rd Stabilise & Seal (1.1KM) (Completed)
Strathgordon Rd (41.1) Floodway Extension 160m2 (Completed)
Strathgordon Rd - Murray Crossing Extension (Completed)
- W4QR5: Main Road Camp upgrades
Admin Store upgrades
Fencing to staff housing
Power & fencing to the batching plant
Airport building & house upgrades
Campground amenities & shelter refurbishment
New shed & power supply upgrades to the Water Treatment Plant
Sewerage infrastructure upgrades
Power to the Sportsfield with amenities upgrades (WIP)

	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 Ca	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	1,383,732	2,018,699	2,045,710	30,890
LRCI	255,814	389,386	389,386	
Capital Plant	884,324	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	11,668,412	23,540,084	40,180,017	935,724

The build of ten community houses (DHPW) is now expected to be complete in April, with the build of the staff houses ongoing.

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

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

COUNCIL CASH POSITION

Council's Unconstrained Funds

Porpuraaw Aboriginal Shire Council
As of 31 March, 2025

	\$	\$
Cash At Bank	1,190,017	
QTC - Investment	<u>66,388,736</u>	67,578,753
Trade Debtors	1,843,520	
Provision Doubtful Debts	<u>(173,466)</u>	1,670,054
Less: Trade Creditors		(831,899)
Less: Tied Grant Funds		(8,025,925)
Less: Current Commitments		(4,040,476)
Adjustment for major commitments of tied grant funds		658,111
Total Unconstrained Funds		<u>57,008,617</u>

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

Summary of Council’s Aged Debt

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

As at the end of March 2025, \$328,913 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.
\$54,407	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.
\$105,164	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 Pompokuraaw's sustainability measures for March 2025.

Type	Measure	Target	Actual 24/25	5-Year Average
Financial Capacity	Council Controlled Revenue Ratio	No target	4.16%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	33.9%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	54.6%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	57 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 31 March 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	300,580	34,499	(352,737)	-
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	713,794	540,994	-	(308,676)	946,112
Total	731,452	841,574	34,499	(661,414)	946,112
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>	-	31,344	-	(37,113)	(5,768)
Total	-	31,344	-	(37,113)	(5,768)
Total - Commonwealth Govt Grants	628,117	6,229,953	34,499	(5,809,843)	1,082,726
State Government Grants					
Department of Environment, Science & Innovation					
<i>QIL&S Ranger Program</i>	49,333	797,590	-	(547,114)	299,808
Total	49,333	797,590	-	(547,114)	299,808
Queensland Fire and Emergency Services					
<i>State Emergency Services</i>	-	14,011	-	(7,873)	6,138
Total	-	14,011	-	(7,873)	6,138
Department of Justice & Attorney-General					
<i>Community Justice Group</i>	108,274	172,700	-	(180,414)	100,560
Total	108,274	172,700	-	(180,414)	100,560
State Library of Queensland					
<i>Indigenous Libraries</i>	-	23,000	10,004	(22,781)	10,223
<i>First Five Forever Program</i>	-	3,000	-	(1,003)	1,997
Total	-	26,000	10,004	(23,784)	12,220
Department of Transport and Main Roads					
<i>ATSI TIDS Projects</i>	-	595,928	-	(595,928)	-
Total	-	595,928	-	(595,928)	-
Queensland Health					
<i>ATSI Public Health Program</i>	-	154,572	-	(201,544)	(46,972)
Total	-	154,572	-	(201,544)	(46,972)
Health and Wellbeing Queensland					
<i>Discrete Communities Planning Funding</i>	-	75,315	-	-	75,315
Total	42,298	75,315	-	-	75,315
Department of Agriculture, Fisheries & Forestry					
<i>Coastal Clean Up</i>	42,298	-	-	(6,810)	35,487
Total	42,298	-	-	(6,810)	35,487
Department of Education, Skills & Employment					
<i>First Start Program</i>	-	45,000	-	-	45,000
Total	-	45,000	-	-	45,000

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 31 March 2025

	Balance 1/07/2024	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
State Government Grants					
Queensland Reconstruction Authority					
DRFA 2023 Restoration - Kowanyama Rd	(222,539)	-	-	(791,629)	(1,014,168)
DRFA 2023 Restoration - BAAS Yard Rd	50,983	-	-	(131,842)	(80,859)
DRFA 2023 Restoration - Northern Rd	533,775	-	-	(901,546)	(367,771)
DRFA 2023 Restoration - Pormpuraaw Rd	94,511	-	-	(5,640)	88,870
DRFA - CAT D Betterment Program	124,954	-	-	(232,291)	(107,337)
Qld Resilience & Risk Reduction Fund	-	61,928	-	(170,865)	(108,937)
DRF Aerodrome Upgrade	4,475,212	-	-	-	4,475,212
DRFA 2025 Emergent Works	-	-	-	(5,260)	(5,260)
Get Ready Qld	(1,356)	6,780	-	(3,352)	2,072
Total	5,055,539	68,708	-	(2,242,425)	2,881,822
Department of Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities and the Arts					
Splashpark	(87,500)	262,500	-	(155,596)	19,404
Service Enhancement Plan	(45,000)	-	-	-	(45,000)
Don't Buy Sly Grog Initiative	(7,750)	-	-	(258)	(8,007)
Total	(140,250)	262,500	-	(155,854)	(33,604)
Department of Communities, Housing & Digital Economy					
Qld Community Support Scheme	-	45,432	-	(36,067)	9,365
Community Transport	-	30,285	-	(24,731)	5,554
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	75,717	-	(4,175,626)	359,366
Department of Tourism & Sport					
Deadly Active Sport & Recreation Program	-	63,000	-	(40,910)	22,090
Total	-	63,000	-	(40,910)	22,090
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	(1,573,025)	(991,621)
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	(5,946,645)	382,086
Total - State Govt Grants	11,224,677	6,840,271	199,296	(14,124,929)	4,139,316
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	13,126,725	233,795	(19,979,284)	5,222,042
Add back negative (unclaimed) grant balances	484,864				2,803,883
Unspent grant revenue	12,325,669				8,025,925

APPENDIX A: STATEMENT OF FINANCIAL POSITION

**Porpuraaw Aboriginal Shire Council
Statement of Financial Position
As at 31 March 2025**

	2024/25
	\$
Current assets	
Cash At Bank	1,190,017
Cash - Trust Account	488,219
Cash - QTC Account	66,388,736
Receivables	1,670,054
Contract Asset	2,742,573
Inventories	597,395
Total current assets	<u>73,076,994</u>
Non-current assets	
Property, plant and equipment	169,138,616
Other financial assets	12,124,158
Total non-current assets	<u>181,262,774</u>
Total assets	<u>254,339,768</u>
Current liabilities	
Payables	831,899
Contract Liability	6,367,422
Provisions	801,881
Total current liabilities	<u>8,001,202</u>
Non-current liabilities	
Provisions	189,488
Total non-current liabilities	<u>189,488</u>
Total liabilities	<u>8,190,690</u>
Net community assets	<u>246,149,078</u>
Community equity	
Asset revaluation surplus	140,249,131
Retained surplus	105,899,947
Total community equity	<u>246,149,078</u>

16.2 CORPORATE SERVICES REPORT TO COUNCIL - APRIL 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 13 April 2025.

RECOMMENDATION

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

DISCUSSION

- Executive Manager of Corporate Services, HR Advisor and Corporate Administration Officer visiting Pormpuraaw for field visit on the week commencing 14 April 2025.
- External interim audit field visit scheduled for the week commencing 05 May 2025.
- Internal audit team visited Pormpuraaw for the period of Tuesday 25 March to Friday 28 March 2025 to undertake interviews with key personnel to assist with undertaking a review of Council's organisational structure and human resources, along with recruitment and retention of staff. A formal report will be drafted for Council on the findings from this interview process and the areas of focus for Council moving forward.
- Audit committee meeting to be held in the next few weeks (date to be confirmed), self-assessment questionnaires yet to be received by all parties.
- Department/program expenditure reporting is provided each month to the executive management team to ensure managers monitor their program budgets and ensure that funded projects are delivered on time and within budget.
- Executive Manager of Corporate Services took 1 week's annual leave for the week commencing 07 April 2025.
- Budget templates and timeframes provided to the executive management team on 26 March 2025.
- Schedule of Fees & Charges review request for 2026FY sent out to executive management team on 31 March 2025.
- Attended CEO meetings on 21, 24, 26 & 31 March and 02, 04 April 2025.
- Attended ELT meetings on 18 March and 03 April 2025.
- Attended Corporate Services Team meetings on 18, 25 March and 01 April 2025.
- Attended External Audit Meeting with Crowe & QAO on 17 March 2025.
- Completed & submitted LGMS Risk Self-Assessment 2025 on 18 March 2025.
- Participated in Doc Assembler Manager Training on 19 March 2025.
- Participated in Community Housing Project meeting with Black & More and HC Building and Construction on 19 March 2025.
- Consulted with web site designers to obtain quote to develop new Council website. 3 quotes have been obtained with a purchase order to be issued to the preferred supplier.
- Participated in Peak Services Webinar on Procurement Professionals Masterclass – 3. Mastering Probity.
- Attended Dept of Local Government Finance Officers Network Meeting on 28 March 2025.
- R2R Project submitted to Department of Infrastructure on 30 March 2025.
- Participated in Mango System Training on 01 April 2025.

- Attended Meeting with Peak Services on 02 April 2025.
- Completed & submitted ATSI TIDS final project acquittals and claims for 2025FY.
- Participated in Altius Internal Audit interview process on 03 April 2025.
- Completed & submitted DRFA 2023 Restoration Final GL's.
- Completed & submitted ATO Quarterly BAS for January to March 2025 on 09 April 2025.
- Completed & submitted ATO Monthly PAYG & STP reporting for March 2025 on 09 April 2025.

Current Corporate Services Projects

- Staff commencements and inductions as required.
- Train and support Accommodation Team Leader, HR Advisor & Corporate Services Administration Officers.
- Undertake detailed review of driver's licences, blue cards, and other relevant licences relevant to roles within Council.
- Coordinate audit committee meeting for late April or early May 2025.
- Work with internal audit on projects for 2025.
- Review audit matrix.
- Complete grant acquittals and reporting as required.
- Commence drafting budgets for 2026 and work with ELT to develop their department budgets.
- 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.

HR

- Fortnightly staff absenteeism report is provided to executive managers to monitor staff absenteeism. Totals hours for absenteeism is 10,996 hours for the financial year to date:
 - Operational Services – 6,090 hours
 - Community Services – 4,013 hours
 - Corporate Services – 892 hours
- Recruitment completed for the reporting period:
 - Aged Care Support Worker # 3 (commenced on 26 March 2025)
 - Operations General Hand – Plumbing (Temporary 6 weeks) (commenced on 26 March 2025)
 - Apprentice Carpenter (Full-time) (commenced on 26 March 2025)
 - Executive Assistant (Part-time) (commenced on 01 April 2025)
 - Carpenter (Part-time) (to commence on 14 April 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 Support Workers x 2 (Part-time)
 - Aged Care Cook (Full-time)
 - Aged Care Kitchen Hand (Part-time)
 - Community Services Officer – Library (Part-time)

- Community Justice Mentors x 2 (Part-time)
- Community Services Officer – Trainee (Full-time)
- Apprentice Mechanic (Full-time)
- Apprentice Plumber (Full-time)
- Accommodation Cleaner (Part-time)
- Admin Store Officer (Part-time)

Admin Store

- Admin Store Team Leader has been utilising quiet period to undertake a detail clean-up and sort out of Admin Store yard.

Accommodation

- New Accommodation Team Leader has commenced and is being supported by the Corporate Services Admin Officer on day-to-day operational matters.
- Accommodation occupancy has been at a steady capacity, with the Council working continuously with contractors to ensure they have accommodation available for their workers to undertake capex works commencing, such as the construction of community houses, staff houses, road works, hospital, etc. The 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.*

16.3 CREDIT CARDS

Author: {author-name}
Authorisers: Janelle Menzies
Attachments: Nil

KEY OUTCOME

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

EXECUTIVE SUMMARY

To increase the number of Credit Cards issued to staff

RECOMMENDATION

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

Executive Manager Corporate Services	Tracey Graham	\$5,000
Office Team Leader	Grace Millinidi	\$1,000
Chief Executive Officer	Janelle Menzies	\$5,000
Mayor (not yet issued)	Ralph Kendall	\$1,000
Executive Manager Community Services	Shelina Bartlett	\$2,000
Executive Manager Operational Services	Grant Dennis	\$2,000
Accounts Payable	Jo Brimm	\$4,000

BACKGROUND

Credit cards have been issued to the following Staff:-

Executive Manager Corporate Services	Tracey Graham	\$7,500
Office Team Leader	Grace Millinidi	\$1,500
Chief Executive Officer	Janelle Menzies	\$5,000
Mayor (not yet issued)	Ralph Kendall	\$1,000

Other staff are using these card for purchases for Council causing a risk of fraud. Each person will be accountable for their own card and any misuse will result in disciplinary action.

CONSULTATIONS (Internal/External)

Executive Manager Corporate Services and other staff

LEGISLATION / LEGAL IMPLICATIONS

This will ensure that credit cards are not shared and Council Staff are accountable for their credit Card

POLICY IMPLICATIONS

Type here

FINANCIAL AND RESOURCE IMPLICATIONS

Financial delegations in the Procurement Policy will be updated.

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	
			<i>Refer to risk calculator provided above for measures</i>			
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>
People using other peoples card	None	Open to Fraud	<i>B Likely</i>	<i>3 Moderate</i>	<i>Medium</i>	By issued additional cards mitigates the risk of fraud.

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.

END OF DOCUMENT