

Ordinary Meeting of Council

21 February 2025

The Mayor and Council Members
Pormpuraaw Shire Council
PORMPURAAW QLD 4892

Dear Members

Notice is also hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on **Monday 24 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



ORDINARY MEETING OF COUNCIL

AGENDA

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

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- 1 OPENING OF MEETING**
- 2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE**
- 3 APOLOGIES**

Lucy Foote as provided a Doctors Certificate from

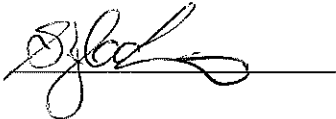
Result type: Outpatient Cardiology
Result date: 18 February 2025 14:58 AEST
Result status: Auth (Verified)
Result title: Medical Certificate
Performed by: COLRAIN, SEAN JAMES RMO on 18 February 2025 15:02 AEST
Verified by: COLRAIN, SEAN JAMES RMO on 18 February 2025 15:02 AEST
Encounter info: 4431878, CBH, Pre-arrival, 31-Jan-2025 -

*** Final Report ***

Medical Certificate

I hereby certify that Ms LUCY FOOTE was admitted to the Cairns Base Hospital as on 22/01/2025 suffering from a medical condition.
The patient will be unfit for duty up to from 22/1/25 to 25/3/2025.
This may need to be extended due to upcoming TPCB admission.

Dr Sean Colrain, Medical Officer



Date: 18/02/2025

Signature Line

Created By:COLRAIN, SEAN JAMES RMO

Electronically Signed On:18-Feb-2025 15:02

Dr Steven Sutcliffe
Consultant Cardiologist
Provider No: 4152813X
Cairns Hospital

Completed Action List:

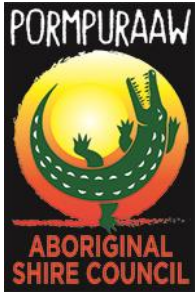
- * Perform by COLRAIN, SEAN JAMES RMO on 18 February 2025 15:02 AEST
- * Sign by COLRAIN, SEAN JAMES RMO on 18 February 2025 15:02 AEST
- * VERIFY by COLRAIN, SEAN JAMES RMO on 18 February 2025 15:02 AEST

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 RECIVING COPIES OF THE PREVIOUS MINUTES

- **Minutes of Ordinary Meeting 29 January 2025**
- **Minutes of Special Meeting 10 February 2025**



Ordinary Meeting of Council

MINUTES

Wednesday 29 January 2025

Pormpuraaw Aboriginal Shire
Council Boardroom

24 Thinraathin Street
Pormpuraaw

**MINUTES OF PORMPURA AW SHIRE
COUNCIL ORDINARY COUNCIL
MEETING
HELD AT THE PORMPURA AW ABORIGINAL SHIRE COUNCIL BOARDROOM,
24 THINRAATHING STREET, PORMPURA AW
ON WEDNESDAY, 29 JANUARY 2025, AT 10.00 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 10:15 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

Mayor Ralph Kendall (Jnr), Cr Tim Koo-Aga (Deputy Mayor), Cr Keith Barney, Cr Romena Edwards
In Attendance: Ms Janelle Menzies (Chief Executive Officer and Minute Taker)

3 APOLOGIES

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

4 DECLARATIONS OF INTEREST

Nil

5 RELATED PARTY DECLARATION FORM

Nil

6 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.

6.1 APPOINTMENT OF MRS JANELLE MENZIES AS THE CHIEF EXECUTIVE OFFICER

To Inform full Council about the appointment of Mrs Janelle Menzies as Council's incoming Chief Executive Officer.

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/02/01

That the Council moved into closed session at 10.18 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

At 10.18 am Janelle Menzies left the meeting.

At 10.33 am Janelle Menzies Returned to the meetings.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/02/02

That the Council moved out of closed session at 10.34 am.

Moved: Mayor Ralph Kendall

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

6.1 APPOINTMENT OF MRS JANELLE MENZIES AS THE CHIEF EXECUTIVE OFFICER

EXECUTIVE SUMMARY

To Inform full Council about the appointment of Mrs Janelle Menzies as Council's incoming Chief Executive Officer.

RESOLUTION NO: 2025/02/03

That the Council ratify the appointment of Mrs Janelle Menzies to the position of Chief Executive Officer as per the Selection Panel recommendation with a start date of 29 January 2025.

Moved: Mayor Kendall

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

7 RECEIVING AND CONFIRMATION OF MINUTES**7.1 ORDINARY MEETING OF PORMPURAAB ORIGINAL SHIRE COUNCIL HELD ON WEDNESDAY 18 DECEMBER 2024**

RESOLUTION NO: 2025/02/04

That the Minutes of the Council Meeting held on 18 December 2024, be received and the recommendations therein be adopted.

Moved: Mayor Ralph Kendall

Seconded: Deputy Tim Koo-Aga

CARRIED 4/0

8 RECEIVING AND CONFIRMATION OF MINUTES**8.1 MATTERS ARRIVING FROM THE MINUTES**

Nil

9 DELEGATIONS/GUESTS

Nil

10 CORRESPONDENCE

Nil

11 CHIEF EXECUTIVE OFFICERS REPORTS**11.1 OPERATIONAL PLAN 2024-25 DECEMBER QUARTER UPDATE****EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/05

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

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

12 CORPORATE SERVICES**12.1 CORPORATE SERVICES MONTHLY STATUS REPORT****EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/06

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

12.2 FINANCIAL STATEMENTS FOR THE PERIOD 31 DECEMBER 2024**EXECUTIVE SUMMARY**

To provide the Council with The Financial Statements for the period to 31 December 2024.

RESOLUTION NO: 2025/01/07

That Council adopts the Financial Statements for the period to 31 December 2024..

Moved: Cr Romena Edwards

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

The meeting adjourned for lunch at 11.53 am.

The meeting recommenced at 12.10 am.

13 OPERATIONS**13.1 OPERATIONS MONTHLY STATUS REPORT****EXECUTIVE SUMMARY**

To provide the Council with the Operations monthly report for December 2024.

RESOLUTION NO: 2025/01/08

That the Council accept the Operations monthly report for December 2024.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

14 COMMUNITY SERVICES**14.1 COMMUNITY SERVICES MONTHLY STATUS REPORT****EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/09

That the Councils accept the Community Services monthly report for December 2024.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

14.2 CHSP SERVICE ACTIVITY REPORT**EXECUTIVE SUMMARY**

To provide Council with an update on the CHSP Activity Report for December 2024.

RESOLUTION NO: 2025/01/10

That the Council accepts the CHSP Activity Report for December 2024.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall

CARRIED 4/0

14.3 AGED CARE DECEMBER 2024 STATUS REPORT**EXECUTIVE SUMMARY**

To provide the Council with an update for Aged Care for December 2024.

RESOLUTION NO: 2025/01/11

That the Council accept the Aged Care monthly report for December 2024.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

14.4 HALL LEASE PROPOSAL – PORMPUR PANTH**EXECUTIVE SUMMARY**

To table a proposal from Pormpur Paanth to leave the Community Hall..

RESOLUTION NO: 2025/01/12

That the Council:

1. Resolve not to enter into the proposed lease with Pormpur Paanth. Pormpuraaw Paanth can hire the hall as per the Council's Fees and charges.
2. 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 Fees and Charges for 2024/25..

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph KEndall

CARRIED 4/0

15 LATE ITEMS**15.1 PROCUREMENT POLICY – FINANCIAL DELEGATIONS****EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/13

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

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

And to issue Credit Cards as follows:

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

Moved: Mayor Tim-Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

15.2 COUNCIL MEETING DATES FOR 2025**EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/14

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

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

Moved: Mayor Ralph Kendall

Seconded: Cr Keith Barney

CARRIED 4/0

15.3 COUNCILLOR REMUNERATION 2025/26**EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/15

That Council endorse the recommendation of the Local Government Remuneration Commission to apply from 1 July 2025 as follows:

- (a) Mayor - \$122,975
- (b) Deputy Mayor - \$70,946
- (c) Councillor - \$61,486 (a base payment of \$40,990.67 and a meeting fee of \$1,707.94 per calendar month from July 2025 to May 2026 and \$1,707.99 in June 2026.)

Moved: Mayor Ralph Kendall

Seconded: Cr Romena Edwards

CARRIED 4/0

15.4 SCHEME SUPPLY FUND FUND**EXECUTIVE SUMMARY**

To provide the Council with information on the Scheme Supply Fund.

RESOLUTION NO: 2025/01/16

That Council resolve to:

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

15.5 PORMPURA AW STATE SCHOOL 2025 LUNCH PROGRAM**EXECUTIVE SUMMARY**

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

RESOLUTION NO: 2025/01/17

That Council

1. Resolve to negotiate with WIP Construction as part of their Indigenous Economic Opportunity Plan (IEOP) to pay for the Pormpuraaw State School Lunch Program.
2. Request that Pormpuraaw State School issue an invoice amounting to \$28,080 for 2025 as soon as possible so that the Council can make the payment.

Moved: Mayor Ralph Kendall

Seconded: Cr Romena Edwards

CARRIED 4/0

16 TENDERS & QUOTATIONS

NIL

17 NOTICE OF MOTION

NIL

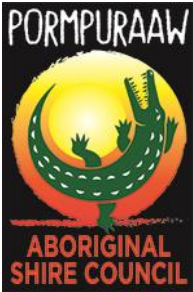
18 NEXT MEETING AND CLOSE

There being no further business the Mayor declared the meeting closed at 12.50 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.

MAYOR RALPH KENDALL JNR

JANELLE MENZIES - CEO



Special Meeting of Council

MINUTES

Monday 10 February 2025

Pormpuraaw Aboriginal Shire
Council Boardroom

24 Thinraathin Street
Pormpuraaw

**MINUTES OF PORMPURAAW SHIRE
SPECIAL COUNCIL MEETING
HELD AT THE PORMPURAAW ABORIGINAL SHIRE COUNCIL BOARDROOM,
24 THINRAATHING STREET, PORMPURAAW
ON WEDNESDAY, 10 FEBRUARY 2025, AT 10.00 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 10:14 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDENCE

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

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

3 APOLOGIES

Cr Lucy Foote sent her apologies and advised that she is still not well.

4 DECLARATIONS OF INTEREST

Nil

5 RELATED PARTY DECLARATION FORM

Nil

6 CHIEF EXECUTIVE OFFICERS REPORTS**6.1 COUNCILLOR REMUNERATION AND EXPENSE REIMBURSEMENT POLICY****EXECUTIVE SUMMARY**

For the Council to adopt the Councillor Remuneration and Reimbursement Policy

RESOLUTION NO: 2025/02/10/01

The Council resolve to adopt the Councillor Remuneration and Reimbursement Policy.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

7 COMMUNITY SERVICES REPORTS**7.1 PORMPURA AW COMMUNITY FISHING COMPETITION 2025****EXECUTIVE SUMMARY**

Request for Pormpuraaw Aboriginal Shire 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.

RESOLUTION NO: 2025/02/10/02

That the Council resolve to provide \$10,000 for the Community Fishing Competition.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

7.2 BROCC MARTIN HOLISTIC HEALING AND CULTURAL**EXECUTIVE SUMMARY**

Request to Council to engage B Martin Holistic and Cultural Strength Program for the Justice Centre / Community Services

RESOLUTION NO: 2025/02/10/03

That Council resolves not to support the engagement of B Martin Holistic and Cultural Strength Program as it is a duplication for programs that should be delivered by other agencies in Pormpuraaw.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

8 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.

8.1 APPLICATIONS TO RESIDE IN PORMPURA AW

For Council to consider applications to reside in Pormpuraaw.

MOVE INTO CLOSED SESSION

RESOLUTION NO: 2025/02/10/04

That the Council moved into closed session at 10.30 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall

CARRIED 4/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/02/10/05

That the Council moved out of closed session at 10.35 am.

Moved: Deputy Tim Koo-Aga

Seconded: Cr Keith Barney

CARRIED 4/0

8.1 APPLICATIONS TO RESIDE IN PORMPURA AW

EXECUTIVE SUMMARY

For Council to consider applications to reside in Pormpuraaw

RESOLUTION NO: 2025/02/10/06

That Council resolve to approve the Applications to Reside in Pormpuraaw for

Paul Coleman
Melinda Owens

Moved: Mayor Kendall

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

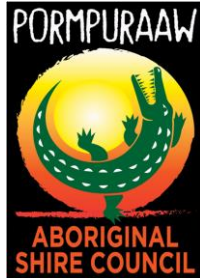
9 CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 12.50 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.

MAYOR RALPH KENDALL JNR

JANELLE MENZIES - CEO



Pormpuraaw Aboriginal Shire Council Monthly Meeting Corporate Services Report February 2025

SUBJECT: Monthly Report to Council – Corporate Services

AUTHOR: Tracey Graham

DATE: 16 February 2025

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

Purpose of Report

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

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

- Finance Report as of 31 January 2025.

Discussion

GENERAL FINANCE

- Council currently has \$418,640 in aged debtors owing of 60 days or more. Most of the outstanding debts relate to service levies for homeownership lessees and commercial businesses. The Council should consider its position in recovering debt outstanding for commercial business service levies (current outstanding amount is approx. \$185K) and the homeownership lessee service levies (current outstanding amount is approx. \$78K).
- On 05 December 2024, audit committee members were requested to complete self-assessment questionnaire and return it for summary to be tabled at the next audit committee meeting in April 2025. To date no questionnaires have been received.
- Internal Audit meeting scheduled for 19 February 2025 to commence planning for our first internal audit project which will be an overall review of the organisational structure and human resources, including investment strategies, to align strategic objectives and operational decisions with the new implementation of the Corporate Plan. The key summary areas of this internal audit project are as follows:
 1. The recruitment and retention of key personnel is assessed as high risk to Council to the ongoing success of the Council. The attraction and retention of skilled and professional staff to a community is important if it is to remain vibrant and self-sufficient and be able to sustain itself in the future. The turnover in key management roles in recent years, along with the upcoming change in CEO, presents potential risks to operational stability and continuity, potentially impacting the achievement of strategic objectives and the consistency of service delivery.

2. Development of a draft investment and cash management strategy including potential strategies for implementation incorporating Council input, results from the community engagement and external requirements.
 3. With the recent implementation of the new Corporate Plan, there is a risk that existing strategic and operational risks may not be fully aligned with the updated plans and strategies. The alignment of Council's strategic and operational risks and direction with the new Corporate Plan is also assessed as high risk as the misalignment could lead to resources being allocated to initiatives that do not support the Council's long-term goals or, conversely, fail to address critical risks that could hinder the achievement of these objectives. The delivery of the internal audit project will involve internal audit travelling to Pormpuraaw and working with management staff and the elected members.
- The last few weeks have seen the EMCS busy providing information as requested to the new CEO.
 - EMCS held monthly meeting with Shave & Brett consultant on governance framework project. Statutory policies are with the CEO awaiting Council adoption. A workshop on statutory policies will be provided to the ELT on 20 February 2025. Council's Risk Management Framework is currently being worked on with a Risk Management Framework policy drafted and with the CEO for review and Council adoption.
 - EMCS participated in LGMA governance exchange meeting on 06 February 2025, which discussed matters such as upcoming Dept project reduction in red tape, digital/e-signatures, compliance checklists, AI usage guidelines & sub-delegations systems.
 - EMCS participated in Office of Industrial Relations Safety Officer meeting on 06 February 2025, with the focus of this meeting being on Water Treatment – Chlorine Gas plants with OIR & Dept LG working together collectively to provide support to develop safe practices and improve current procedures. OIR WHS Qld Compliance at a glance self-assessment guide was provided as a Council resource.
 - EMCS participated in LGAQ ICB Project Meeting on 12 February 2025 to discuss remaining funding and opportunities before 30 June 2025.
 - EMCS participated in Peak Services Procurement Professionals Masterclass Webinar on 13 February 2025. The webinar provided the essential components to an effective procurement governance framework.
 - Grant expenditure reporting is provided monthly to the executive management team to ensure managers monitor their program budgets.
 - A fortnightly staff absenteeism report is provided to executive managers to monitor staff absenteeism.
 - EMCS confirms there are no changes to her reported related parties or register of interests.

Grant acquittals and reporting completed since last Council report:

- Deadly Sports & Rec Biannual Project Expense Reporting – July to December 2024
- Community Justice Group Quarterly Financial Acquittal – October to December 2024
- IEI Performance & Budget Quarterly Reporting - October to December 2024
- ATSI Public Health Program Biannual Financial Reporting – July to December 2024
- QIL&S Ranger Program Biannual Financial Reporting – July to December 2024
- ATO monthly PAYG & STP reporting – January 2025

Current Corporate Services Projects:

- Asset Management Framework & Plans
- WHS/Risk Management System – Mango QHSE Management System (Continuous WIP)
- Audit Matrix Register (Current WIP)
- Internal Audit Plan for 2024/25 FY (Current WIP)

- Policy Reviews & Develop Policy Register (Current WIP)
- Risk Management Framework (Current WIP)
- Registers Development
- Property & Lease Register with Maintenance Requirements
- Delegations Register Review
- Multi-factor Authentication for Council's IT Infrastructure Access (Completed)

WHS

- Work Health & Safety and Risk Advisor position has been advertised on Seek and listed with a recruitment agency. The position has now been offered to an external applicant with an expected start date of 31 March 2025.
- The Council's WHS/Risk program - Mango Quality, Health, Safety & Environment Management System is currently being established and being slowly rolled out to key Council staff. Staff have been provided mobile tablets to access the Mango system and undertake real-time WHS & risk reporting. The system records identified hazards and areas of improvement to the relevant department for review and action. All Managers and Supervisors must work collectively to ensure we identify WHS & risk hazards and ensure our staff can go home safely each night to their loved ones, maintaining a zero tolerance for injury in the workplace.
- A suite of safety operating procedures has been purchased through SafetyCulture which the incoming WHS Manager will need to work through with each department on the applicable safety operating procedures.

HR

- The HR role is currently being covered by the Administration Officer for Corporate Services, who is prioritising recruitment in the absence of a HR Officer.
- Over the last 2 weeks the following roles have been filled:
 - Accommodation Team Leader
 - Community Services Officer – IKC Library
 - Community Services Team Leader
- Council currently has the following roles advertised:
 - Aged Care Cook
 - Aged Care Kitchen-Hands x 2
 - Aged Care Support Workers x 4
 - Apprentice Carpenter
 - Community Services Officer – Centrelink
 - Community Services – Customer Services Support Officer (Traineeship Position)
 - Community Justice Group Mentors x 2
 - Operations General Hand – Garbage Crew

Council has been working collectively with RISE management to actively identify suitable applicants for the vacant roles in community.

- A recruitment agency is currently seeking suitable applicants for the HR Advisor role to be based in Cairns with 1 week a month traveling to Pormpuraaw.
- Airport Reporting Officer training was completed in the week of Tuesday 03 to Friday 07 February 2025. Council had 5 employees participate in this training. All officers who undertook the training are required to commit to being on the on-call roster.

- Meetings were held with HR & EMCS and the EM of Community Services on 07 February & the EM of Operational Services on 14 February 2025 to review recruitment priorities for these departments.
- Absenteeism across Council continues to be an issue. For the FY there has been **8,853** hours of absenteeism recorded for the 2024-25 financial year to date (32 weeks). This equates to approx. **276.7 hours per week** and is the equivalent of approximately **7.6 Full-time employees not coming to work each day. This is 13.5% of our current workforce absent each day!**

ADMIN STORE

- Admin Store undertook a bi-annual stocktake for the period ended 31 January 2025. The stocktake counts are currently being reviewed against system numbers with a full internal review to be completed. The review is expected to be completed by the end of the week.
- Recruitment for an admin store assistant will not commence until April 2025, to secure a placement before road freight becomes active again.

ACCOMMODATION

- The Accommodation Team Leader position has been advertised on Seek and listed with a recruitment agency. The position has now been offered to an external applicant with an expected start date of 10 March 2025. The role will continue to be carried by Council's floating operational support officer.
- Accommodation occupancy has been at a steady capacity, with the Council working continuously with contractors to ensure they have accommodation available for their workers to undertake capex works commencing, such as the construction of community houses, staff houses, road works, hospital, etc. The contractors camp is being fully utilised by WIP Constructions.
- The replacement ablution & laundry units for the Main Roads Camp have arrived at the transport depot in Cairns and will be transported to Pormpuraaw in the new year when the weather allows, and a crane can be transported into the community to lift these buildings.

Kind Regards,



Tracey Graham

Executive Manager of Corporate Services



Pormpuraaw Aboriginal Shire Council

MONTHLY REPORT

TITLE	Community Services Manager - Monthly Report
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DATE	For the Month of January 2025
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PURPOSE OF REPORT
Please provide a one sentence summary (e.g. provide monthly report..., provide update..., and seek decision/approval...)
Provide update to Council regarding Community Services operational activities for the reporting period

RECOMMENDATION

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

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

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

Nil

Discussion

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

Aged Care

Aged Care Quality & Safety Commission Audit postponed until early 2025
Resource (Culturally Directed Care Solutions subscription has been purchased to assist with templates and information required for quality compliance. With the new Aged Care Act and Standards new Aged Care Policies and Procedures will need to be developed.

January saw service provision limited to essential services due to staff attendance
Most days only see Coordinator and 1 sometimes 2 staff arrive to work to provide services

Approved for SDAP (Service Development Assistance Panel) approved
(it now goes out to tender for organisation's to quote)
process should take 10-12 weeks before approved provider arrives to start assistance

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

- see attached Aged Care report for January 2025

MONTHLY REPORT

Justice Group:

- Court date 13/01/2025
- Preparation of Position Description to advertise for two part time Justice Mentors (To be advertised soon)

Post Office / Cashier

Relocation of Cashier to Post Office has been well received with community; the team are very busy with an increase in Local Fare Scheme enquiries and purchases.

Centrelink

Waiting on ID and Police check to enable proceeding with employment – early February should see this position filled. Currently open every day for self-service only

Library

Interviews completed and early February Adrianna Chillago will take on the IKC position

Disaster Management

SES call out for help with excessive rain saw Ro giving a hand to get tarps on the roof (no we did not get on roof 😊)

DDGM special meeting for discussion around rain depression

PASC LDMG moved to alert 10.02.25 LDMG meeting held 12.30

PASC LDMG stepped down from Alert 13.02.2025

PUBS

Nothing to report

Next OLGR meeting 21/02/2025

Bakery

Still to be completed –

- * Consultation with new CEO to clarify direction forward (Par-bake or full bakery)
- * Consultation with new CEO (Bakery / Aged Care meal provision)
- * Food safe shelving to be constructed





Pormpuraaw Aboriginal Shire Council

MONTHLY REPORT

- * Counters fridges and display cabinets to be constructed and placed
- * Cleaned prepared for opening/ Food Safety Plan / Food Licence application
- * Baker or cook to be hired

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

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

Replacement of roller doors have been installed Jan 2025 (remotes to operate stored in a locked cupboard)

Don't Buy Sly Initiative

Order placed for 400 Don't Buy Sly Shirts, to be gifted to community who attend an event prior to EFY

Deadly Sport & Rec

Disco to be held once a month (Feb – June) Friday nights 5-9pm and operated by Council staff over and beyond their contracted positions and paid overtime from the funding.

Flyers to be distributed prior each event

EVENTS

Fishing Comp “ Design a Shirt” **Winner Emma Hobson Holroyd**

Also additional design was awarded Second for “**Don't Buy Sly** “ shirt design by Maddy Batze (see special purpose report for second prize)

Executive Manager Community Services – Shelina Bartlett	
Pormpuraaw Aboriginal Shire Council	



Aged Care Management Monthly/Quarterly Report

This report is to be completed and forwarded by the Aged Care Coordinator a week prior to monthly Council meeting.

MONTH: JANUARY 2025

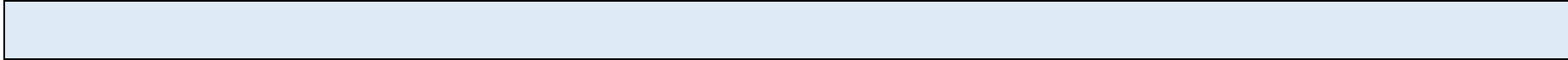
Client Numbers									
CHSP clients (Total)	29				Total new CHSP clients this month	0			
Home Care Package clients (Total) / Level	Level 1	Level 2	Level 3	Level 4	Total new HCP clients this month / level	Level 1	Level 2	Level 3	Level 4
		7	3						
Brokered clients	N/A				Total new brokered clients this month				
My Aged Care referrals (incoming)					My Aged Care referrals (outgoing)	2			
Assessments/reassessments due to be completed this month	11				Total client file reviews completed this month	2			
Service Delivery feedback									
Adverse impacts on service delivery	<i>Staffing is always an issue in Aged Care. We are working on improving attendance.</i>								



Human Resources Staffing levels & comments	<i>Staffing issues witht we need an additional staff member had one staff resigned this month still to be replaced, this has impacted current staffs attendance as they do not want to do all the work by themselves. Progress made with applicants ID for police checks which will hopefully see new staff in February.</i>		
Training delivered	<i>ALTURA training / Tool Box talks X 2 DVD</i>	<i>Training or Professional Development opportunities identified</i>	<i>Webinars WITH THE Aged Care COM</i>
Requests, Complaints & Feedback (staff & clients)	<i>We have had all approved clients requesting that their lawns be mowed asap, also clients wanting help with cleaning their homes.</i>		
Stakeholder meetings / engagement			
Good News Stories	<i>Assistance kindly provided by Council Parks and Gardens staff to support Aged Care staff with mowing some client's yards New year new start we are getting lots of young and old peoples interested in working at aged care but its just a matter of time to get them through the process and get support and much needed help for our Services.</i>		
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>			
Centre pay deduction	<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>		



WHS, Infrastructure & Improvements		
Incidents and Outcomes – clients and staff	Summary	Actions Arising
<p>Issues / Risks / WHS</p> <p>Resources &/or infrastructure maintenance required</p>	<p><i>This month we have many issue with the aged care building as the wet season kicking in we are finding lots of water damaged leaks from the roof a rec have been raised but it is still to wet for the crew to go on the roof</i></p> <p><i>Also the front ramp pole was rotten- R&M PASC crew did an amazing work at getting this fixed quickly.</i></p> <div style="display: flex; justify-content: space-around;">   </div>	
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>Approved for SDAP assistance (currently at quote stage)</i></p>	



Aged Care

Board Survey - Approved Provider Obligations

Purpose: This is a brief survey tool for new and existing Board members to ascertain where they may require further information, support or training.

Pormpuraaw Aged Care is an approved aged care provider. All approved aged care providers have obligations under the *Aged Care Act 1997 (Act)*.

As a board member, you need to ensure Pormpuraaw Aged Care is fulfilling its' obligations under the Act. There are also several Principles that sit under the Aged Care Act.

Aged care is a specialised area, and members can sometimes lack confidence or knowledge to assess the organisations level of compliance and level of the quality of care provided, due to a lack of information and/or training.

The purpose of this survey is to assess what you need in relation to information and training that would better support you in your Board member role.

Please indicate whether you feel you would benefit from additional information and/or training in the areas below:

Aged Care Area	YES	NO	Unsure
Overview of the aged care programs delivered			
An overview of the Aged Care Act			
Responsibilities of aged care providers (User Rights Principles 2014)			
Board member suitability checks requirements			
Code of Conduct (and new Aged Care Code)			
Approved provider accreditation process and reaccreditation process			
Quality of Care Principals 2014 including the Aged Care Quality Standards (<i>note: Quality Standard 8 pertains to Governance</i>)			
Home Care Reforms including the introduction of the Support at Home program from July 2024			
Aged Care Charter of Rights			
Content requirements on the My Aged Care website			
Record retention requirements (Records Principals 2014)			
<u>Reporting requirements:</u> service delivery, financial, incidents, mandatory reporting, provider changes etc (Accountability Principles 2014)			
Interpreting Financial reports			

Aged Care

Board Survey - Approved Provider Obligations

Aged Care Area	YES	NO	Unsure
Aged care employee/contractor/volunteer checks			
Key information the board needs to assess whether the service is “well run”			
Risk management and outbreak planning (COVID/Gastro/Influenza etc.)			
Incident management system requirements			
Serious Incident Response Scheme - reporting and response obligations			
Clinical Governance responsibilities and the role of the Board			
Feedback and complaints system			
Plan for Continuous Improvement (PCI)			
Obligations regarding client privacy and confidentiality			
Information Security and Data Breach			
Setting fees			
How to assess the level of quality care provided			

Board Member name (Optional)

Please include any additional comments or concerns below

Other Board Member Comments:

For further information on approved provider responsibilities, please refer to <https://www.health.gov.au/health-topics/aged-care/providing-aged-care-services/responsibilities>

SERVICE ACTIVITY REPORT: Financial Year 2024 - 2025

Commonwealth Government CHSP (Over Age)

Porompuraaw Shire Council

Porompuraaw Aged Care Project

Created: 02/07/2025

	JULY - DECEMBER			JANUARY - JUNE								YEAR TO DATE									
	Yearly Contracted Units	6 Monthly Contracted Units	Monthly Contracted Units	Jul Units	Aug Units	Sep Units	Oct Units	Nov Units	Dec Units	Total Units	Total %	Jan Units	Feb Units	Mar Units	Apr Units	May Units	Jun Units	Total Units	Total %	Total Units	Total %
Domestic Assistance	535	268	45	4	49	46	32	19	13	162	61		6					6	2	168	31
Social Support - Individual	610	305	51	22	25	80	85	71	25	307	101	81	24					105	34	412	68
Personal Care	220	110	18	3			1			4	4	6	1					7	6	11	5
Social Support - Group	1700	850	142	60	66	40	96	34	12	308	36							0	0	308	18
Meals	6932	3466	578	1145	906	934	950	929	1202	6066	175	980	242					1222	35	7288	105
Flexible Respite	12	6	1																		
Home Maintenance	188	94	16	52	40	44	44	8	6	194	207	11	8					19	20	213	113
Transport	1050	525	88	88	129	49	102	44	16	428	82	56						56	11	484	46

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

SERVICE ACTIVITY REPORT: Financial Year 2024 - 2025

State Government QCSS (Under Age)

Pompuraaw Shire Council

Pompuraaw Aged Care Project

Created: 02/12/2025

JULY - SEPTEMBER

OCTOBER - DECEMBER

JANUARY - MARCH

APRIL - JUNE

YEAR to DATE

	Annually / Quarterly Monthly C			Jul	Aug	Sep	Total	Total	Oct	Nov	Dec	Total	Total	Jan	Feb	Mar	Total	Total	Apr	May	Jun	Total	Total	Total	Total		
	Units	Units	Units	Units	Units	Units	Units	%	Units	Units	Units	Units	%	Units	Units	Units	Units	%	Units	Units	Units	Units	%	Units	%		
In-Home Supports	492	123	41	40	42	53	135	109	40	40	50	130	106	40	20		60	49				0	0	0	325	66	
Community Connection Supports	40	10	3				0	0				0	0	0	0	0		0	0				0	0	0	0	0
	532	133		40	42	53	135	101	40	40	50	130	98	40	20	0	60	45	0	0	0	0	0	0	325	61	

Queensland Community Support Scheme Flexibility

Within a single quarter, a service outlet that is funded to provide both In-Home Support and Community Connection Support can move up to 10% of the contracted hours of support from one service type to the other without having to provide rationale in the Performance Report.

The 10% is calculated from the service type the hours of support are being moved from.

For example:

* Service outlet A is contracted for 10,000 hours per annum (2,500 hours per quarter) of In-Home Supports. They can deliver up to 250 hours per quarter of contracted In-Home Supports as Community Connection Supports; or Connection Supports as In-Home Supports

** Service outlet B is contracted for 8,000 hours per annum (2,000 hours per quarter) of Community Connection Supports. They can deliver up to 200 hours of contracted Community Connection Supports as In-Home Supports.



Pormpuraaw Aboriginal Shire Council

SPECIAL PURPOSE / MONTHLY REPORT

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

	13/02/2025
--	-------------------

PURPOSE OF REPORT

Please provide a one sentence summary (e.g. provide monthly report..., provide update..., seek decision/approval...)

Operations monthly report to council. January 25.

RECOMMENDATION

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

Council to note report.

Resolution required (make a decision)

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

That Council resolves...

Discussion

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

Work for Month

- QBuild works.
- General duties
- Staff attendance has improved across the board with exceptional attendance by P&G and R&M; however, the absentee times are still higher than desired.

Waste and Recycling

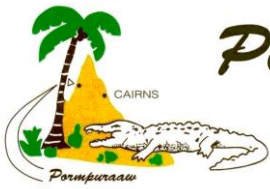
- Works have started on Town Waste Centre cleanup and are in Progress.

Workplace health and safety.

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

Main Roads

- Some minor concrete shoring to happen on roads banks highlighted for future works by Kelso.
- CARP Submissions submitted for Beach Road to boat ramp.



Dormpuraaw Aboriginal Shire Council

SPECIAL PURPOSE / MONTHLY REPORT

- All works have ceased for the year.

Parks and Gardens

- Props to Paul and the team, with excellent attendance, the town is looking better every week.
- P&G helped catch up HACC mowing of community yards,
- No major breakdowns or issues

Water supply and sewerage

- Water usage and testing is being maintained. All test results presented well.
- Waterpark is currently back in use.
- Preparation for installation of missing macerator,
- No major plumbing issues.

Plumbing

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

Housing

- An overall reduction on outstanding jobs has taken place over the last month with QBuild making positive comments at the recent meeting about local performance, we will continue to monitor this closely. We had a rise in job numbers, plans have been put in place for contractors to assist with catch up.
- !0 new houses under construction currently, progress is slower than desired, but they are progressing with practical completion scheduled for February. After Operations inspections I expect it to be March.

Airport

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

Special Projects

- LCRI funding Scopes confirmed for Community Hall and Beachside Ablution upgrades and works to start early in the new year. Roller doors for Admin and Hall have been Installed. Ablutions will be completed once stock can be supplied after Wet season.



Pormpuraaw Aboriginal Shire Council

SPECIAL PURPOSE / MONTHLY REPORT

- Staff Duplexes have progress with a March 2025 expected practical completion.
- Started Confirmation and Clarification of all remaining W4Q5 scopes.

REPORT AUTHOR	Grant Dennis
POSITON	Executive Manager Operations.
PROGRAM AREA	Operations



Pormpuraaw Aboriginal Shire Council

C/- POST OFFICE

Pormpuraaw Q 4892

Phone: (07) 4060 4600

Email: ceo@pormpuraaw.qld.gov.au

ABN 34 103 787 081

SPECIAL PURPOSE REPORT

Title POLICY REVIEW

Date 21 February 2025

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Council resolve to adopt the following policies:-

Community Grants and Assistance Policy
Standing Orders
Model Meeting Procedures

DISCUSSION

Community Grants and Assistance Policy

S129 of the *Local Government Regulations 2012* stated that Council may give a grant to a community organisation only—

- (a) if the local government is satisfied—
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

S195 of the *Local Government Regulations 2012* states that a local government must prepare and adopt a policy about local government grants to community organisations (a *community grants policy*), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Section 199 of the *Local Government Regulations 2012* states that the local government must allow the public to

- (a) to inspect the community grants policy —
 - (i) at the local government's public office; and
 - (ii) on the local government's website; and
- (b) to purchase copies of the documents from the local government.

The price for purchasing a copy of a document must be no more than the cost to the local government of making the copy available for purchase.

Model Meeting Procedures

Division 1 of the *Local Government Act 2009* sets out the requirements for meeting procedures.

Section 150F of Local Government Act 2009 state that the Department's (of Local Government) chief executive to make model procedures

- (1) The department's chief executive must make procedures (the *model procedures*) for the conduct of meetings of a local government and its committees.
- (2) Without limiting subsection (1), the model procedures must state—
 - (a) how the chairperson of a local government meeting may deal with a councillor's unsuitable meeting conduct; and
 - (b) how the councillors at a local government meeting may deal with the chairperson's unsuitable meeting conduct; and
 - (c) how a suspected conduct breach of a councillor referred to the local government by the assessor must be dealt with at a local government meeting.
- (3) The department's chief executive must publish the model procedures on the department's website.

Section 150G sets out how the local government will adopt meeting procedures

- (1) A local government must either—
 - (a) adopt the model procedures; or
 - (b) prepare and adopt other procedures for the conduct of its meetings and meetings of its committees.
- (2) If the local government prepares and adopts procedures under subsection (1)(b)—
 - (a) the procedures must not be inconsistent with the model procedures; and
 - (b) if there is an inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

Standing Orders – Meetings

The Local Government Division of the Department of Local Government Water and Volunteers have prepared a set of model standing orders for Council Meeting. The latest version being in July 2024. The model standing orders have been developed to assist local governments incorporate meeting procedures that deal with matters during Council meetings that must be adhered to under the *Local Government Act 2009*.

The model standing orders have been amended to include:-
Matters / Motions with due notice
Special Meetings
Closed Meeting.

CONSULTATION (Internal/External)

Janelle Menzies – Chief Executive Officer

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009 & Local Government Regulations 2012
Janelle Menzies



Community Grants and Assistance Policy

1. Head of Power

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

2. Policy Purpose

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

3. Policy Objective

The objectives of this policy are to:

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

4. Policy Scope

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

5. Policy Statement

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

5.1. Eligibility

To be eligible for community grants, applicants must:

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

5.1.1. Ineligible applications

Include the following:

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

5.2. Application Process

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

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

All applications should be posted or emailed to:

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

5.2.1. Verbal In-Principle Support:

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

5.3. Selection Criteria

Applications will be assessed based on:

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

5.4. In-Kind Assistance, Fee Waiver or Discount:

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

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

5.5. Administration

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

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

5.5.1. Approval

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

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

A full report of all community grants, including in-kind contributions, will be included in the Council's

Policy C:005 – Community Grants and Assistance Policy

Annual Report for transparency and accountability.

5.5.2. Grant Acquittal

Successful applicants must:

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

6. Definitions

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

7. Related Documents

Policies:

- Employee Code of Conduct Policy
- Conflicts of Interest Policy
- Code of Conduct for Councillors in Queensland

Documents:

- Adopted Budget
- Code of Conduct for Councillors in Queensland

8. Monitoring and Review

Policy C:005 – Community Grants and Assistance Policy

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: C005		
Official Version: C005-V5		
Version	Adoption (Council Resolution Number)	Date
V1	June 2016 (2016/06/02)	03/06/2016
V3	September 2019 (2019/09/11/05)	11/09/2019
V4	June 2022 (2022/06/07)	29/06/2022
V5	February 2022	



PORMPURAAW ABORIGIANL SHIRE COUNCIL STANDING ORDERS

February 2025

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Intent

To assist local governments, the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the DHLGPPW model meeting procedures and the meeting provisions in the Local Government Regulation 2012 (LGR). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures. Pomputurra Aboriginal Shire Council have used the best practice standing orders guide dated July 2024 and have modified where necessary.

1 Standing orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by resolution of the local government upon a motion which may be put without notice, but otherwise conforming with these standing orders.

Procedures for meetings of local government

2 Procedure for the Chairperson

This section applies to local government meetings, and local government standing committee meetings. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each BCC meeting. Under section 12(4) of the LGA the mayor is the chairperson, leading and managing local government meetings. The mayor may delegate another councillor to act as chairperson when the mayor is absent or temporarily incapacitated. Alternatively, if the mayor has not delegated a councillor to undertake responsibilities as chairperson, under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor during the absence or temporary incapacity or when the office of mayor is vacant.

- 2.1 The mayor will be the chairperson at a local government meeting at which the mayor is present.
- 2.2 If the mayor is unavailable to chair a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 2.3 If the mayor is absent or has a temporary incapacity and is unable to chair a local government meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.

- 2.4 If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 2.5 If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6 The local government may appoint the chairperson for a standing committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily the chairperson.
- 2.7 If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.
- 2.8 Before proceeding with the business of the local government meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

Note: Section 12 of the LGA does not prescribe that other councillors have the responsibility of chairing local government meetings. Other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a chairperson or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, a delegated councillor and the deputy mayor are unavailable. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting. Upon the mayor's return to the meeting the mayor or deputy mayor (whichever is relevant) can resume their role as chairperson.

3 Order of business

- 3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business will be as follows:
 - a) attendance
 - b) apologies and granting of leaves of absence
 - c) confirmation of previous minutes
 - d) business arising out of previous meeting reports, conduct breach investigation reports, financial statements reports
 - e) officers' reports.

Note: The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.

4 Agendas

4.1 The agenda may contain:

- a) notice of meeting
- b) amendments correcting the minutes of the previous meeting
- c) adoption of the minutes of the previous meeting
- d) business which the mayor wishes to have considered at that meeting without notice
- e) matters of which notice has been given
- f) committees' reports referred to the meeting by the chief executive officer (CEO)
- g) officers' reports referred to the meeting by the CEO
- h) councillor conduct breach investigation reports provided by the investigator
- i) deputations and delegations from the community that are approved to attend
- j) any other business the local government determines by resolution be included in the agenda.

4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3 The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.

4.4 The agenda for the local government must be made publicly available by 5pm on the

business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

- 4.5 Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as ‘may be closed by resolution of the meeting for the matter to be debated’.

5 Matters/motions with due notice.

- 5.1 Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the Chief Executive Officer at least 48 hours before the meeting at which the business is to be discussed.
- 5.2 Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, operational plan activities, capital work priorities, and policy decisions will be subject to a Council report prior to any Council resolution.
- 5.3 If the Council determines the matter/motion is an operational issue, refer to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 5.4 Matters/motions that will revisit an existing Council decision must be made by request to the Chief Executive Officer to either rescind or amend at least 1 week before the next Council meeting.

6 Special Meeting

- 6.1 The Chief Executive Officer must call a special meeting of the Council if –
- a) The special meeting is required by a resolution of the Council; or
 - b) A written request for the special meeting is lodged with the Chief Executive Officer.
- 6.2 A written request for a special meeting of Council must
- a) Be signed by the Mayor or three or more Councillors; and
 - b) Specify the object of the special meeting; and
 - c) Propose a day and time for the holding of the special meeting
- 6.3 The Chief Executive Officer calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.
- 6.4 The notice must be given, at least two days before the day of the meeting, unless it is impracticable to give the notice before that time (Section 254C of the Local Government Regulation 2012). The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

7 Quorum

- 7.1 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 7.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

8 Petitions

- 8.1 Any petition presented to a meeting of the local government will:
 - a) be in legible writing or typewritten and contain a minimum of 10 signatures
 - b) include the name and contact details of the principal petitioner (i.e., the key contact)
 - c) include the postcode of all petitioners, and
 - d) have the details of the specific request/matter appear on each page of the petition.
- 8.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
 - a) that the petition be received
 - b) received and referred to a committee or officer for consideration and a report to the local government, or
 - c) not be received because it is deemed invalid.
- 8.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

9 Deputations

- 9.1 A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 9.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 9.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 9.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the local government meeting, the chairperson may terminate the deputation.
- 9.5 The chairperson may terminate an address by a person in a deputation at any time where:
 - a) the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting

- b) the time period allowed for a deputation has expired, or
 - c) the person uses insulting or offensive language or is derogatory towards councillors or others.
- 9.6 The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

10 Public participation at meetings

- 10.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 10.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government meeting chairperson.
- 10.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 10.4 For any matter arising from such an address, the local government may take the following actions:
- a) refer the matter to a committee
 - b) deal with the matter immediately
 - c) place the matter on notice for discussion at a future meeting
 - d) note the matter and take no further action.
- 10.5 Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 10.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

11 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 11.1 A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 11.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 11.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:

- a) for a gift, loan, or contract—the value of the gift, loan, or contract
- b) for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter
 - the nature of the councillor’s relationship with the entity
 - details of the councillor’s, and any other entity’s, interest in the matter.

11.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

11.5 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor’s conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected prescribed conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

12 Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary

to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 12.1 A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 12.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 12.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - a) the nature of the declarable conflict of interest
 - b) if it arises because of the councillor's relationship with a related party:
 - the name of the related party to the councillor; and
 - the nature of the relationship of the related party to the councillor; and
 - the nature of the related party's interest in the matter
 - c) if it arises because of a gift or loan from another person to the councillor or a related party:
 - d) the name of the other person; and
 - the nature of the relationship of the other person to the councillor or related party and
 - the nature of the other person's interest in the matter; and
 - the value of the gift or loan and the date the gift or loan was made.
- 12.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.

12.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.

12.6 The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.

12.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

12.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:

- a) how does the inclusion of the councillor in the deliberation affect the public trust
- b) how close or remote is the councillor's relationship to the related party
- c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- d) will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
- e) how the benefit or detriment the subject councillor stands to receive compares to others in the community

- f) how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
 - g) whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 12.9 If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 12.10 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 12.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 12.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

13 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 13.1 The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 13.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 13.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of

interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

- 13.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 13.5 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

Note: The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):

- a) the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
 - b) the particulars of the prescribed or declarable conflict of interest provided by the councillor*
 - c) the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
 - d) any decision then made by the eligible councillors*
 - e) whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
 - f) the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*
- 13.6 The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Note: The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).

If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.

- 13.7 Where a decision has been made under section 150ES of the LGA or section 177P of the COBA, the minutes must include the:
- a) decision and reasons for the decision
 - b) name of each eligible councillor who voted, and how each eligible councillor voted.

14 CLOSED MEETINGS

- 14.1 Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- a) Appointment, dismissal or discipline of the CEO
- b) Industrial matters affecting employees
- c) Council's budget, which does not include the monthly financial statements
- d) Rating concessions
- e) Legal advice obtained by the Council involving the Council, including for example, legal proceedings that may be taken by or against Council
- f) Matters that may directly affect the health and safety of an individual or a group of individuals
- g) Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
- h) Negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967 6.1.9 A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

- 14.2 A Council or standing committee cannot resolve that a Meeting be closed where the Meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the Meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.

- 14.3 Further, the Meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;

- a) Delegate the matter unless the matter cannot be delegated,
- b) Decide by resolution to defer to a later meeting,

- c) Decide by resolution to take no further action on the matter. Note: None of the above will be considered, discussed, voted on or made during a closed session as per Section 14.5 below.

14.4 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

14.5 To take a matter into a closed session, the Council must abide by the following process:

- a) Pass a resolution to close the meeting.
- b) The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- c) If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and a brief explanation of why it is deemed necessary to take the issue into closed session.
- d) Not make a resolution while in a closed meeting (other than a procedural motion)

15 Loss of quorum

15.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:

- a) delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
- b) decide by resolution to defer the matter to a later meeting
- c) decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

15.2 The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- a) the mayor or CEO
- b) a standing committee, or joint committee of the local government
- c) the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
- d) another local government for a joint government activity
- e) the Establishment and Coordination Committee (only applies to Brisbane City Council).

15.3 The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

15.4 The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- a) the mayor
- b) a standing committee

15.5 A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

- a) the mayor
- b) the Establishment and Coordination Committee, Brisbane City Council
- c) a standing committee of the local government.

- 15.6 The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

16 Motion to be moved

- 16.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.
- 13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
 - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

17 Absence of mover of motion

- 17.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- a) moved by another councillor at the meeting
 - b) deferred to the next meeting.

18 Motion to be seconded

- 18.1 A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 18.2 Procedural motions are an exception to this rule and do not need to be seconded.

19 Amendment of motion

- 19.1 An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 19.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 19.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

20 Speaking to motions and amendments

- 20.1 The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 20.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 20.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 20.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 20.5 Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 20.6 Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 20.7 In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

21 Method of taking vote

- 21.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 21.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors

voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.

21.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

21.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

22 Withdrawing a motion

22.1 A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

23 Repealing or amending resolutions

23.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).

23.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

24 Procedural motions

24.1 A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- a) that the question/motion be now put before the meeting
- b) that the motion or amendment now before the meeting be adjourned
- c) that the meeting proceeds to the next item of business
- d) that the question lie on the table
- e) a point of order
- f) a motion of dissent against the chairperson's decision
 - g) that this report/document be tabled
 - h) to suspend the rule requiring that [insert requirement]
 - i) that the meeting stands adjourned.

24.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

24.3 A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:

- a) a further motion may be moved to specify a time or date; or

b) the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.

24.4 Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.

24.5 A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.

24.6 A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.

24.7 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:

- a) has failed to comply with proper procedures
 - b) is in contravention of the legislation; or
 - c) is beyond the jurisdiction of the local government meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.

24.8 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

24.9 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.

24.10 The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

24.11 A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

24.12 A procedural motion that ‘the meeting stands adjourned’, may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor’s time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

25 Questions

- 25.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 25.2 Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 25.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 25.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 25.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson’s ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

26 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed by the chairperson of the local government meeting:

- 26.1 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 26.2 If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- a) ceasing and refraining from exhibiting the conduct
 - b) apologising for their conduct
 - c) withdrawing their comments.

- 26.3 If the councillor complies with the chairperson’s request for remedial action, no further action is required.
- 26.4 If the councillor fails to comply with the chairperson’s request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.
- 26.5 If the councillor complies with the chairperson’s warning and request for remedial action, no further action is required.
- 26.6 If the councillor continues to fail to comply with the chairperson’s request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- a) an order reprimanding the councillor for the conduct
 - b) an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 26.7 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 26.8 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

Note: Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government’s CEO is advised to ensure details of any order made is updated in the local government’s councillor conduct register.

- 26.9 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

27 Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 27.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 27.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 27.3 The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for

the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.

- 27.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 27.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting chairperson from the eligible councillors.
- 27.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 27.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 27.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 27.9 The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.

28 Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government to be dealt with. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: A conduct breach is conduct that:

- *contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure, or resolution of the local government; or*
- *the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or*
- *an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.*

28.1 In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:

- a) the complainant withdraws the complaint
- b) the complainant consents to the investigation not starting or discontinuing
- c) the complainant does not provide extra information when requested
- d) there is insufficient information to investigate the complaint
- e) the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

28.2 The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA, decisions about a conduct breach can only be delegated to the mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

28.3 When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- a) the local government must be act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR or section 242J of the City of Brisbane Regulation (CBR).

- b) no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- c) where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR and section 242H of the CBR.
- d) the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- e) the subject councillor who has a declarable conflict 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 engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- f) if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

Note: After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.

- 28.4 If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- a) delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or

- b) decide, by resolution, to defer the matter to a later meeting, or
- c) decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.

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

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. 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. The standing committee will decide about the mayor'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 a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

- 28.5 If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 28.6 The local government may order that no action be taken against the councillor or make one or more of the following:
- a) an order that the councillor make a public apology, in the way decided by the local government, for the conduct
 - b) an order reprimanding the councillor for the conduct
 - c) an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - d) an order that the councillor be excluded from a stated local government meeting
 - e) an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
 - f) an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

- g) an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

- 28.7 A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 28.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

Note: The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

29 General conduct during meetings

- 29.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 29.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 29.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 29.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

30 Disorder

- 30.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.
- 30.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

Attendance and non-attendance

31 Attendance of public and the media at a local government meeting

- 31.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and

as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

31.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

32 Closed session

32.1 A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:

- a) appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
- b) industrial matters affecting employees
- c) the local government's budget (which does not include the monthly financial statements)
- d) rating concessions
- e) legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
- f) matters that may directly affect the health and safety of an individual or a group of individuals
- g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
 - h) negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*
 - i) a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
 - j) a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.

32.2 A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

32.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:

- a) delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
- b) decide by resolution to defer the matter to a later meeting when a quorum may be available

- c) decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

32.4 None of the above will be considered, discussed, voted on or made during a closed session.

32.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).

32.6 To take a matter into a closed session the local government must abide by the following process:

- a) pass a resolution to close the meeting
- b) the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- c) if it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated
- d) no resolution can be made while in a closed meeting (other than a procedural resolution).

33 Teleconferencing of meetings

33.1 If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

Note: There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.

33.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.



SPECIAL PURPOSE REPORT

Title PORMPURA AW STATE SCHOOL LUNCH PROGRAM

Date 21 February 2025

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council

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

DISCUSSION

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

The council is currently negotiating with an IEOP with WIP Construction (WIP). WIP has submitted its IEOP but has not met its full obligation. The CEO will negotiate with WIP to include the donation to the Pormpuraaw State School. During the negotiation process it was for the IEOP it was confirmed that the Breakfast Program would be outside the scope of the IEOP.

Council have just adopted the revised Community Grant and Assistance Policy and the Pormpuraaw State School Breakfast Program fall within the guideline of the policy.

CONSULTATION (Internal/External)

Mayor & WIP Construction

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Community Grants and Assistance Policy

RISK

Nil



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SPECIAL PURPOSE REPORT

Title DELEGATIONS COUNCIL TO CEO

Date 21 February 2025

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Council resolve to:

1. Adopt the Council to Chief Executive Officer delegations and any Acting Chief Executive Officer as listed in the Delegations Register.
2. Note that the Chief Executive Officer may sub-delegation to other Council officers designed to improve administrative efficiencies; and
3. Further note that Council can modify the delegations, and at all times, exercise any of the delegated matters in its own right.

DISCUSSION

Section 260 of *Local Government Regulations 2012* requires Council to have in place a register of delegations which is to be reviewed annually. The specificity of the regulation appears to restrict the use of a general delegation of power by Council.

Council cannot delegate those powers requiring a resolution relating to significant payments in relation to the settlement of claims related to legal or contractual matters.

The delegation register must be reviewed annual. King & Company and LGAQ Delegation Services provide updates in May and November each year.

The Delegations Register will also incorporate the financial delegations to officers and incorporate requirements for those statutory responsibilities that Council has contracted to third parties.

CONSULTATION (Internal/External)

King & Co & LGAQ Delegation Register Services

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009 & Local Government Regulations 2012

Janelle Menzies



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SPECIAL PURPOSE REPORT

Title PPAC MENS SHELTER PROPOSAL

Date 18 February 2025

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Council resolve to support the proposal from PPAC to allow 1 or 2 caravan granny flat to be installed at the Men's Shed location.

DISCUSSION

PPAC have identified there is a need for a Men's Shelter in Pormpuraaw.

They propose 1 or 2 caravan granny flats. These will be purchased for a site in Caravonica in cairns.

The water is attached via a normal hose and the electricity via a normal power lead.

The sewerage will need to be connected. If this is not possible then they men can use the facilities at the men's shed.

CONSULTATION (Internal/External)

Janelle Menzies – Chief Executive Officer

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Nil

Janelle Menzies

1. Executive Summary

Mission Statement:

To provide a safe, supportive, and confidential environment for First Nation men experiencing family and domestic violence (F&DV) in the remote Indigenous community of Pormpuraaw, via access to a 24-hour secured shelter that can offer evidence based supports and referral services.

Vision:

To empower the men of Pormpuraaw (and all men) to live their lives free from family violence, while also minimising the traumatising effects of domestic violence on their immediate family and the broader community.

Table 1 illustrates ABS data: Pormpuraaw All Person's Quick Stats 2021.

Population Pormpuraaw (down 24.0% from 630 people to 479) this drop may be attributable to the effects of COVID 19.

Table 1.

PORMPURAAW DEMOGRAPHICS			
Gender	50.6% Male		49.4% Female
Indigenous Status	78% identify as First Nation Aboriginal Peoples		
Age	Median age is 34		
Households	Avg # of people per household 3.4		81% of residence pay rent
Relationship Status	84.5% never married		
Education	18.5% year 10	16.3% year 9 or below	19.3% Not Stated
Language	26.5% Kuuk Thayorre		15.2% Wik Mungkan
Employment	43.8% unemployment compared to 5.4% in Queensland and 5.1% nationally	25% of those who are employed work in the community and social services sectors	24.3% work in government administration
	74.1% engage in unpaid domestic work	40% of families have both parents unemployed	
Income	Median weekly personal income is \$351	Median weekly personal income in QLD \$787	Median weekly personal income nationally \$805
Transport	51.3% have no vehicle or access to transport		

The 2021 demographic data reveals significant disparities between the community and the rest of the state and nation with a 43.8% unemployment rate, a mean weekly income at half the state and national average, and 51.3% of the community lacking access to transport. This would indicate that the community of Pormpuraaw experiences widespread abject poverty.

2. Needs assessment:

This needs assessment is based on data sourced from The Australian Bureau of Statistics (ABS), Queensland Police Service (QPS), Pormpur Paanthu Aboriginal Corporation (PPAC), and other sources around the drivers for, and prevalence of, F&DV in the Pormpuraaw community.

Note: sourcing data around specific human needs domains, like incidences of F&DV, that is representative of individual small / remote communities is difficult and complicated, as there are privacy and confidentiality considerations, amongst other ethical concerns that are necessary in order to protect individuals and communities from having their personal information shared without their consent. For example, the Queensland Courts Website only supplies data for high population areas like Cairns.

See references pg. 9 for sources of information.

Domestic violence is a significant issue in Pormpuraaw (QPS, Pormpuraaw). AU Crime Rate reports the frequency of domestic violence offenses is notably high in this community. The site has recorded that the likelihood of experiencing a F&DV event is approximately 1 in 3. Efforts to address domestic and family violence in Pormpuraaw include various prevention programs and activities organized by local organizations like the PPAC.

The high rate of Indigenous arrests in relation to F&DV, as noted by Weatherburn et al. (2024), underscores the systemic social and legal challenges faced by Indigenous communities. Addressing these issues requires a multifaceted approach, including:

- **Community Support Programs:** Initiatives that provide support and resources to Indigenous men affected by F&DV can help reduce the cycle of violence and incarceration
- **Cultural Sensitivity Training:** Law enforcement and judicial systems need training to understand and respect Indigenous cultures and contexts
- **Restorative Justice:** Implementing restorative justice practices can offer alternatives to incarceration, focusing on rehabilitation and reconciliation
- **Policy Reforms:** Advocating for policy changes that address the root causes of high arrest rates and imprisonment among Indigenous populations.

Based on case studies from male members of the community who have experienced F&DV (both as perpetrators and victims), PPAC believes the data presented in this business model correlates with the assertion that there is a significant over representation of Indigenous men in the Australian prison system (the Australian Indigenous imprisonment rate is currently 16.7 times the non-Indigenous imprisonment rate).

According to Weatherburn, et al, (2024), the leading proximate cause of this over-representation is a high rate of Indigenous arrest, predominantly in relation to intoxication and F&DV related issues.

Given the shortcomings of 'Closing the Gap' initiative, and the ongoing prevalence F&DV, it would appear that an alternative intervention and support service is needed to mitigate the effects of F&DV for the remote First Nation community of Pormpuraaw.

Below are four domains PPAC view as correlational drivers for F&DV.

a) Overcrowding

The Australian Bureau of Statistics data indicates that overcrowding is a common problem in many remote Indigenous communities; this falls in line with anecdotal evidence from PPAC which sees overcrowding as a common issue in Pormpuraaw. Overcrowding can be a consequence of cultural practices such as resource sharing, however outside of housing shortages, overcrowding can also be a product associated with alcohol abuse.

Community members who are regularly abusing alcohol, specifically sly grog, spend the vast majority of the income on purchasing alcohol, then seek support from extended family until their next payment comes through. This places a significant financial and emotional burden on the support family and is seen as the leading cause of contention and conflict between families and clans (Buergelt, et al. 2017).

The literature also supports PPAC's contention that overcrowding is leading to various social and health problems, including mental health and F&DV issues. The ABS reports that overcrowding is more prevalent in Indigenous communities, with many households having more occupants than rooms.

Lowell, et al. (2018) states that overcrowding in remote Indigenous Australian communities has profound financial and emotional impacts on families

- **Increased Living Costs:** Overcrowded homes often lead to higher daily living expenses which can strain family budgets, especially in remote areas where goods are already more expensive
- **Health Expenses:** Overcrowding can lead to health issues and mental health problems
- **Educational Barriers:** Children in overcrowded homes struggle to find quiet spaces to study, impacting their educational outcomes
- **Employment Challenges:** Adults in overcrowded homes may find it difficult to maintain regular employment due to the stress associated with overcrowding, resulting in lost income and increased reliance on social welfare programs
- **Social and Emotional Costs:** The stress of living in overcrowded conditions can lead to family conflicts and breakdowns, such emotional toll can affect overall individual and collective well-being.

b) Homelessness

Homelessness in remote communities like Pormpuraaw can be challenging to quantify due to the cultural practices of the First Nation community members. Homelessness does often present as a direct consequence to overcrowding, where multiple families can at times share a single dwelling, forcing individuals to resort to homelessness to escape the demands of the household.

c) Alcohol Abuse

In Pormpuraaw, there are strict alcohol restrictions in place to help manage and reduce alcohol-related harm within the community:

- **Alcohol Limits:** Individuals are allowed to possess up to 4.5 litres (equivalent to 12 x 375ml cans) of mid-strength beer or pre-mixed spirits, with an alcohol concentration of no more than 4% alcohol by volume
- **Licensed Premises:** The Pormpuraaw United Brothers Sports Club is the only licensed venue where alcohol can be purchased and consumed. Alcohol can be sold for consumption on the premises or as takeaway, but only to club members, members of reciprocal clubs, and their guests
- **Prohibited Items:** Homebrew and homebrew equipment are not allowed in the greater Pormpuraaw area
- **Penalties:** There are significant penalties for possessing illegal alcohol or attempting to bring alcohol into the restricted area. Penalties can include fines and imprisonment, with the severity increasing for repeat offenses
- **Sly Grog:** Selling alcohol without a license (sly grog) is illegal, and there are hotlines available to report such activities

The detrimental impact of “sly grog” (illicit alcohol) in remote Australian Indigenous communities such as Pormpuraaw are significant and multifaceted (see Fitts et al 2017):

- **Health and Social Issues:** Sly grog contributes to high rates of alcohol-related health problems. It also exacerbates social issues such as domestic violence, child neglect, and community unrest
- **Economic Impact:** The illicit trade of sly grog often leads to financial strain on families and communities. Money spent on illegal alcohol could otherwise be used for essential needs
- **Law Enforcement Challenges:** Enforcing alcohol restrictions in remote areas is difficult. Sly grog sellers often take extraordinary measures to avoid detection
- **Community Dynamics:** The presence of sly grog can undermine community cohesion and trust. It often leads to conflicts and can disrupt the efforts of community leaders and organizations working towards positive change
- **Alcohol Management Plans (AMPs):** Despite the implementation of AMPs, which aim to reduce alcohol-related harm, sly grog remains a persistent issue.

Addressing the issue of sly grog requires a comprehensive approach that includes better enforcement, community education, and support for those affected by alcohol misuse.

d) Family and Domestic Violence (drives F&DV)

Family violence occurs at higher rates in Aboriginal and Torres Strait Islander communities than in the general Australian population, with the rate of hospitalisation for Indigenous women due to DV being 8 per 1,000 women and 0.2 per 1,000 for non-Indigenous women.

In addition, Indigenous males are 27 times as likely to be hospitalised for family violence as non-Indigenous males. Pormpuraaw has higher FDV rates compared to metropolitan areas (Australian Housing and Urban Research Institute: 2022, AU Crime Rate:2024).

The 24-hour domestic violence shelter for men has a two-fold advantage, it provides an alternative to arrest for men who may be vulnerable to volatile family dynamics, as well as offering a safe space for men to escape F&DV being perpetrated against them. Both situations allow women and children to stay in the family home.

3. Needs Assessment Summary

The availability of housing is limited, with the community utilising a mixture of both public and community housing. Due to cultural and economic drivers, overcrowding is a significant issue, leading to various psychological / social and physical health problems.

Homelessness, as a by-product of overcrowding, can be short term or long term. Both overcrowding and homelessness contribute to F&DV as the men have nowhere to go and are forced into close proximity with an intoxicated partner who may or may not have existing DV cross orders in place.

As noted, Pormpuraaw men are 27 times more likely to be a victim of F&DV than their non-Indigenous Australian cohort.

Although alcohol measures are part of Pormpuraaw's Alcohol Management Plan and aimed at promoting a safer and healthier environment for everyone in Pormpuraaw, sly grog is a significant issue that continues to profoundly drive both lateral and domestic violence in the community.

4. Objectives

- Prevent domestic violence and mitigate the effects of domestic violence on the men's immediate family and broader community
- Provide safety and shelter for up to 4 men at any given time
- Offer culturally appropriate intervention, support and educational services
- Collaborate with local authorities and organizations to ensure comprehensive care and early intervention
- Raise awareness about domestic violence against men.

5. Services Offered

- Emergency Shelter: 24-hour accommodation with basic amenities
- Integrated Safety and Healing Plans: Prepared and realised through the ranging services of PPAC
- Case Management: Personalized safety and support plans integrated with follow-up services
- Counselling Services: Individual and group therapy sessions, couples counselling (off-site, on Country, or at the PPAC Integrated Healing Centre)
- Health Services: Access to medical care and mental health support
- Education and Outreach: Workshops and community programs to raise awareness of boundaries, and promote healthy relationships
- Legal Assistance: Help with DV orders, custody issues, and other legal matters.

6. Client Group

- Men aged 18 and above experiencing domestic violence (no children)
- Referrals from police (QPS), hospitals (QH), and community organizations.

7. Operational Plan

a) Location:

- In conjunction with council, source a site location within greater Pormpuraaw area.

- b) Facility - Purpose Built.
 - Design and construct a purpose built safe house facility for up to 4 men experiencing F&DV.
- c) Facilities:
 - 4 private rooms (either en-suite or with a collective bathroom setup – see appendix A Design Plan)
 - Common areas (kitchen, living room, counselling rooms)
 - Security systems to ensure safety.
- d) Staffing:
 - Shelter Supervisor
 - 4 Support Staff (rotating shifts + on call)
 - PPAC counsellor (business hours)
 - Legal and financial advice via Zoom or Teams (business hours).

8. Financial Plan – For expenses; see appendix A.

- a) Funding Sources:
 - Government grants and subsidies
 - Donations and fundraising events
 - Partnerships with local government, local businesses and other organizations
- b) Budget:
 - Initial setup costs (rent, furniture, security systems)
 - Monthly operational costs (salaries, utilities, supplies)
 - Emergency fund for unforeseen expenses

9. Marketing and Outreach

- Awareness Campaigns: Social media, local media (radio and tv), in addition to community events
- Partnerships: Collaborate with local health services (QH/Apunipima/RFDS), police (QPS), and community organizations
- Advocacy: Engage in policy advocacy to improve support for male victims of domestic violence and to recognise that DV is legally considered genderless.

10. Evaluation and Monitoring

- a) Feedback Mechanisms:
 - Regular surveys and feedback sessions with clients.
- b) Performance Metrics:
 - Number of clients served
 - Client satisfaction rates
 - Success stories and case studies
 - QPS data related to F&DV incidences and frequencies in Pormpuraaw
- c) Continuous Improvement:
 - Regular review and update of services based on feedback, contemporary scientific literature (the evidence base), as well as emerging needs and trends, either individual or social.

Closing Argument

A built for purpose men's shelter in the remote Indigenous community of Pormpuraaw is crucial for several reasons, particularly when considering the issues of overcrowding, alcoholism, and family and domestic violence. Here are some key points to support this argument:

1. Addressing Overcrowding

Due to substance abuse and cultural practices overcrowding is a significant issue in Pormpuraaw. Families often live in cramped conditions, which can exacerbate tensions and lead to conflicts. A men's shelter would provide a safe space for men to stay, reducing the strain on overcrowded homes and allowing families to have more space and privacy.

2. Mitigating Alcoholism

Alcoholism is a pervasive problem in many remote communities, contributing to domestic violence and other social issues. A men's shelter can offer a structured environment where men can access support services, including counselling and rehabilitation programs. This can help them address their alcohol dependency and reduce the likelihood of violent behaviour.

3. Reducing Family and Domestic Violence

Family and domestic violence have devastating effects on all members of a household, especially children. By providing a safe place for men to go during times of conflict, a shelter can help de-escalate potentially volatile situations. This separation can minimize the traumatic impact on children and other family members, promoting a safer and more stable home environment.

4. Supporting Community Well-being

Removing men from potentially volatile situations not only protects their families from trauma but minimises the potential for criminalisation and incarceration for the man. The general community benefit by seeing a more peaceful and cohesive community. Additionally, men who receive support and rehabilitation are more likely to reintegrate positively into the community, contributing to overall well-being.

5. Cultural Sensitivity and Healing

A men's shelter designed with cultural sensitivity can provide a space for Indigenous men to engage in culturally appropriate healing practices. This can include traditional ceremonies, connection to land, and involvement of Elders in the healing process. Such an approach respects and reinforces cultural identity, which is vital for effective rehabilitation and long-term change.

Conclusion

This business model provides a framework to establish and operate a 24-hour men's domestic violence shelter in the remote First Nation Community of Pormpuraaw. It ensures that the shelter not only provides immediate safety for the man, but also prevents criminalisation and incarceration as well as supporting long-term recovery and empowerment for both the man, his family and the greater Pormpuraaw community.

References

AU Crime Rate: see - <https://aucrimerate.com/qld/suburbs/pormpuraaw-crime-rate-safety/>
Downloaded 25th Sept 2024.

Buergelt, P. T., Maypilama, E. L., McPhee, J., Dhurrkay, G., Nirrpuranydji, S., Mänydjurrpuy, S., Wunungmurra, M., Skinner, T., Lowell, A., & Moss, S. (2017). Housing and overcrowding in remote Indigenous communities: Impacts and solutions from a holistic perspective. *Energy Procedia*, 121, 270-277.

Fitts, M.S., Robertson, J., Towle, S. et al. (2017) 'Sly grog' and 'homebrew': a qualitative examination of illicit alcohol and some of its impacts on Indigenous communities with alcohol restrictions in regional and remote Queensland (Australia). *BMC Res Notes* 10, 360.

Lowell, A., Maypilama, L., Fasoli, L. et al. (2018). The 'invisible homeless' – challenges faced by families bringing up their children in a remote Australian Aboriginal community. *BMC Public Health* 18, 1382.

Queensland Police Service (QPS) Pormpuraaw: Phone - (07) 4060 4004

Statistical evidence from the Australian Bureau of Statistics 2021 – see
<https://abs.gov.au/census/find-census-data/quickstats/2021/LGA36070>

Understanding family violence and housing in Indigenous families (2022). Australian Housing and Urban Research Institute. See <https://www.ahuri.edu.au/analysis/brief/understanding-family-violence-and-housing-indigenous-families>

Weatherburn, D., Doyle, M., Weatherall, T., and Wang, J. (2024). Towards a theory of Indigenous contact with the criminal justice system. AIC Research Report 32. Australian Government, Australian Institute of Criminology.



Pormpuraaw Aboriginal Shire Council

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SPECIAL PURPOSE REPORT

Title APPLICATION FOR EXTENDED TRADING HOURS DURING 2025 STATE OF ORIGIN MATCHES.

Date 21 February 2025

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council resolve to support the proposed changes to the PUBSC Trading Hours during the 2025 State of Origin Matches.

DISCUSSION

The PUBSC is planning on having extended operating hours during the 2025 State of Origin Matches.

It is a requirement of their Liquor Licence to consult with stakeholders in Pormpuraaw to seek endorsement.

CONSULTATION (Internal/External)

Liquor Licensing

Pormpuraaw Justice Group

Qld Police

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Liquor Licensing

Janelle Menzies



Pormpuraaw United Brothers Sports Club Inc.

C/ Post Office, Pormpuraaw, QLD 4871

ABN: 56075050362

Phone: 07 40604160

07/02/2025

Endorsement for temporary changes to trading hours for the State of Origin Matches 2025.

The signatures provided below confirm the approval for the Club (Pormpuraaw United Brothers Sports Club) to extend the club's trading hours for the onsite sale and supply of liquor to be 18.00 to 23.00 for the 28/05/2025 and 09/07/2025 and 16.30 to 21.30 for 18/06/2025.

Day One: 28/05/2025 18.00 to 23.00

Day Two: 18/06/2025 16.30 to 21.30

Day Three: 09/07/2025 to 18.00 to 23.00

All RSA rules are to be followed and any members or guests of members or guests showing signs of intoxication on arrival will be denied entry. Any person on premises displaying signs of intoxication will also be refused service of alcohol.

Endorsed and supported by:

Pormpuraaw Aboriginal Shire Council. (Print Name) _____

Signature: _____ Date: _____

Queensland Police. (Print Name) _____

Signature: _____ Date: _____

DSDSATSIP. (Print Name) _____

Signature: _____ Date: _____

Community Justice Group. (Print Name) JANEY DEKIN _____

Signature: _____ Date: 12/07/25

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2025

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	17,790,640	18,417,585	(626,945)
Total operating expenses	11,003,074	13,730,023	2,726,949
Operating Position	6,787,565	4,687,562	2,100,003
Capital items	7,574,690	11,666,164	(4,091,474)
Net Result	14,362,255	16,353,726	(1,991,471)
Capital Works Program			
YTD - 2024/25 capital	8,691,813	23,540,084	14,848,271
Full project life capital costing	9,627,537	40,180,017	30,552,480

Council's net result is \$14.36M, with an unfavourable variance of 12% to budget. Less than forecasted operating expenses (\$2.73M) is offsetting less than forecasted capital revenue (-\$4.09M).

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 \$4.09M to budget.

Key points to note for the month include the following:

- Jackson Semler Pty Ltd has completed stage one of sewerage strainer pit and pipe repairs for \$204,914. The project has been funded under ICCIP.
- Procurement has been arranged for a vet visit to community in February 2025. The community vet visit is funded by the ATSI Public Health program.

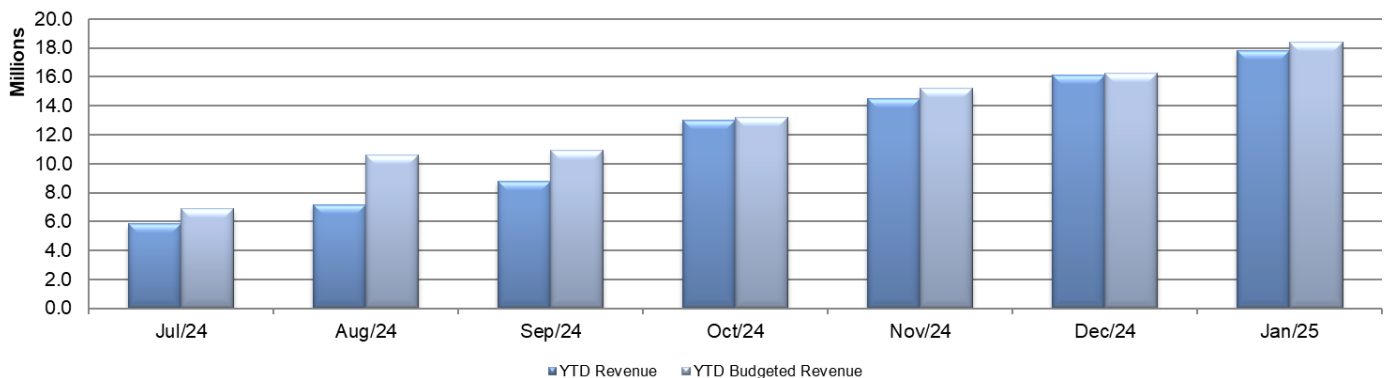
• **DETAILED REVIEW OF REVENUE & EXPENDITURE**

	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	266,232	200,249	65,983	33%	343,300
Rental income	1,019,534	749,567	269,967	36%	1,285,000
Interest received	2,023,757	1,203,125	820,632	68%	2,062,500
Sales revenue	4,625,481	5,091,254	(465,773)	-9%	8,727,990
Other incomes	3,121	114,692	(111,571)	-97%	139,500
Grants & Subsidies	9,320,517	10,523,880	(1,203,363)	-11%	10,928,089
	17,790,640	18,417,585	(626,945)	-3%	24,021,200
Recurrent Expenditure					
Employees costs	2,871,839	4,332,489	1,460,650	34%	7,795,210
Materials and services	4,492,120	5,772,619	1,280,499	22%	9,453,592
Finance costs	52,546	38,346	(14,200)	-37%	65,750
Depreciation	3,586,569	3,586,569	-	0%	6,148,438
	11,003,074	13,730,023	2,726,949	20%	23,462,990
Operating Result	6,787,565	4,687,562	2,100,003	45%	558,210
Capital					
Capital Revenue	21,854	-	21,854	100%	-
Capital Grants & Subsidies	7,552,837	11,691,036	(4,138,199)	-35%	20,041,875
Capital Expense	-	(24,872)	(24,872)	-100%	(6,384,757)
	7,574,690	11,666,164	(4,091,474)	-35%	13,657,118
Result After Capital	14,362,255	16,353,726	(1,991,471)	-12%	14,215,328

OPERATING REVENUE:

Operating revenue is \$17.8M compared to a budget of \$18.4M, within 3% of budget.

Operating Revenue



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
\$269K	Rental income	Accommodation revenue is more than forecasted due to requirements of a large stakeholder project.
\$821K	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.
-\$466K	Sales revenue	\$769K variance in concrete batching revenue is more than expected due to a large stakeholder project. -\$815K variance in private works revenue due to the timing of completion for upgrade works. -\$362K variance in carbon credit sales due to the timing of ACCUs sales in the year.
-\$1.2M	Recurrent grants & subsidies	Reflects the timing of payment for operational grants where payment was delayed due to variations in agreements.

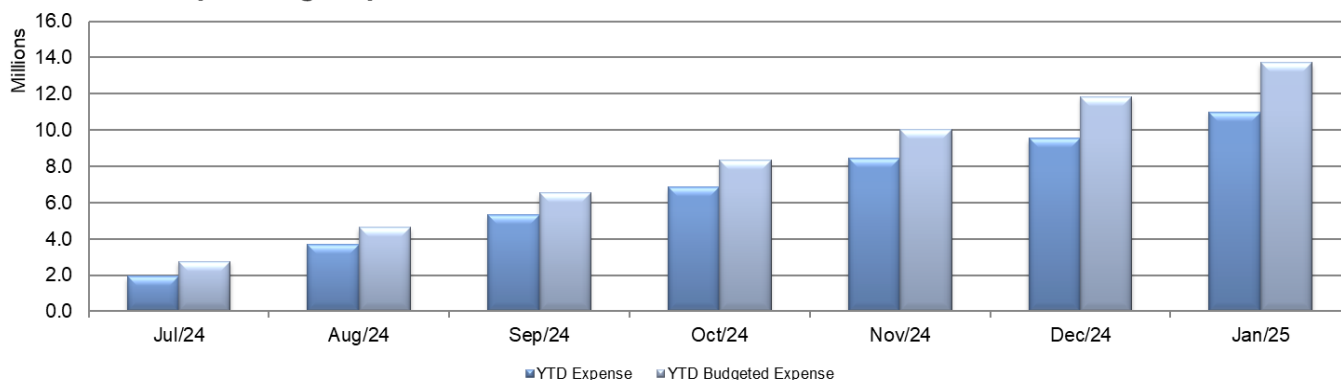
OPERATING EXPENDITURE:

Operating expenditure is \$11.0M, compared to the budget of \$13.7M, \$2.7M less than budgeted.

The major drivers of this variance are as follows:

Variance	Expense Category	Reason
\$1.4M	Employee costs	Employee costs are less than budgeted by \$1.46M due to excessive absenteeism through the organisation. There have also been vacancies within the Council, notably with executive management roles vacant this financial year
\$1.3M	Materials and services	Private works expenditure is \$245K less than forecasted. Grants repaid is \$386K less than budget, that relates to the Indigenous Employment Initiative funding. Administration supplies are \$375K less than budget.

Operating Expenditure



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

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

CAPITAL EXPENDITURE:

	YTD Actual	Budget 24/25	Overall Budget	WIP 23/24
Airport	105	20,000	20,000	
Bakery	208,781	211,800	230,000	16,098
Contractors Ca	198,910	250,000	250,000	
Council Roads	61,947	-	-	
DHPW	2,550,089	5,602,490	5,928,236	876,137
DRF R1		1,863,152	14,917,375	
DRFA	2,059,068	5,734,423	7,234,687	12,600
ICCIP	204,914	637,760	637,760	
L&S		38,000	38,000	
LGGSP	874,687	2,018,699	2,045,710	30,890
LRCI	249,817	389,386	389,386	
Capital Plant	659,917	1,171,000	1,147,000	
QRRRF	158,655	186,427	186,427	
R2R		434,622	2,173,111	
Sewerage		30,000	30,000	
Staff Houses	10,032	70,000	70,000	
TIDS	590,888	296,615	296,615	
W4QR4	839,299	2,045,710	2,045,710	
W4QR5	24,706	2,540,000	2,540,000	
Grand Total	8,691,813	23,540,084	40,180,017	935,724

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

- Airport: New light pole, concreting downlights (WIP)
- Bakery: Upgrade works (WIP)
- Contractor Camp: Ablution unit and donga renewals (WIP)
- DHPW: New Community Houses (WIP)
- DRFA: Restoration of Roads 2023 Wet Weather Events (WIP)
- DRF R1: Airport Upgrade (Yet to start)
- ICCIP: Sewerage Macerator, Plastic screen system, Safety system at grinder pits (WIP)
- L&S Guesthouse: New solar hot water system, Bathroom refurbishment (Yet to start)
- LGGSP: New Staff Housing (WIP)
- LRCI: Front Beach amenities renewal (WIP), Community Hall Refurbishment (WIP), Murrays Creek Crossing floodway upgrade (Completed)
- Council Plant: Isuzu MUX (x2), Toyota Hilux, Isuzu D-Max, Isuzu NPR 75-190, Isuzu NPR 65-190, Water Truck, Mini Excavator, 2.5T Forklift, Grader gearbox, Flail mower attachment, Small boat for sewer ponds, massage chairs (x2) (WIP)
- QRRRF: ARNI purchase and implementation (ARNI delivered)
- R2R: Road Upgrades (Yet to start)
- Sewerage: Engineer and install an A frame with an endless chain (Yet to start)
- Staff Houses: Upgrade works (WIP)
- W4QR4: New Staff Housing (WIP)

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

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

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

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

COUNCIL CASH POSITION

Council's Unconstrained Funds

Porpuraaw Aboriginal Shire Council
As of 31 January, 2025

	\$	\$
Cash At Bank	1,368,146	
QTC - Investment	<u>67,253,651</u>	68,621,796
Trade Debtors	1,643,628	
Provision Doubtful Debts	<u>(173,466)</u>	1,470,161
Less: Trade Creditors		(988,287)
Less: Tied Grant Funds		(9,277,123)
Less: Current Commitments		(8,363,891)
Adjustment for major commitments of tied grant funds		<u>2,203,122</u>
Total Unconstrained Funds		<u><u>53,665,778</u></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 January 2025, \$418,640 is outstanding over 60 days.

Below is a snapshot of the significant aged debt:

\$135,480	For the provision of concrete & other supply	The debt mainly relates to the provision of concrete (\$123K). There is a discrepancy between Council records and the debtors' records. An administrative review was undertaken that resulted with the debtor further disputing different invoices. Council will continue to review and respond to the debtor with an aim for resolution. Furthermore, there are six invoices from November that are unpaid. Council is seeking further information.
\$94,534	For service levies & rent	Negotiations through legal representation is not progressing. No resolution has been achieved to date. The Council premise has now been vacated.
\$48,884	For service levies	A commercial property is in arrears. Understanding has been achieved between the Council and debtor with payments being made towards the aged debt, however repayments have become sporadic.
\$41,468	For service levies	Debtor is a state department that is disputing the service levies. Council has escalated the matter, and it is currently under the final review by the state department.
\$78,135	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 January 2025.

Type	Measure	Target	Actual 24/25	5-Year Average
Financial Capacity	Council Controlled Revenue Ratio	No target	4.49%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	38.2%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	58.3%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	56 months	-

Council Controlled Revenue Ratio – An Indicator of Financial Flexibility

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

Operating Surplus Ratio – A Measure of Sustainability

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

Operating Cash Ratio

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

Unrestricted Cash Expense Cover Ratio

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

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

COUNCIL GRANT REVIEW

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 31 January 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>	-	4,662,731	-	(4,662,731)	-
<i>Roads to Recovery</i>	-	-	-	-	-
<i>Local Roads & Community Infrastructure Program - Phase 3</i>	(103,336)	-	-	-	(103,336)
<i>Local Roads & Community Infrastructure Program - Phase 4</i>	-	233,632	-	(249,817)	(16,185)
Total	(103,336)	4,896,363	-	(4,912,548)	(119,521)
Department of Health & Aged Care					
<i>CHSP Home Support Programme (HACC)</i>	17,658	236,521	57,669	(311,849)	-
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	713,794	270,497	-	(263,633)	720,658
Total	731,452	507,018	57,669	(575,481)	720,658
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>	-	27,840	-	(32,705)	(4,865)
Total	-	27,840	-	(32,705)	(4,865)
Total - Commonwealth Govt Grants	628,117	5,595,785	57,669	(5,520,734)	760,836
State Government Grants					
Department of Environment, Science & Innovation					
<i>QIL&S Ranger Program</i>	49,333	598,193	-	(401,832)	245,693
Total	49,333	598,193	-	(401,832)	245,693
Queensland Fire and Emergency Services					
<i>State Emergency Services</i>	-	14,011	-	(7,238)	6,774
Total	-	14,011	-	(7,238)	6,774
Department of Justice & Attorney-General					
<i>Community Justice Group</i>	108,274	86,350	-	(130,359)	64,265
Total	108,274	86,350	-	(130,359)	64,265
State Library of Queensland					
<i>Indigenous Libraries</i>	-	23,000	10,004	(20,976)	12,027
<i>First Five Forever Program</i>	-	3,000	-	(1,003)	1,997
Total	-	26,000	10,004	(21,979)	14,024
Department of Transport and Main Roads					
<i>ATSI TIDS Projects</i>	-	-	-	(590,888)	(590,888)
Total	-	-	-	(590,888)	(590,888)
Queensland Health					
<i>ATSI Public Health Program</i>	-	154,572	-	(140,581)	13,991
Total	-	154,572	-	(140,581)	13,991
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 January 2025

	Balance 1/07/2024	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
State Government Grants					
Queensland Reconstruction Authority					
<i>DRFA 2023 Restoration - Kowanyama Rd</i>	(222,539)	-	-	(786,899)	(1,009,438)
<i>DRFA 2023 Restoration - BAAS Yard Rd</i>	50,983	-	-	(131,842)	(80,859)
<i>DRFA 2023 Restoration - Northern Rd</i>	533,775	-	-	(896,816)	(363,041)
<i>DRFA 2023 Restoration - Pormpuraaw Rd</i>	94,511	-	-	(19,290)	75,220
<i>DRFA - CAT D Betterment Program</i>	124,954	-	-	(224,221)	(99,267)
<i>Qld Resilience & Risk Reduction Fund</i>	-	61,928	-	(159,370)	(97,442)
<i>DRF Aerodrome Upgrade</i>	4,475,212	-	-	-	4,475,212
<i>Get Ready Qld</i>	(1,356)	6,102	-	(3,352)	1,394
Total	5,055,539	68,030	-	(2,221,790)	2,901,779
Department of Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities and the Arts					
<i>Splashpark</i>	(87,500)	262,500	-	(100,637)	74,363
<i>Service Enhancement Plan</i>	(45,000)	-	-	-	(45,000)
<i>Don't Buy Sly Grog Initiative</i>	(7,750)	-	-	-	(7,750)
Total	(140,250)	262,500	-	(100,637)	21,613
Department of Communities, Housing & Digital Economy					
<i>Qld Community Support Scheme</i>	-	30,288	-	(31,880)	(1,592)
<i>Community Transport</i>	-	20,190	-	(23,217)	(3,027)
<i>Forward Remote Capital Program - 7 Social Houses</i>	3,053,866	-	-	(1,848,856)	1,205,010
<i>Remote Capital Program - 3 Social Houses</i>	1,405,409	-	-	(701,232)	704,177
Total	4,459,275	50,478	-	(2,605,186)	1,904,567
Department of Tourism & Sport					
<i>Deadly Active Sport & Recreation Program</i>	-	31,500	-	(28,687)	2,813
Total	-	31,500	-	(28,687)	2,813
Department of State Development, Infrastructure, Local Government and Planning					
<i>Indigenous Council Funding</i>	-	2,649,230	-	(2,649,230)	-
<i>LGGSP - New Staff Duplex Complex</i>	392,110	-	-	(874,687)	(482,576)
<i>Works for Queensland 2021-2024</i>	800,000	-	-	(839,299)	(39,299)
<i>Works for Queensland 2024-2027</i>	-	1,200,000	-	(24,706)	1,175,294
<i>ICCIP</i>	458,098	-	-	(204,914)	253,184
Total	1,650,208	3,849,230	-	(4,592,835)	906,603
Total - State Govt Grants	11,224,677	5,185,864	10,004	(10,848,822)	5,571,722
Other Grant Providers					
Local Government Association of Queensland - LGAQ					
<i>Rapid Low Earth Orbit (LEO) Program</i>	(17,383)	45,000	-	(27,617)	-
Total	(17,383)	45,000	-	(27,617)	-
Cape York Natural Resource Management					
<i>Nest to Ocean (Turtle Program) CY397 R8</i>	5,395	-	-	(16,895)	(11,500)
Total	5,395	-	-	(16,895)	(11,500)
Total Other Grant Providers	(11,988)	45,000	-	(44,512)	(11,500)
Total Grants	11,840,805	10,826,649	67,672	(16,414,069)	6,321,058
Add back negative (unclaimed) grant balances	484,864				2,956,065
Unspent grant revenue	12,325,669				9,277,123

APPENDIX A: STATEMENT OF FINANCIAL POSITION

Pormpuraaw Aboriginal Shire Council Statement of Financial Position

As at 31 January 2025

	2024/25
	\$
Current assets	
Cash At Bank	1,368,146
Cash - Trust Account	455,759
Cash - QTC Account	67,253,651
Receivables	1,470,161
Contract Asset	2,932,986
Inventories	633,883
Total current assets	74,114,585
Non-current assets	
Property, plant and equipment	167,038,348
Other financial assets	12,124,158
Total non-current assets	179,162,506
Total assets	253,277,091
Current liabilities	
Payables	988,287
Contract Liability	7,974,239
Provisions	758,151
Total current liabilities	9,720,677
Non-current liabilities	
Provisions	189,488
Total non-current liabilities	189,488
Total liabilities	9,910,165
Net community assets	243,366,926
Community equity	
Asset revaluation surplus	140,249,131
Retained surplus	103,117,795
Total community equity	243,366,926



Pormpuraaw Aboriginal Shire Council

C/- POST OFFICE

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SPECIAL PURPOSE REPORT

1. Title Competition “Design a Shirt”

2. Date 19.02.2025

3. Purpose

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

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

4. Recommendation

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

CARRIED.

Resolution:

5. Discussion

- Note with community participation with the design competition conversation was held around community about the messaging of “Don’t Buy Sly” Shirts to be gifted to community members who attend an event focused on sharing the message of “Don’t Buy Sly”

Shelina Bartlett – Executive Manager Community Services.

14 CONFIDENTIAL ITEMS

15 LATE ITEMS

16 TENDERS & QUOTATIONS

17 NOTICE OF MOTION

18 NEXT ORDINARY MEETING

19 CLOSE OF MEETING