

Special Meeting of Council

9 February 2025

The Mayor and Council Members
Pormpuraaw Shire Council
PORMPURAAW QLD 4892

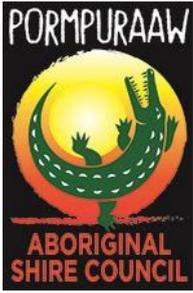
Dear Members

Notice is also hereby given that an Special Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on **Monday 10 February 2025** commencing at **10.00 AM**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Janelle Menzies
Chief Executive Officer



SPECIAL MEETING OF COUNCIL

AGENDA

Monday 10 February 2025
Pormpuraaw Shire Council
Boardroom
24 Thinraathin Street
Pormpuraaw

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- 1 OPENING OF MEETING**
- 2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE**
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- 5 RELATED PARTY DECLARATION FORM**



Pormpuraaw Aboriginal Shire Council

C/- POST OFFICE

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Phone: (07) 4060 4600

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ABN 34 103 787 081

SPECIAL PURPOSE REPORT

Title

Councillor Remuneration and Reimbursement Policy

Date

9 February 2025

EXECUTIVE SUMMARY

For Council to adopt the Councillor Remuneration and Reimbursement Policy

RECOMMENDATION

That Council adopt the Councillor Remuneration and Reimbursement Policy.

DISCUSSION

Section 250 (1) of the Local government Regulations 2012 states that a local government must adopt an expenses reimbursement policy and Section (2) states that a local government may, by resolution, amend its expenses reimbursement policy at any time.

The expenses reimbursement policy is a policy providing for the following:-

- (a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- (b) provision of facilities to councillors for that purpose.

In November each year the Queensland Local Government Remuneration Commission sets the remuneration payable in the next financial year.

For Councillors in category A1, A2 or A3 councils, a base payment of \$39,796.67 is payable for the 12 months commencing on 1 July 2024. A meeting fee of \$1,658 per calendar month (or fortnightly equivalent) is payable for attendance at and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive of the council. Mayors and deputy mayors in categories A1, A2 and A3 are currently entitled to receive their full annual remuneration level shown.

The Tribunal in its 2016 Remuneration Report has allowed all Councillors' remuneration to be paid in fortnightly instalments. Councillors are required to attend the monthly Ordinary Council Meeting to be eligible to receive the meeting attendance component of their remuneration.

Currently the Council pays Councillors the base payment of \$39,796.67 fortnightly in equal payments over the financial year.

The monthly meeting fee of \$1,658 is paid after each council meeting at the end of the pay period the council meeting falls in. The Queensland Local Government Remuneration report allows for the meeting fee to be paid fortnightly.

By adopting this policy councillors will receive the same amount each fortnight unless they miss a meeting without Council granting a leave of absence for a Councillor or unable to provide Doctors Certificate covering the dates of the Council Meeting. Failure to attend a nominated meeting, without appropriate leave of absence being granted or supplying Doctors Certificate, will result in the attendance component of their remuneration being deducted from the next two fortnightly payments

CONSULTATION (Internal/External)

Mayor & Exec Manager Corporate Services

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Remuneration Commission's Report November 2023

Local Government Regulations 2012

Janelle Menzies



Policy: XX

Councillor Remuneration and Expense Reimbursement Policy

1. Head of Power

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Taxation Administration Act 1953 (Cth)*

2. Policy Purpose

The purpose of this policy is to ensure that Pormpuraaw Aboriginal Shire Council's Councillors are remunerated appropriately in accordance with the *Local Government Act 2009 (Qld)* and can receive reimbursement for reasonable expenses and access to necessary facilities while performing their duties in accordance with *Local Government Regulation 2012 (Qld)*.

3. Policy Objective

The policy aims to:

- Provide clarity on councillor remuneration and expense reimbursement.
- Ensure Councillors only receive benefits related to approved Council activities.
- Define what is an acceptable expense reimbursement.
- Define the facilities and resources provided to Councillors for fulfilling their roles.

4. Policy Scope

This policy applies to all elected Councillors of Pormpuraaw Aboriginal Shire Council.

5. Policy Statement

5.1. Councillor Duties

Councillor duties are tasks approved by Council as part of the Councillor's role. Attending community events or board meetings voluntarily is not considered an official duty, even if the community expects it.

If a Councillor is appointed as the Council's representative on a Board or to attend an event, they may claim any related expenses.

Councillor duties include activities formally endorsed or expected by Council. These may include:

- Attending Council meetings or related activities;
- Participating in official functions as a representative of Council;
- Attending approved conferences, deputations, inspections, or training;
- Engaging with residents through meetings or events organised by Council; or
- Private meetings with constituents (residents, community groups, etc) where approved by Council acting as a Council representative.

Voluntary participation in community events, while appreciated, is not considered part of official councillor duties unless formally endorsed by Council.

5.2. Remuneration

In accordance with the relevant provisions of *the Local Government Act 2009* the Local Government Remuneration Commission is responsible for:

- a) Establishing the categories of local governments; and
- b) Deciding which categories each local government belongs to; and
- c) Deciding the remuneration that is payable to the Councillors in each of those categories.

The remuneration fixed by the Tribunal is all-inclusive, and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. The remuneration can not include any amount for expenses to be paid or facilities to be provided to a Councillor under its expenses reimbursement portion of this policy.

The maximum amount of remuneration payable to a Councillor, as determined by the Commission, must be paid to the Councillor unless the local government decides, by resolution, not to pay the maximum amount.

5.2.1. Payment of Remuneration

From 1 July 2014 it has been determined that the Councillors (excluding the mayor and Deputy Mayor).

For Councillors in category A1, A2 or A3 councils, a base payment of \$39,796.67 is payable for the 12 months commencing on 1 July 2024. A meeting fee of \$1,658 per calendar month (or fortnightly equivalent) is payable for attendance at and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive of the council. Mayors and deputy mayors in categories A1, A2 and A3 are currently entitled to receive their full annual remuneration level shown.

The Tribunal in its 2016 Remuneration Report has allowed all Councillors' remuneration to be paid in fortnightly instalments. Councillors are required to attend the monthly Ordinary Council Meeting to be eligible to receive the meeting attendance component of their remuneration.

Payment of the meeting fee will not be affected if the Councillor is in attendance for part of the monthly Ordinary Council Meeting and/or if the Council has granted leave of absence for a Councillor who is unable to attend a meeting or if the Councillor has provided a Doctors Certificate covering the dates of the Council Meeting. Failure to attend a nominated meeting, without appropriate leave of absence being granted or Doctors Certificate, will result in the attendance component of their remuneration being deducted from the next two fortnightly payments.

The Mayor, Deputy Mayor and Councillor wishing to attend the meeting by way of Teleconference or video conference must advise the Chief Executive Officer 24 hours in advance. A Councillor linking into the meeting by teleconference or video conference and is deemed to have attended the meeting.

Certification of attendance of a meeting will be determined by record of attendance in the official Council Minutes for that meeting.

5.2.2. Superannuation

The Council may, by unanimous Council resolution, elect to be an "eligible local governing body". This empowers the withholding of Councillors' income tax and automatic payment of the superannuation guarantee contribution.

5.3. Expenses

Expenses are payments reasonably incurred by the Councillor in connection with the discharge of their duties e.g. food and non-alcoholic drinks, fares, incidental expenses.

Expenses are not considered to be remuneration. Councillors accept full responsibility for the correctness of / each claim submitted.

5.3.1. Professional Development

Council will cover reasonable costs for Councillor training and professional development, subject to approval by the CEO and inclusion in the Council budget.

5.3.2. Mobile Phone

The Council provides the Mayor and Deputy Mayor with a mobile phone and the Mayor with a satellite phone for use in their roles, primarily for work purposes. Limited personal use is allowed with CEO approval, and the Council will monitor usage for any significant discrepancies. Any excessive personal use must be reimbursed to the Council.

5.3.3. Motor Vehicle

Council will provide a 4WD vehicle to the Mayor for Council and private use. This vehicle is to be made available to other Councillors for use on Council business. If this vehicle is not available, Council will provide another vehicle for use by Councillors to attend approved activities. The use of Council Vehicles will be in accordance with Council's Acceptable Use of Vehicles Policy.

5.3.4. Travel and Accommodation Costs

Councillors will be reimbursed for reasonable expenses incurred during travel for official Council business. This includes accommodation, meals, and travel-related expenses such as taxis, ferries, or buses. All travel must be approved and arranged by the CEO and follow Council's Travel Allowance Policy.

Councillors will be entitled to stay at a motel (3 or 4 Star) when it is necessary to attend Council business and it is impractical to return to their residence.

All travel and accommodation will be arranged by the Finance office.

If a Councillor, without reasonable excuse cancels travel or accommodation previously planned or booked by the Council, then the Councillor will be required to reimburse to the Council all costs that are not recoverable.

5.3.5. Facilities and Resources

Councillors will be provided with the necessary administrative tools to fulfil their roles, including:

- Office space and meeting rooms when needed
- Computers and mobile devices
- Access to phones, internet, printers, and photocopiers
- Secretarial support for the Mayor and Councillors where necessary

5.3.6. Personal Protective Equipment

Councillors will be provided, as required, the entire necessary safety equipment equivalent to employee standard. Councillors are expected to observe and comply with all appropriate Work Health and Safety standards at any workplace.

5.3.7. Uniform & Identification

Councillors will be provided with all the necessary identification cards, access cards, name badges and be eligible to participate in the same corporate wardrobe scheme as the rest of the employees.

6. Definitions

Term	Definition
Council	Pormpuraaw Aboriginal Shire Council
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009</i> .

7. Related Documents

Policies:

- Acceptable Use of Vehicles Policy
- Travel Allowance Policy

8. Monitoring and Review

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

9. Responsibility

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended accordingly by the Executive Manager Corporate Services.

10. Version Control

Policy: XXX		
Official Version: XXXX-V8		
Version	Adoption (<i>Council Resolution Number</i>)	Date
V1		



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SPECIAL PURPOSE REPORT

1. Title
Pormpuraaw Community Fishing Competition 2025

2. Date
08/02/2025

3. Purpose
Request for Pormpuraaw Council to match Stakeholder PPAC and provide funds of **\$10,000** to support Community Fishing Competition. Internal and External stakeholders to also support the event.



Date 11/04/2025

Event to be held in School holidays with aim to provide to community a celebration of Community, culture and family; promoting all that our small but great community has to offer. We encourage participation with a day of healthy competition, families time, education of different fishing skills and a sharing of culture and stories.

4. Recommendation

Event to start early Friday morning 6.30am- last weigh in 3pm

Weigh in station at Chapman Beach

Support by Council staff to provide help with set up, manning the weigh in station, beach support with water, measure in and rubbish collection, and pack down

Aged Care and Stakeholders to support with transport

Council staff will be rostered to support event and ensure that it is a success. They are to see CSM on arrival to assist and sign on / off when providing support to ensure staff are compensated for assistance provided.

Stakeholders to support with lunch provision

Hall from 5pm for prizegiving followed by dinner with plan to close event 6.30pm

Moved:.....Seconded:.....

CARRIED.

Resolution:

Shelina Bartlett, Community Services.



Pormpuraaw Aboriginal Shire Council

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SPECIAL PURPOSE REPORT

1. **Title**
Broc Martin Holistic healing and Cultural Strength

2. **Date**
3/02/2025

3. **Purpose**
Request to engage B Martin Holistic Healing and Cultural Strength for the Justice Centre / Community Services 3 x 1 week programs to be delivered between February – June 2025 (\$30,000) + accommodation.

- we only have one quote for B Martin Wellbeing (\$30,000) engagement.
- This does not meet Council procurement requirements.
- Based on our discussion & attached email, I believe that we could apply for a legislative exemption *Sections 235 of the LG Regulation 2012 under Council resolves that because of the specialised of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders*
- This will require a resolution via a Special Report to Council

4. **Recommendation**

Ground for exemptions to our procurement policy are listed below:

- Council resolves (Council resolution obtained) it is satisfied that there is only one supplier who is reasonably available (sole suppliers); or
- Council resolves (Council resolution obtained) that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- a genuine emergency exists; or
- the contract is for the purchase of goods and is made by public auction; or
- the contract is for the purchase of second-hand goods; or
- the contract is made with, or under an arrangement with a government agency e.g.: Queensland State Government arrangements

Moved:.....Seconded:.....
CARRIED.
Resolution:

Discussion Broc Martin Holistic Healing and Cultural Strength Program is a specific project focusing on social and emotional wellbeing, providing education, and offering support and resources to vulnerable community members. The two facilitators engaged in the program both identify as Indigenous and have prior connection to the community of Pormpuraaw and its people. Broc Martin was previously employed as a counsellor in Pormpuraaw and has strong connections to many of the community members who he helped through difficult times. Rebecaa Carroll was previously employed at the Pormpuraaw art centre and as such the local artist are familiar with her and engage more openly and willingly than someone new. Positive feedback was received from the delivery of a Drug and Alcohol program they provided to community in 2024. The strong connections enable the community to benefit significantly and as such sourcing another provider will prove difficult to replicate the connections available through Broc's program.

Please accept the one provided quote as attached.

Shelina Bartlett Executive Manager Community Services

Title: Empowering Pormpuraaw: Holistic Healing and Cultural Strength

Duration: 3 Weeks (one week per month for 3 months)

Location: Pormpuraaw Community Justice Center/Men's Shed/Rise and on Country experience at the Chapman River

Facilitators: Broc Martin and Rebecca Carroll

Objective: To provide a comprehensive training program that promotes holistic healing, enhances social and emotional wellbeing, leverages Aboriginal culture as a source of strength, addresses issues related to drug and alcohol use, trauma, and cultural load at work. The workshop will be tailored to meet the specific needs and expectations of the Pormpuraaw community.

Cost: 3 x 1-week workshops – Monday to Friday (dates TBC) over a 3-month period.

Total: \$30,000 GST Inc. plus Council accommodation.

Week 1: Holistic Healing and Community Needs

Day 1: Introduction and Community Expectations

- Welcome ceremony by community Elders
- Introduction to the workshop objectives and schedule
- Ice-breaking activities to build rapport among participants.
- Discussion on community expectations and needs
- Adjusting the workshop content based on feedback.
- Community needs analysis.
- Community stakeholders' engagement to identify partnerships that can be utilised for the delivery of the program.

Day 2-3: Holistic Healing Practices

- Understanding holistic healing: Mind, body, and spirit
- Traditional Aboriginal healing practices (Weaving to be offered – potential to partner with the Art Centre for separate space for women participants)
- Meditation and mindfulness sessions
- Group discussions on personal healing journeys

Day 4-5: Social and Emotional Wellbeing

- Exploring social and emotional wellbeing for Aboriginal people
- Strategies for enhancing mental health and resilience.
- Support systems and community resources
- Interactive activities and group discussions

Week 2: Aboriginal Mental Health First Aid Training

Broc and Rebecca will offer to deliver Aboriginal Mental Health First Aid Training to Council Staff. This is a certified and recognized training that is fully accredited. Staff that participate will be better equipped to identify and recognize Mental Health and respond reducing stigma in community and being able to support people in crisis.

AMHFA training is 2 days. Broc and Rebecca will also offer their signature workshop Scar Tree Healing for the other 2 days open to Staff and community member



GROUNDLED PATHWAYS

'SCAR TREE WELLBEING WORKSHOP'

COMMUNICATION
SOCIAL AND EMOTIONAL WELLBEING
CULTURAL HEALING
PATHWAYS TO SUCCESS
CULTURAL ACTIVITIES

This 4 day workshop will utilise the metaphor of Aboriginal Scar Trees. Leaving you empowered and able to identify a clear pathway forward. Discuss the strength that comes from overcoming wounds, both physical and emotional. This workshop is designed by mob for mob.



0461 537 686



brocmartin87@gmail.com

Week 3: Culture as Strength and Addressing Drug and Alcohol Use

Day 1-2: Aboriginal Culture as Strength

- Exploring Aboriginal cultural heritage
- Storytelling sessions with elders
- Art and music as cultural expressions
- Building cultural pride and identity

Day 3-4: Drug and Alcohol Awareness

- Understanding the impact of drug and alcohol use

- Strategies for prevention and intervention
- Support systems and resources available
- Personal stories and experiences

Expected Outcomes:

- Enhanced understanding of holistic healing practices
- Strengthened social and emotional wellbeing.
- Increased awareness of drug and alcohol issues and available support
- Improved coping mechanisms for trauma
- Practical strategies for managing cultural load at work.

Due to Broc and Rebecca having connection to the community of Pormpuraaw the ability to engage and deliver are enhanced due to ongoing relationships with key members of the community, positive relationships with stakeholders and a willingness to adapt and provide what the community are responding too and being able to adapt and have impact for positive social and emotional wellbeing for the people of Pormpuraaw. Also attached to this proposal is a feedback evaluation from the previous workshop delivered by Broc and Rebecca.

Pormpuraaw “Don’t Buy Sly” Alcohol Awareness Program

Presented by: Broc Martin and Rebecca Carroll

Date: 13 - 17 May 2024

Location: Pormpuraaw Justice Centre

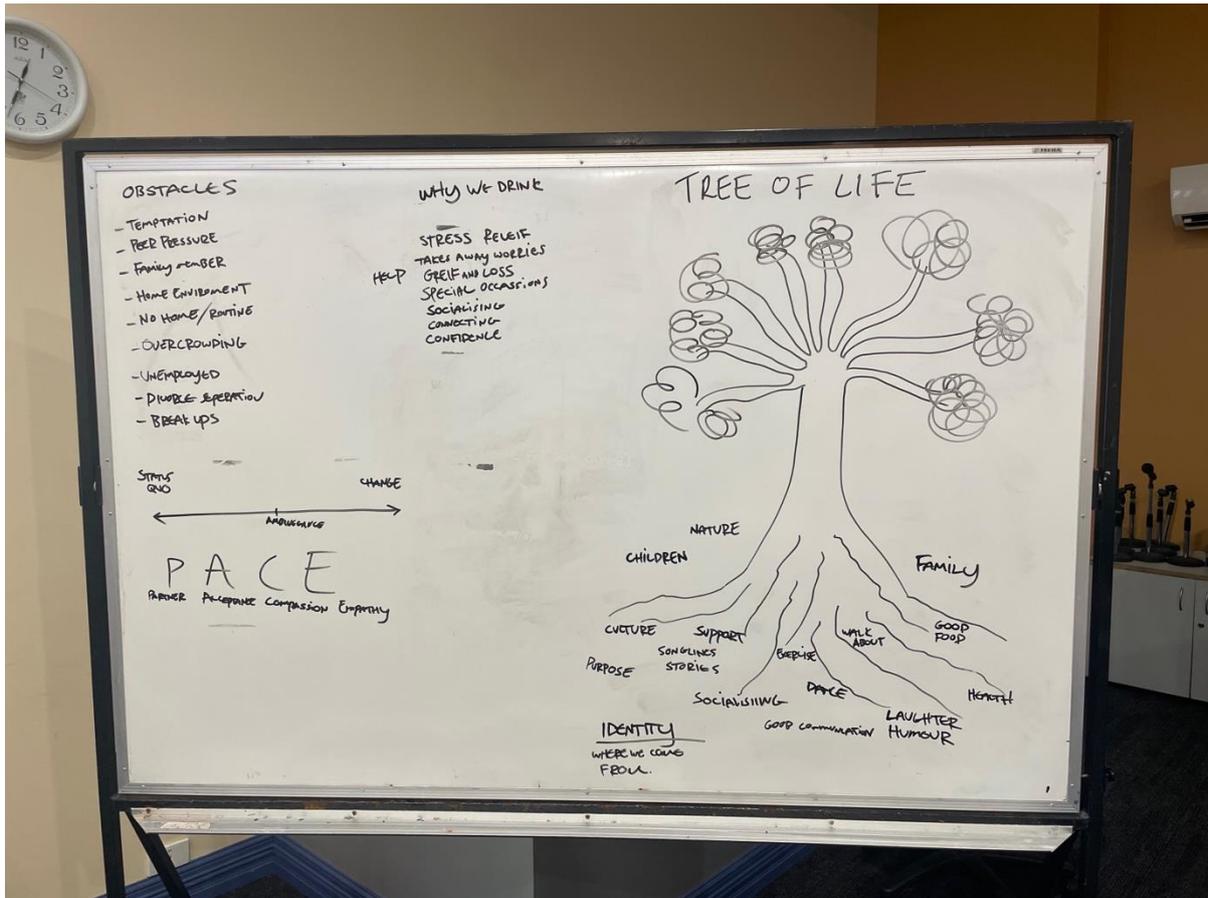
Overview

Day 1

Rebecca and Broc arrived in Pormpuraaw and held a meet and greet with potential participants. This was a soft entry level introduction to the program and a chance for community members to ask questions and gain a deeper understanding of what to expect over the course of the week. In the evening the Candlelight vigil was being held and the trainers attended to let community know they are in town and hand out pamphlets.

7 participants attended this session.





Day 2

Day 2 of the workshop consisted of community members identifying their strengths through an activity called the 'Wall of Strengths'. The Wall of Strengths reflects our capacity for thinking, feeling, and behaving in ways that help us pursue what we consider valuable. Strengths are positive character traits or skills such as knowledge, attributes and talents. By starting the program with this, community members were able to identify their already existing strengths and allowed them to acknowledge their cultural strengths. Each afternoon was spent integrating the days teachings and learning through art and weaving. The canvas was completed by the group with all having input and will be presented back to cCouncil for possible framing and hanging somewhere appropriate example such as the Justice Centre.



10 participants attended.**Day 3**

Day 3 consisted of building self-confidence and reframing negative beliefs.

- Cultural connection
- Challenging self-beliefs
- Becoming Strong
- Recognising and building resilience
- Knowing our strengths

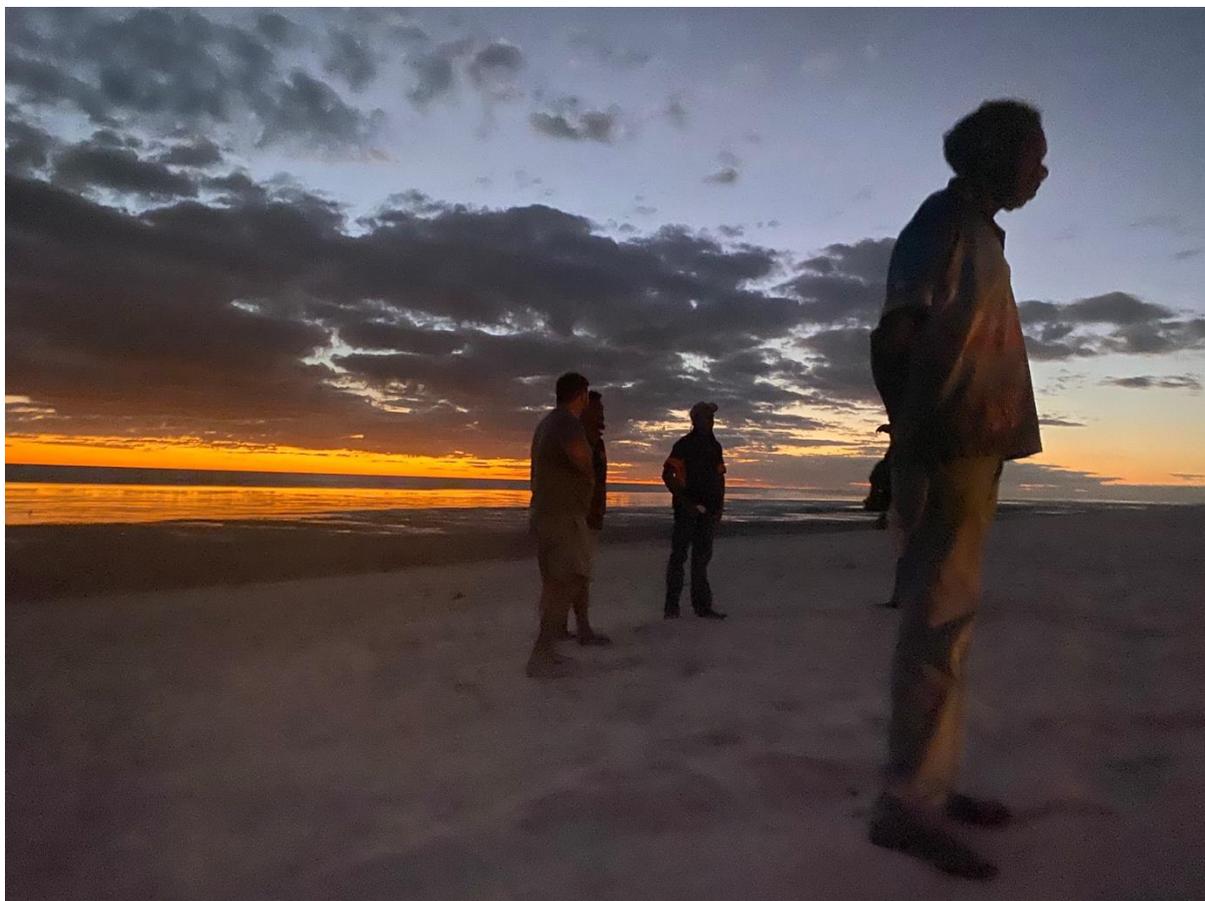
Justice Group members Uncle Sid Bruce, Jane Deakin and Josie were instrumental in the support of the program, sharing cultural knowledge and support for the community members who participated.

Day 3 finished with a special fire night. Originally intended for a men's and woman's yarnning circle to provide a space for gender specific sensitive content but merged into a joined activity organically with song man Sid Bruce and participant Lindsay Conrad singing and sharing cultural stories. An awesome feed was provided by Council and HAAC which was very much appreciated. This demonstrated that in community you can have a plan and intention for the way a program is to be delivered however it important to remain flexible and meet the immediate needs of participants, allowing events to evolve and shift in real time to benefit the delivery of the program and community members.

10 participants attended.





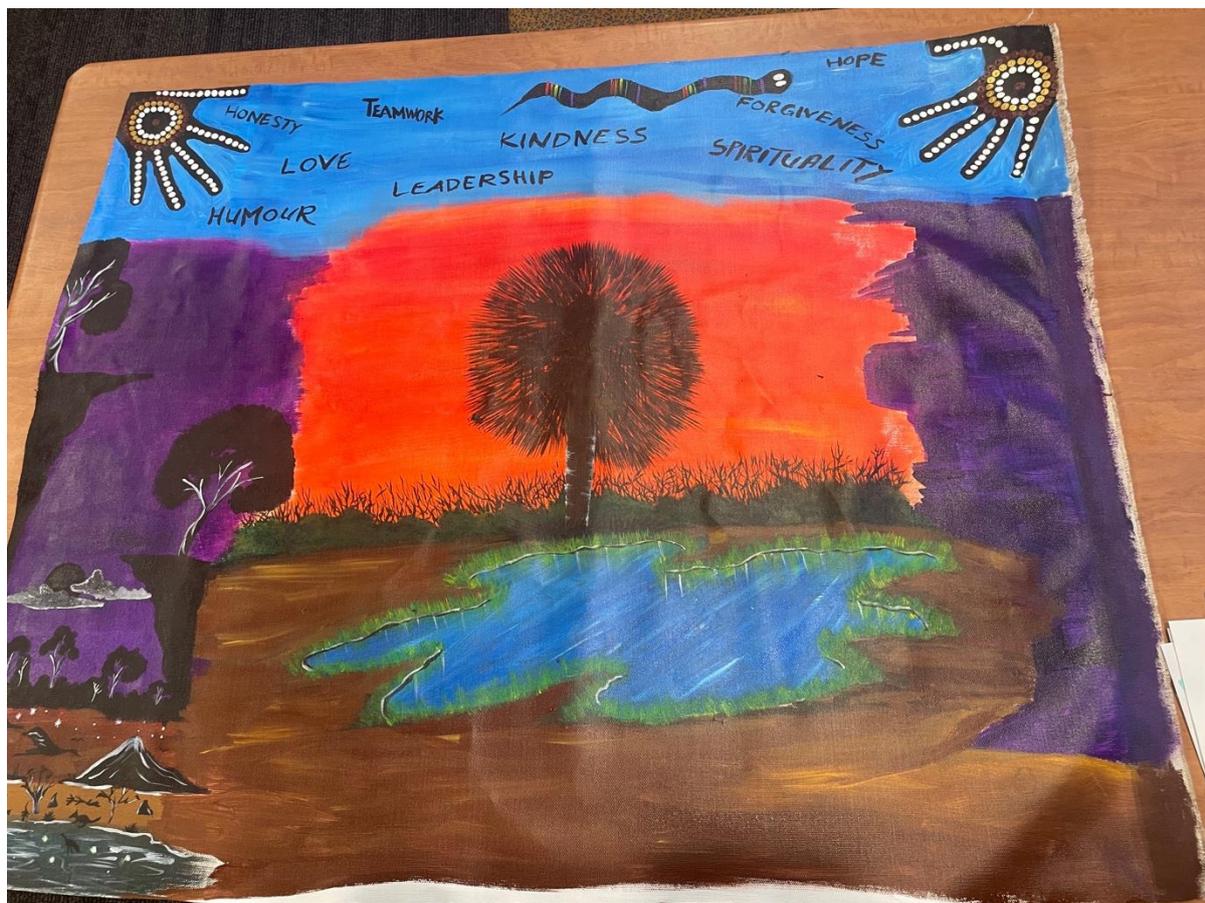


Day 4

Day 4 was focused on intergenerational trauma and the correlation between trauma and alcohol as well as the impacts of alcohol. Strategies to overcome problematic drinking and community resources. This was conducted by an activity called the 'Tree of Life' in which participants identified things that took away from our spirit and things that add to it. Great engagement from those that participated, and the week was celebrated with graduation and completion of the artwork.

Prizes were drawn daily for participants as a way of appreciation and engagement and was kindly supported by Council.

8 participants attended.



Day 5

Support participants to attend Local Fishing Competition This was a great way to celebrate and enjoy the community spirit that is strong on this much-loved annual day . Fish were caught, people had an amazing day.

The program was a success with feedback from participant's confirming the information was relevant and delivered in a sensitive and culturally appropriate manner. With the existing relationships both Trainers had it was easier to create a safe and trusting environment for people to share and that can often take a significant amount of time in environments where the trainers are not known.

The program could not have been a success without the support of Pormpuraaw Council, HAAC providing catering, which was above and beyond. The Justice group and

its members and supportive staff. Pormpuraaw Art centre with support with supplies for the art activity and all community members who eagerly participated.

Feedback from trainers is that the location of the workshops was an excellent facility to work in as it made everything easy and comfortable, technology access was perfect. The only concern was that a couple of community members mentioned that they thought that the training was for people on Probation and Parole. So perhaps the location may have put some people off attending.

It is always difficult to estimate the number of participants when so many external factors impact whether people attend or not. In regard to feedback forms, in the future we would look at doing these daily because of the transient nature of participation. We lost some feedback from people who attended up to end of day 3 and this was a missed opportunity.

It was a pleasure and privilege for both trainers to deliver this important workshop to Pormpuraaw community and we hope there is opportunity in the future to continue working with Council in co-designing programs that the community members want and will benefit from.





Feedback from Participants (8):

Question 1. Did the workshop content meet your expectations?

100% of participants agreed that it did meet their expectations.

Question 2. How would you rate the workshop on a scale of 1 to 5? (1= very poor and 5 = very good)

Seven participants rated it as 5, very good and one rated it a 4, good.

Question 3a. Was the mix of presentations and activities suitable?

Seven participants said yes and one participant did not answer the question.

3b. Which topics did you find most interesting or useful?

- Strength's exercise
- Strong Spirit Tree
- Artwork/Weaving
- Alcohol/trauma/yarns
- Fire night
- Prizes

Three participants ticked all of the topics

Two selected 'Artwork/Weaving'

One selected 'Strength's exercise'

One selected 'Strong Spirit Tree'

One selected both 'Strength's exercise' and 'Strong Spirit Tree'

4. Do you have any feedback about any of these activities?

"Interesting, Useful"

"We learned more about the exercises 'strong spirit tree' for our future generation. Fire night more practice."

"It was helpful support. It was deadly".

"These topics were all good, but I loved the "Strong Spirit Tree" it covers all of topics eg 'identity'".

"Need to target youth and other community members would be interested".

“Only feedback I have is I have never done weaving in my life, so this was an excellent opportunity & experience for me to start learning and I loved it”.

**How would you rate the quality of the trainers? On a scale of 1 to 5.
1=good and 5= very good**

Knowledge of the topic

100% of participants found the trainers knowledge to be a 5, very good.

Presentations and preparation of materials

100% of participants rated the presentation and preparation a 5, very good.

How would you rate the trainer’s ability to communicate and explain topics clearly? Did you feel involved in activities, discussions, and exercises?

100% of participants rated the trainer’s communication and explanations a 5, very good. And majority felt included in the workshops.

How was the location/food and length of workshop?

Seven participants answered this with a 5, very good and one gave it a 4, good.

Feedback

“Very good”

“Interesting, very good”

“Well presented. Excellent”

“All goods”

“Very good sharing story from the old day”

Do you have any ideas or suggestions to help address Pormpuraaw’s “Don’t buy Sly” initiative?

“Everybody should know it’s not good for the household”.

“Jobs for locals. Training – RISE”

“It’s up to the people”

“Say no to sly grog by encouraging them. Encourage more people to come along next time”





10. CONFIDENTIAL ITEMS

9 CLOSE OF MEETING

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

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