

## ***Pormpuraaw Aboriginal Shire Council***

*24 Thinraathin St, Pormpuraaw QLD 4892*

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**An Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held on Wednesday 31 st May 2023 at the Pormpuraaw Council Chambers - 24 Thinraathin St, Pormpuraaw, commencing at 10:00am.**

**The attendance of each Councillor is requested.**

### **Agenda Council Meeting**

**Date: Wed, 31st May 2023 at 10.00am.**

- 1. Present:**
- 2. Apologies:**
- 3. Declaration of any Conflict, any perceived or other Potential Conflict of Interest to be declared prior to meeting by Councillors ( Sect 150EL and Sect 150EQ of LGovt Act 2009 ):**
- 4. Related Party Declaration Form , (Sect 150EP of LGovt Act 2009):**  
Confirmation of any changes to Related Party Declaration Form by Councillors & Senior Managers:
- 5. Matters arising from the Minutes:** That Council confirm the Minutes of the meeting dated Wed, 26 Apr 2023 as true & correct.  
**Moved:..... Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/05/.....**
- 6. Delegations/Guests:**

7. **Correspondence:** List of inwards correspondence tabled for information:  
FYI

8. **Reports:**

8.1 Mayor's Report:

- **8.1.1: 2023 Audit Interim Report:** As per Local Govt Act 2012, Sect 213 the Audit Interim Report for the year must be tabled at the earliest next Council's Meeting.

**Motion:** That Council acknowledges & ratifies the 2023 Audit Interim Report.

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

**CARRIED.**

**Resolution: 2023/05/.....**

8.2 CEO's Report:

- **8.2.1: Attendance Certificate:** see Attendance Certificate dated 31May 2023 and approved for payment at \$1,533.11 each for Cr Koo-Aga, Cr Foote & Cr Conrad.

- **8.2.2: Social Housing Tender:** See SPR re recommended Community Social Tender number 7728 and depending on additional funding we may have to settle for 8 homes .

**Motion:** That Council acknowledges & ratifies the SPR for the award of the Social Housing tender.

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

**CARRIED.**

**Resolution: 2023/05/.....**

- **8.2.3: Sculpting the Tropical Trails ( Regional Arts Services Network Tropical North:** As per SPR the sum of \$20,000.00 being requested to support the project.

**Motion:** That Council acknowledges & ratifies the SPR for allocation for our Community Events Funds.

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

**CARRIED.**

**Resolution: 2023/05/....**

- **8.2.4: TORCH Draft Statement of Intent:** As per docu in Council Brief dated 19 May Council to review the Draft Intent of the TORCH project for take up further with the Planning Committee.

**Motion:** That Council confirms receipt of the Statement of Intent & requests that there has to be further conversations moving forward.

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

**CARRIED.**

**Resolution: 2023/05/.....**

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### **8.3 Executive Manager Corporate Services (EMCS) Report:**

- **8.3.1: Executive Manager Corporate Services:** see Special Purpose Report dated 25 May 2023 covering:  
General Finance,  
Grant Acquittals & Reporting,  
Current Corporate Service Project,  
WHS,  
HR,  
Admin Store,  
Accommodation.

**Motion:** That Council accepts the Special Purpose Report dated 25 May 2023 from EMCS.

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

**CARRIED.**

**Resolution: 2023/05/.....**

- **8.3.2: Financial Statement for Period Ended 30 Apr 2023:** Reports received for above covering Mth end 30 Apr 2023 :  
Financial Statement at a Glance,  
Capital Works Program,  
2022/2023 Capital Expenditure,  
Detailed Review of Revenue & Expenditure,  
Operating Revenue,  
Operating Expenses,

Capital Expenditure,  
Council Cash Position,  
Council's Cash Coverage Review,  
Operating Surplus Ratio,  
Council's Unconstrained Funds, 30 Apr 2023,  
Summary of Council's Aged Debt,  
Council Grant Review,  
Statement of Financial Position at 30 Apr 2023.

**Motion:** That Council notes & accepts the Financial Statements for period ended 30 Apr 2023 as tabled.

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

**CARRIED.**

**Resolution: 2023/05/.....**

- **8.3.3: Human Resources Apr Report:** HR report tabled for Apr 2023.

**Motion:** That Council accepts this Report as tabled.

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

**CARRIED.**

**Resolution: 2023/05/.....**

- **8.3.4: WHS Report Apr:** as per SPR dated 30 Apr 2023 WHS Report received.

**Motion:** That Council accepts this Report as tabled.

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

**CARRIED.**

**Resolution: 2023/05/.....**

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#### **8.4 Operations Executive Manager's Report:**

- **8.4.1: Operation Executive Manager Report (OEMR):** no Report, position is vacant & being overseen by CEO & Corp Service Mgr.

- **8.4.2: ATSI TIDS May 2023 Report:** Report completed & forwarded to TMR.

**Motion:** That Council accepts this Report as tabled.

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

**CARRIED.**

**Resolution: 2023/05/.....**

- **8.4.3: ATSI TIDS 2023 n 2024 Funding of M\$1,190,319.00:** see SPR re above Funding which was received. accepted & signed off.  
**Motion:** That Council accepts this Report as tabled.  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/05/.....**
- **8.4.4: Batching Plant Purchase:** see SPR re Batching Plant Purchase for \$353,196.80. Budget will be made for 2023-2024 so that the unit can be purchased on time.  
**Motion:** That Council accepts this Report as tabled & approves purchase..  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/05/.....**
- **8.4.5: Bitumen Works:** see SPR re Bitumen Works awarded to Boral for \$504,155.72 that is being undertaken in current works.  
**Motion:** That Council accepts this Report as tabled & approves award to Boral.  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/05/.....**
- **8.4.6: Stabilising Works:** see SPR re Stabilising Works awarded to Robinson Civil Group for \$244,893.00 that is being undertaken in current works.  
**Motion:** That Council accepts this Report as tabled & approves award to Robinson Civil Group.  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/05/.....**

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**8.5** Community Service Manager's Report:

- **8.5.1: Community Service Executive Manager (CSEM):** No Report for May 2023, on Annual Leave.

- **8.5.2: Laura Festival:** see SPR re Council to provide 3 Vehicles plus \$3,000.00 Financial contribution from Sports & Rec Flexible Funding to the Pormpuraaw Arts Centre for the event.

**Motion:** That Council accepts the SPR as tabled for Financial support and approves the funding under our SnR Flexible Funding budgets.

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

**CARRIED.**

**Resolution: 2023/05/.....**

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**8.6** Environment Report:

- **8.6.1: Ranger: Land & Sea** ( joint Co-Ordinators of Clinton & Gavin ): see Special Purpose Report dated 24 May 2023 covering various activities

**Motion:** That Council accepts Reports as tabled.

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

**CARRIED.**

**Resolution: 2023/05/.....**

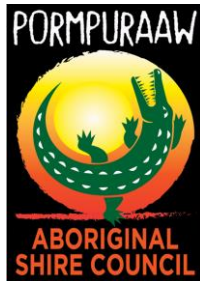
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**10.** Tenders & Quotations:

**11.** Notice of Motion:

**12.** Meeting Closed:

**13.** Next Ordinary Meeting: **Wednesday 28 Jne 2023.**



# Pormpuraaw Aboriginal Shire Council Monthly Meeting Corporate Services Report May 2023

**SUBJECT:** Monthly Report to Council – Corporate Services

**AUTHOR:** Tracey Graham

**DATE:** 25 May 2023

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

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## Purpose of Report

To provide council with an update of the corporate services function to the 25 May 2023.

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

- Finance Report as of 30 April 2023
- WHS Risk Monthly Report as of 30 April 2023
- HR Monthly Report as of 30 April 2023
- QAO Interim Audit Closing Report dated 23 May 2023

## Discussion

### GENERAL FINANCE

- Finance Report as of 30 April 2023 is attached. The finance report in summary shows that Council has a net result of \$2.69M, however this is a negative variance of -\$10.25M to YTD budget forecast. This result is predominately due to capital works which were budgeted to be delivered in the 2022-23 FY and have either not been completed at this stage or will need to be rolled over into 2023-24 FY due to not being delivered in the current budget year. Only 23% of our capital program budget has been delivered to date because of the wet season or the capital programs have had delays in being commenced such as Community Housing Construction, Office Rebuild, Staff Housing Duplexes & Road Upgrades or Restoration. It is highly unlikely that Council will achieve 50% of its budgeted capital program for the 2022-23 FY. Operational Expenditure is close to the budget target and Operational Revenue is currently at 8% less than the budget target. Council's cash position remains strong at \$47M, with \$34.5M in unconstrained funds. Community equity currently sits at \$181.3M. Monitoring our financial sustainability will continue to be a priority for the finance team.
- Council currently has \$370,800 in aged debtors owing of 60 days or more outstanding. Most of the debts outstanding are in relation to service levies, this is an ongoing work in progress with key stakeholders and will take more time to reach conciliation for all parties on these debts. Council is currently carrying debt to the value of \$188,875 for PACM (AACAP Contractor) with no resolution at this stage.
- QAO Interim Audit Closing Report dated 23 May 2023 is attached. The interim audit visit by Crowe was conducted the week beginning 2<sup>nd</sup> May. There have been no significant deficiencies, deficiencies, financial reporting matters or issues identified, however there have been 2 other matters identified which are as follows:

- Register of Awarded Contracts, Tenders & Pre-Qualified Suppliers (latest version of Council's register was not put on the website). This was an oversight by EM Corporate and will ensure that this is monitored moving forward
- Statement of Estimated Financial Position for the Current Financial Year when presenting budgets. This has been an unidentified requirement as this requirement has not been published in the Dept of Local Govt's budget checklist nor does this requirement sit in the budget section of the legislation, the requirement sits under general accounting in the legislation. Finance will ensure that this requirement is met in the next budgets and each year from here on.

Final audit visit is scheduled for the week commencing 14 August 2023.

- Comprehensive asset valuations have been undertaken on Building, Water and Sewerage asset classes for the 2022/23 FY, Other Infrastructure (Roads) asset class will not be valued until the 2023/24 FY. The comprehensive valuation reports have been received and are currently being reviewed and queries challenged by finance to the asset valuers (Australis). These reports will also be reviewed by internal audit (Altius) before being finalised and submitted to external audit.
- FGTL has now had her position reclassified to Finance Manager and will commence managing the day-to-day finance function along with the staff within this department. This will allow for EMCS to focus on high level finance and governance matters along with supporting the other executive managers and provide a strong support arm for the CEO with his administrative duties.
- Budgets for the 2023/24 FY are currently being compiled and draft budgets will be available to Council in the coming weeks.
- EMCS attended LGMA Webinar on Psychosocial Risks (New Legislation) on 20 April 2023
- EMCS, FM & SFO attended IT Vision QLD User Group (Synergy) Online Workshop on 21 April 2023
- EMCS & FM met with developers of the MentorAPM App & Unganco in relation to asset management project and key challenges for our community and Council.
- Grant Expenditure Reporting is being provided each month to the Executive Management Team to ensure that Managers are monitoring their program budgets.
- A fortnightly staff absenteeism report is provided to Executive Managers to monitor staff absenteeism and address this with their staff, the first 4 months of 2023 has shown an increase in absenteeism, with April absenteeism reaching an all-time high (1049 hours NWNP & 621 hours of Unpaid Leave – Total of 1670 working hours short for the month of April that needed to be carried by other staff – These hours equated to Council being short 11.5 fulltime people each day on average, hence we have had staff carrying a number of roles as well as their own). This is not acceptable and is a high-risk area for Council as staff could be burnt out and exhausted carrying too much of the workload. As leaders we must all be voicing the message that if you are employed then you must make every effort to attend work each day unless you have a legitimate reason not to go to work (such as being sick or needing to care for sick family members).

### **Grant Acquittals and Reporting completed since last Council Report:**

- ICCIP Monthly Reporting – April 2023
- Community Justice Group Quarterly Reporting – January to March 2023
- ATO Monthly PAYG & STP Reporting – April 2023

### **Current Corporate Services Projects:**

- Asset Management Systems & Plans (WIP – Unganco/TCICA)
- Audit Matrix Register (Rolling Working Document) (Current WIP)
- Internal Audit Plan for 2022/23 FY (Current WIP)
- Review of LHA Leases & properties that have been removed from social housing register (WIP)
- Policy Register Review & Action Plan (WIP)
- Risk Management Framework
- Lease Register with Maintenance Requirements



- Delegations Register Review

## **WHS**

- WHS/Risk Report as of 30 April 2023 is attached.
- Work Health & Safety/Risk Officer has been working remotely and has submitted resignation to finish up on 26 May 2023. Council will review action plan to either recruit for this position or engage a consultant intermittently. All Managers and Supervisors must work collectively to ensure we are identifying WHS & risk hazards and ensuring that our staff can go home safely each night to their loved ones and to have a zero tolerance of injury in the workplace. WHS formal register is being developed and software applications are being reviewed to be able to enable Council to have effective reporting tools for staff to use in relation to WHS & risk management.

## **HR**

- HR Report as of 30 April 2023 is attached.
- Absenteeism across Council continues to be an issue. For the FY there has been **10,614** hours of absenteeism recorded for the 2022-23 financial year to date (45 weeks). This equates to approx. **236 hours per week** and is the equivalent of **approx. 6.5 Full-time employees each week.**

## **ADMIN STORE**

- Admin Store has been quiet over April, as we have moved into May the road transport has commenced with the first truck delivery coming into community on the last month due to the wet season and no delivery trucks operating. Staff have been catching up on Thursday 18 May 2023.
- Admin Store Team Leader applicant has been secured and will commence in the role on 31 May 2023. The priority for our new Admin Store Team Leader will be to validate stock quantities, which have been an ongoing issue with current staff. We will also prepare for annual stock take at 30 June 2023.

## **ACCOMMODATION**

- Accommodation occupancy rates are steady with the ILF being used as an overflow for Guesthouse accommodation if required. COVID has certainly brought a change to our accommodation revenue which has not reached revenue levels prior to the pandemic event in 2020. Visitors to community are staying for shorter time lengths or distancing their visits further apart. COVID pushed us to learn to do business digitally and remotely without the need of face-to-face visits, which is another impact on our accommodation revenue.
- Contractors' camps have had sparse occupants over recent months and once the wet weather has subsided and roads are open to Pormpuraaw we will see a flurry of capital works activity which will mean the contractors camps and accommodation facilities will be more utilised.

Kind Regards,



**Tracey Graham**  
**Executive Manager of Corporate Services**

# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 APRIL 2023

**RECOMMENDATION:**

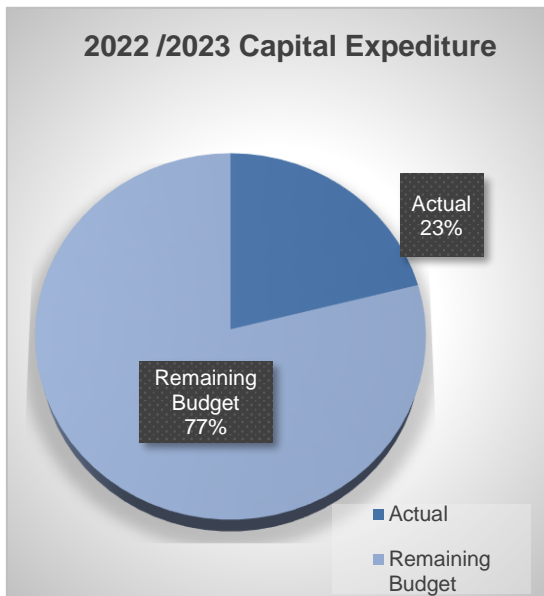
That Council notes and accepts the financial statements for the period ended 30 April 2023.

**EXECUTIVE SUMMARY:**

This report contains the financial statements for the period ended 30 April 2023.

<b>FINANCIAL STATEMENTS AT A GLANCE To 30 April 2023</b>			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	12,634,791	13,684,110	-1,049,319
Total operating expenses	14,722,047	14,837,362	115,315
<b>Operating Position</b>	<b>-2,087,256</b>	<b>-1,153,252</b>	<b>-934,004</b>
Capital items	4,773,445	14,088,071	-9,314,626
<b>Net Result</b>	<b>2,686,189</b>	<b>12,934,819</b>	<b>-10,248,630</b>
<b>Capital Works Program</b>			
YTD - 2022/23 capital	5,249,710	23,239,516	17,989,806
Full project life capital costing	7,830,552	25,820,357	17,989,806

Council's net result at month end is \$2.69M, a negative variance of -\$10.25M to YTD budget forecast. This result is mainly due to the timing of capital revenue as capital projects have been delayed due to the wet season and extended planning.



Capital works expenditure at the end of April is \$5.25M, 23% complete to a budget of \$23.2M.

\$12.0M has been budgeted for road projects, \$6.4M has been allocated for new housing within Pormpuraaw and \$2.8M for a new Council office building. Other capital works include the renewal of buildings and the purchase of new plant.

The capital expenditure to the end April mainly reflects works done under DRFA road works (\$2.5M), CYRP road projects (\$1.2M), new plant (\$425K), Airport fencing (\$246K), TIDS (\$202K), and the remaining Works for Queensland Covid projects (\$105K) that have been completed.

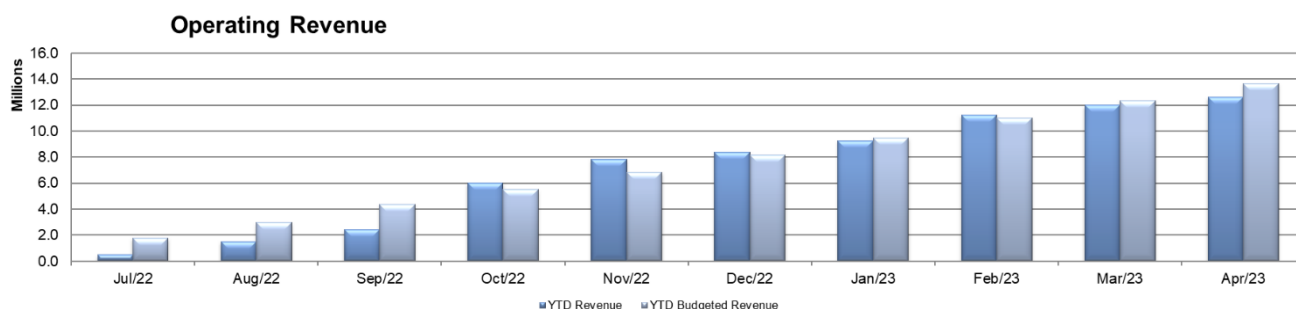
## DETAILED REVIEW OF REVENUE & EXPENDITURE

	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 22/23
	\$	\$	\$	%	\$
<b>Recurrent Revenue</b>					
Levies & charges	396,042	401,930	-5,888	-1%	401,930
Fees & charges	403,400	597,833	-194,433	-33%	717,400
Rental income	815,938	941,667	-125,728	-13%	1,130,000
Interest received	1,041,472	281,250	760,222	270%	337,500
Sales revenue	4,184,412	4,369,125	-184,713	-4%	5,242,950
Other incomes	0	0	0	0%	738,260
Grants & Subsidies	5,793,526	7,092,305	-1,298,779	-18%	8,510,766
	<b>12,634,791</b>	<b>13,684,110</b>	<b>-1,049,319</b>	<b>-8%</b>	<b>17,078,806</b>
<b>Recurrent Expenditure</b>					
Employees costs	3,642,078	5,111,889	1,469,810	29%	6,134,266
Materials and services	5,435,383	4,628,998	-806,384	-17%	5,554,798
Finance costs	51,502	50,267	-1,235	-2%	60,320
Depreciation	5,593,085	5,046,208	-546,876	-11%	6,055,450
	<b>14,722,047</b>	<b>14,837,362</b>	<b>115,315</b>	<b>1%</b>	<b>17,804,834</b>
<b>Operating Result</b>	<b>-2,087,256</b>	<b>-1,153,252</b>	<b>-934,004</b>	<b>-81%</b>	<b>-726,028</b>
<b>Capital</b>					
*Capital Revenue	0	0	0	0%	150,000
Capital Grants & Subsidies	4,749,809	14,088,071	-9,338,262	-66%	16,905,685
*Capital Expense	23,636	0	-23,636	0%	-2,400,000
	4,773,445	14,088,071	-9,314,626	-66%	14,655,685
<b>Result After Capital</b>	<b>2,686,189</b>	<b>12,934,819</b>	<b>-10,248,630</b>	<b>-79%</b>	<b>13,929,657</b>

\* Represents recognition for donated assets and capital write off that is recognised at the end of the financial year. Budget recognition timing is set for June 2023.

### OPERATING REVENUE:

Council's recurrent revenue as at the end of April is \$12.6M, -8% within budget. The main factors driving the variance to budget are grants (-\$1.3M), fees & charges revenue (-\$194K) and sales revenue (-\$185K) that is being offset by interest received (\$760K).



The favourable variance in interest received is due to the unforeseen aggressive rate rises in the RBA cash rate.

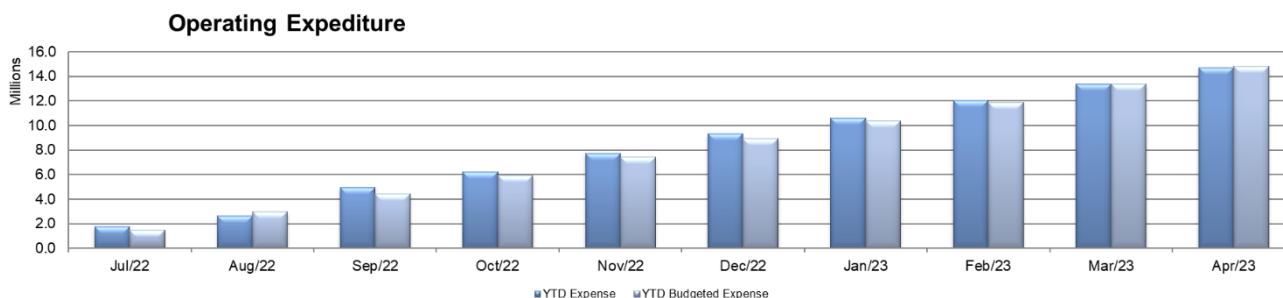
The negative variance in grant revenue is due to the timing of payments, this expected to align at the end of year.

The -\$194K variance to budget for fees and charges is due to the timing of the payment for the RISE community contribution to Council. It is expected later in the year.

Sales revenue is less than budget for April due to timing. Many larger private works projects have been on hold during the wet season. Council expects to complete and invoice the larger upgrade projects by June.

## **OPERATING EXPENDITURE:**

Council's operating expenditure at the end of April was \$14.7M, on target to budget.



Employee costs are less than forecasted by \$1.47M due to absenteeism, vacancies, and staff on unpaid leave due to illness without entitlements.

The unfavourable variance for materials and services (-\$806K) is mainly due to repairs & maintenance expense (-\$974K). The repairs and maintenance expense is mostly made up of expenses for private works which is recoverable.

Depreciation is also more than budgeted by -\$547K.

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

There have been no contracts awarded over \$200K in the month of April.

## **CAPITAL EXPENDITURE:**

Capital expenditure for the 2022/23 financial year is just over \$5.25M at the end of April.

Capital works that have been planned for the year are as follows: TIDS and CYRP road projects, ICCIP water projects, Betterment Works, DRFA Restoration works, W4Q Office Rebuild, Community Housing and LGGSP Staff Housing projects.

Capital road projects are expected to significantly increase for May & June as the roads open to community. Council's housing and office rebuild projects have had delays due to design, planning amendments and the impact of the turnover for the position of Executive Manager of Operations.

A list and breakdown of Council's capital works projects are below:

- CAT E BETTERMENT: Floodway, Stabilise & Seal Pormpuraaw Rd (WIP)
- CYRP: Road Upgrades (Cape York Program) (WIP)
- DHPW: New Community Houses (Yet to Commence)
- DRFA: Restoration of Roads 2021 Wet Weather Events (Complete)
- FNQ Monsoon: LED Signage in front of the Pormpuraaw Council Office (Complete)
- ICCIP: Sewerage Macerators & Completion of New Bore # 3 (WIP)
- LGGSP: New Staff Housing (WIP)
- LRCI: Paving/Concreting of Road/Car Park Areas and PUBSC Amenities Refurbishment (WIP)
- R2R: Road Upgrades (Paving) (WIP)
- Ranger Incorp: Honda ATV (Purchased)
- RAUP: Airport Fencing Upgrade (Completed)
- TIDS: Road Upgrades (WIP)
- W4QCOVID: Community Hall Refurbishment, Staff Housing Refurbishment & Sportsfield Stage 3 (Completed)
- W4QR4: Construction of Council Office Building (WIP)
- Council Renewals: Cairns Office building, Eddie Davey bathrooms and renewal of the Contractor Camp dongas (Yet to Commence)
- Plant & Equipment: Isuzu Crew Cab Tipper Truck, Kubota Small Backhoe, Tractor & Slasher, Isuzu Crew Cabs x3, Used Multi Tyred Roller, Mobile Tanker, and Kubota Front Deck Mower (WIP)

	YTD Actual	Budget 22/23	Overall Budget	WIP 21/22
Cairns Admin Office		35,000	35,000	
Aged Care	4,466	18,000	18,000	
CAT E Betterment	194,739	1,208,133	1,214,533	6,400
Concrete Batching		50,000	50,000	
Contractors Camp		40,000	40,000	
CYRP	1,202,833	3,040,000	4,018,116	978,116
DFV Program		40,417	40,417	
DHPW		4,073,260	4,103,023	29,763
DRFA	2,552,424	6,547,039	6,741,768	194,729
FNQ Monsoon	18,982	15,920	48,260	32,340
Guesthouse		30,000	30,000	
ICCIP	88,111	824,541	2,022,529	1,197,988
LGGSP	10,398	2,350,000	2,350,000	
LRCI	97,089	482,117	493,888	11,771
Plant & Equipment	424,877	496,000	530,625	34,625
R2R	6,285	246,944	246,944	
RAUP	245,578	435,364	468,447	33,083
Splashpark	44,809	-	-	
TIDS	202,399	506,781	568,808	62,027
W4Q Covid	104,902	-	-	
W4QR4	9,722	2,800,000	2,800,000	
Ranger	42,096	-	-	
<b>Total</b>	<b>5,249,710</b>	<b>23,239,516</b>	<b>25,820,357</b>	<b>2,580,841</b>

## **COUNCIL CASH POSITION**

### **Council's Cash Coverage Review**

Council has reviewed the amount of cash held in reserve if an unforeseen catastrophic hypothetical event occurred that lead to the stop of all incoming monies. In this proposed scenario, it is assumed that all capital expenditure by Council would cease as well.

Council has reviewed the operating cash budget forecasted for the next three years and averaged the recurrent expenditure per month. The non-cash expenses of depreciation and forecasted capital expenses have not been included in the calculation.

Total Unconstrained Funds at EOM / 3-year average Recurrent Cash Expenditure per month

$\$34.54\text{M} / \$1.01\text{M} = 34 \text{ Months}$

Council's unconstrained funds as at the 30<sup>th</sup> of April would cover a forecasted 34 months of operating expenses.

### **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 (-\$2.09M) by the total Recurrent Revenue (\$12.63M), being principally Operating grants, Sales revenue, Interest and Rental income.

The target ratio is between 0% and 10%.

The operating surplus ratio is -17% for the month ended 30 April 2023.

Pormpuraaw Aboriginal Shire Council has achieved the target ratio for the past two financial years; however, the current budget forecasts the operating surplus ratio for 2022/23 at -4.3%.

## Council's Unconstrained Funds

### Pormpuraaw Aboriginal Shire Council As at 30 April 2023

	\$	\$
Cash At Bank	654,962	
QTC - Investment	<u>46,382,126</u>	47,037,088
Trade Debtors	1,464,372	
Provision Doubtful Debts	<u>-</u>	1,464,372
Less: Trade Creditors		(3,688,138)
Less: Tied Grant Funds		(4,685,480)
Less: Current Commitments		(5,590,567)
Total Unconstrained Funds		<u><u>34,537,275</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 April, \$370,800 is outstanding over 60 days, 2.9% of our recurrent revenue.

Below is a snapshot of the significant aged debt:

\$188,875	For goods & services	Large construction project, validity of debt is being contested
\$76,806	For service levies & rent	Outstanding debt and finalisation of the account is being negotiated by solicitors. An outcome is expected by June 2023.
\$37,442	For service levies & permits	A commercial property is in arrears. This account is under review by senior management.
\$24,421	For service levies	Service levies have been dispute. Council has clarified the leasing arrangements and acknowledges that the services levies have been raised erroneously. A credit to the account has been applied in May.
\$14,844	For service levies	Debtor is a state department that is disputing the service levies. Council is escalating the matter to a higher authority within government for resolution.

## COUNCIL GRANT REVIEW

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 30 April 2023

	Balance 30/06/2022	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
<b>Commonwealth Government Grants</b>					
<b>Department of Infrastructure, Transport, Regional Development &amp; Communications</b>					
<i>Financial Assistance Grant</i>	-	915,390	-	(915,390)	-
<i>Roads to Recovery</i>	(3,060)	13,434	3,060	(6,285)	7,149
<i>Local Roads &amp; Community Infrastructure Program - Phase 1</i>	(60,902)	-	800	-	(60,102)
<i>Local Roads &amp; Community Infrastructure Program - Phase 2</i>	(57,319)	56,052	1,267	-	-
<i>Local Roads &amp; Community Infrastructure Program - Phase 3</i>	(11,771)	-	-	(97,089)	(108,860)
<b>Total</b>	<b>(133,052)</b>	<b>984,876</b>	<b>5,127</b>	<b>(1,018,763)</b>	<b>(161,813)</b>
<b>Department of Health</b>					
<i>CHSP Home Support Programme (HACC)</i>	-	265,271	-	(556,606)	(291,335)
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	366,280	674,393	-	(459,619)	581,054
<b>Total</b>	<b>366,280</b>	<b>939,664</b>	<b>-</b>	<b>(1,016,225)</b>	<b>289,719</b>
<b>Department of Industry, Science, Energy &amp; Resources</b>					
<i>Airport Fencing Upgrade</i>	294,830	-	-	(267,998)	26,832
<b>Total</b>	<b>294,830</b>	<b>-</b>	<b>-</b>	<b>(267,998)</b>	<b>26,832</b>
<b>Services Australia</b>					
<i>Centrelink Agency</i>	-	37,926	-	(38,991)	(1,065)
<b>Total</b>	<b>-</b>	<b>37,926</b>	<b>-</b>	<b>(38,991)</b>	<b>(1,065)</b>
<b>Total - Commonwealth Govt Grants</b>	<b>528,058</b>	<b>1,962,467</b>	<b>5,127</b>	<b>(2,341,978)</b>	<b>153,674</b>
<b>State Government Grants</b>					
<b>Department of Environment &amp; Science</b>					
<i>QIL&amp;S Ranger Program</i>	158,198	734,466	-	(608,689)	283,975
<b>Total</b>	<b>158,198</b>	<b>734,466</b>	<b>-</b>	<b>(608,689)</b>	<b>283,975</b>
<b>Queensland Fire and Emergency Services</b>					
<i>State Emergency Services</i>	-	13,551	-	(4,501)	9,050
<b>Total</b>	<b>-</b>	<b>13,551</b>	<b>-</b>	<b>(4,501)</b>	<b>9,050</b>
<b>Department of Justice &amp; Attorney-General</b>					
<i>Community Justice Group</i>	528,285	173,145	-	(119,554)	581,876
<i>CJG DJV Funding</i>	40,417	-	-	-	40,417
<i>Gambling Community Benefit Fund</i>	375	-	-	(375)	-
<b>Total</b>	<b>569,077</b>	<b>173,145</b>	<b>-</b>	<b>(119,929)</b>	<b>622,293</b>
<b>State Library of Queensland</b>					
<i>Indigenous Libraries</i>	12,567	8,704	21,656	(40,166)	2,761
<i>First Five Forever Program</i>	6,817	3,000	-	(1,149)	8,668
<b>Total</b>	<b>19,384</b>	<b>11,704</b>	<b>21,656</b>	<b>(41,315)</b>	<b>11,428</b>
<b>Department of Transport and Main Roads</b>					
<i>ATSI TIDS Projects</i>	(97,027)	280,517	-	(202,399)	(18,909)
<i>CYRP Community Works Program - Phase 1</i>	(316,645)	1,519,478	-	(1,202,833)	-
<i>CYRP Community Works Program - Phase 2</i>	-	-	-	-	-
<b>Total</b>	<b>(413,672)</b>	<b>1,799,995</b>	<b>-</b>	<b>(1,405,232)</b>	<b>(18,909)</b>
<b>Queensland Health</b>					
<i>ATSI Public Health Program</i>	-	187,716	-	(146,201)	41,515
<b>Total</b>	<b>-</b>	<b>187,716</b>	<b>-</b>	<b>(146,201)</b>	<b>41,515</b>



Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 30 April 2023

	Balance 30/06/2022 \$	Revenue \$	Council Contribution \$	Expense \$	Balance \$
<b>State Government Grants</b>					
<b>Queensland Reconstruction Authority</b>					
DRFA - CAT D Flood Warning Infrastructure	(16,085)	16,085	-	-	-
DRFA - CAT E Betterment Program	356,040	-	-	(194,739)	161,301
DRFA 2022 Emergent Works	(1,798)	-	1,798	-	-
DRFA 2023 Emergent Works	-	-	-	(27,305)	(27,305)
DRFA 2021 Restoration	1,804,283	-	-	(2,552,424)	(748,141)
Get Ready Qld	(678)	6,102	-	(6,780)	(1,356)
Total	2,141,761	22,187	1,798	(2,781,248)	(615,502)
<b>Department of Agriculture &amp; Fisheries</b>					
Fishing Grant	5,000	-	-	(750)	4,250
Total	5,000	-	-	(750)	4,250
<b>Department of Education, Skills &amp; Employment</b>					
First Start Program	-	15,000	-	(15,000)	-
Total	-	15,000	-	(15,000)	-
<b>Department of Seniors, Disability Services and Aboriginal &amp; Torres Strait Islander Partnerships</b>					
Splashpark	-	262,500	-	(224,353)	38,147
DAT Pormpuraaw AMP Community Safety Plan 2020	6,448	-	-	(6,448)	-
DAT Pormpuraaw AMP Community Safety Plan 2021-23	-	85,000	-	(117,797)	(32,797)
Local Thriving Communities (LTC)	10,000	-	-	-	10,000
Total	16,448	347,500	-	(348,598)	15,350
<b>Department of Communities, Housing &amp; Digital Economy</b>					
Old Community Support Scheme	-	41,715	-	(29,353)	12,362
Community Transport	-	34,774	-	(57,730)	(22,956)
Community Transport Once Off	-	7,000	-	(7,000)	-
Community Housing Program	(29,763)	1,110,889	-	(10,398)	1,070,728
FNQ-NQ Monsoon Trough R2 Funding	80,701	4,936	1,322	(86,959)	-
Total	50,938	1,199,314	1,322	(191,440)	1,060,134
<b>Department of Tourism, Innovation &amp; Sport</b>					
Deadly Active Sport & Recreation Program	-	66,025	-	(50,605)	15,420
Total	-	66,025	-	(50,605)	15,420
<b>Department of State Development, Infrastructure, Local Government and Planning</b>					
State Government Financial Aid	-	1,611,280	-	(1,611,280)	-
Revenue Replacement Program	-	477,000	-	(477,000)	-
Indigenous Employment Development	-	80,000	-	(80,000)	-
LGGSP - New Staff Duplex Complex	-	423,000	-	-	423,000
Works for Queensland 2019-2021	(144,000)	144,000	-	-	-
Works for Queensland COVID	(20,007)	139,000	2,294	(121,287)	-
Works for Queensland 2021-2024	800,000	-	-	(9,722)	790,278
ICCIP	596,695	68,113	-	(88,111)	576,698
Total	1,232,688	2,942,393	2,294	(2,387,400)	1,789,975
<b>Total - State Govt Grants</b>	<b>3,779,822</b>	<b>7,512,996</b>	<b>27,070</b>	<b>(8,100,908)</b>	<b>3,218,980</b>
<b>Other Grant Providers</b>					
<b>Cape York Natural Resource Management</b>					
Nest to Ocean (Turtle Program) CY333 R7	57,428	18,000	-	(75,428)	-
Total	57,428	18,000	-	(75,428)	-
<b>Total Other Grant Providers</b>	<b>57,428</b>	<b>18,000</b>	<b>-</b>	<b>(75,428)</b>	<b>-</b>
<b>Total Grants</b>	<b>4,365,308</b>	<b>9,493,463</b>	<b>32,197</b>	<b>(10,518,314)</b>	<b>3,372,654</b>
<b>Add back negative (unclaimed) grant balances</b>	<b>759,055</b>				<b>1,312,826</b>
<b>Unspent grant revenue</b>	<b>5,124,363</b>				<b>4,685,480</b>

## APPENDIX A: STATEMENT OF FINANCIAL POSITION

### Pormpuraaw Aboriginal Shire Council

#### Statement of Financial Position

As at 30 April 2023

	<b>2022/23</b>
	<b>\$</b>
<b>Current assets</b>	
Cash At Bank	654,962
Cash - Trust Account	41,901
Cash - QTC Account	46,382,126
Receivables	1,464,372
Inventories	529,825
Other financial assets	-
<b>Total current assets</b>	<u>49,073,187</u>
<b>Non-current assets</b>	
Property, plant and equipment	122,979,465
Other financial assets	13,752,353
<b>Total non-current assets</b>	<u>136,731,817</u>
<b>Total assets</b>	<u>185,805,005</u>
<b>Current liabilities</b>	
Payables	3,688,138
Provisions	571,905
<b>Total current liabilities</b>	<u>4,260,043</u>
<b>Non-current liabilities</b>	
Payables	-
Provisions	205,204
<b>Total non-current liabilities</b>	<u>205,204</u>
<b>Total liabilities</b>	<u>4,465,246</u>
<b>Net community assets</b>	<u>181,339,758</u>
<b>Community equity</b>	
Asset revaluation surplus	102,476,088
Retained surplus	78,863,670
<b>Total community equity</b>	<u>181,339,758</u>

*Pormpuraaw Aboriginal Shire Council*

# Human Resources

Monthly Report



April 2023

### Month in Review

Recruitment and operational support were the focus of the month, with several vacancies advertised and multiple positions filled.

HR has been supporting operational services (as required).

### HR Training /Conferences Attended

Employment and industrial relation training – Implement IR policies mentor Education.

### Projects

Project	Status
HR policy update	
Cascading KPI's and department OKR's	Updated 1 position descriptions with KPI's which is the first step in our performance management system.
HR Policy Review	Submitted polices to executive mangers for review and council submission
2023 HR wellness calendar	In Progress
EAP	Investigating Employee Assistance programs

### New starters

Position	Commencement Date	Recruited Internally or Externally	Indigenous/Non-Indigenous
Parks and Gardens	13/04/2023	Externally	Indigenous
Parks and Gardens	13/04/2023	Externally	Indigenous
Plumber Gas Fitter	12/04/2023	Externally	Non-Indigenous
Temp Airport Supervisor Leave cover	24/04/2023	Externally	Non- Indigenous

### Terminations/ Resignations since last report

Position	Resignation/Termination	Reason	Indigenous/Non-Indigenous
Plumber Gas fitter	Resignation	Personal Reasons	Non-Indigenous

Age Care Support Ground Worker	Resignation	Left community	Indigenous
Senior plumber	Resignation	Personal reasons	Non-Indigenous
Essential Services officer	Resignation	Left community	Indigenous
Post office Team Leader	Resignation	Left for other employment	Indigenous

### Recruitment Activity

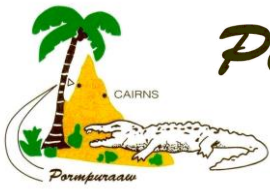
Position	Current Status
Aged Care Worker	Advertised
Justice Support Admin Officer	Advertised
Plumber & Gas Fitter	Filled – Start 29/05/2023
Admin Store Team Leader	Filled – Start 31/05/2023
Age Care Cook	Readvertised
Cashier Post Office	Shortlisting
Senior Plumber	Advertised
Ranger	Short listing
Executive Manager of Operations	Advertised

### Training/Conferences/Workshops Activity for Organisation

Training Program	Participants	Dates	RTO/Organiser	Comments
LGAQ HR forum	HR	18/04/2023	LGAQ	
Peak Master Class	HR	19/04/2023	Peak Services	
Ranger Cert 111 Conservation land management	Full Ranger Team	Ongoing until May	Inloc	Three blocks to be delivered
Psychosocial hazards	WHS, HR	04/04/2023	Work safe QLD	
Public Interest Disclosure Training	WHS, HR	12/04/2023	QLD Ombudsman	
Public Interest Disclosure Training	WHS, HR	13/04/2023	QLD Ombudsman	
Public Interest Disclosures Training	WHS, HR	26/04/2023	QLD Ombudsman	

Training the HR is currently in the process of arranging for employees to attend is:

<b>Training</b>	<b>Status</b>
Weapons Safety	Dates confirmed 15/05/2023
Marine Operations	Dates confirmed 24/05/2023
Fire Safety Wardens	Planning
ARO Training	Confirming dates
First Aid	Planning 11/05/2023
Manual Handling	Planning
Tele Handler	Dates confirmed 10/05/2023



# Pormpuraaw Aboriginal Shire Council

## SPECIAL PURPOSE / MONTHLY REPORT

<b>TITLE</b>	<b>WHS and Risk Officer</b>
--------------	-----------------------------

	<b>30/04/2023</b>
--	-------------------

### PURPOSE OF REPORT

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

**Workplace Health & Safety and Risk Officer monthly report to council.**

### 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...**

Not Applicable

### Discussion

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

#### **Focus for Month**

With leaving Pormpuraaw early May 2023 the focus of the latter half of this month was to gather as much information as possible from inspections and take a lot of photos for reference when we relocate.

The Training Register is 75% complete. I spent a lot of time in early April developing this. It was put on hold as it is something that can be completed remotely.

A PASC WHS Induction PowerPoint was created based on Worksafe QLD Induction recommendations to ensure compliance. This is ready to be utilised moving forward.

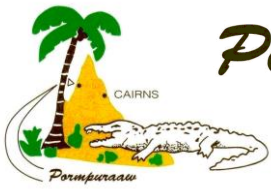
The PASC Safety Handbook is 90% completed. This also took up a lot of my time during early-mid April. This Safety Handbook will be based on Codes of Practice and will include all of the Safety Information across Council. It will be given to new employees when they start work at PASC and as it will include SOP's (Standard Operating Procedures) copies will be printed and put in each workspace so that everyone has access to the information at all times. This was put on hold as it can be completed remotely.

Finding a WHS and Risk Management Computer System was also a focus as this will be used to ensure compliance in most areas when there is no physical WHS person in community. After reviewing multiple programs we are hoping to find a solution for WHS and Risk Management soon. Setting this up and inputting data can be completed remotely as well.

I attended 2 sessions on Public Interest Disclosure to get an understanding of PIDS and the risks that need to be considered around this area for our overall risk register.

A project review was conducted with the Operations department to audit our internal project procedures with regards to the installation of the electronic sign outside of council. These will be conducted quarterly to identify Opportunities for Improvement.

I attended a webinar on Psychosocial Risks that was conducted by LGMA QLD regarding Legal Frameworks and Council response. In addition to this I did two interactive workshops with WHS QLD regarding Psychosocial Risks.



# Pormpuraaw Aboriginal Shire Council

## SPECIAL PURPOSE / MONTHLY REPORT

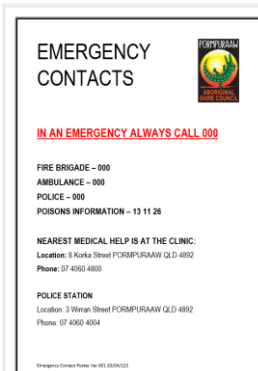
### Admin Store

The SDS Folder was completed and delivered to the Admin Store. This will need to have all chemicals delivered to Pormpuraaw in it as most will arrive at the store first. Thus, this folder will be updated regularly.

The spill kit was moved to an accessible location, chlorine gas removed from the shed and access to the emergency shower for the temporary period was organised.

Verbal confirmation that SWMS for truck deliveries is acceptable. Dean to sign off and copies to be sent to Admin Store. New Admin Store Supervisor and all staff that work there to be inducted into the procedure. The main theme is to close the gates when delivery trucks arrive to prevent unauthorised access to moving plant.

The Safety Noticeboard was updated with a copy of the PASC Policy Statement and Emergency Contact Numbers. These have been put on all Safety Noticeboards.



Above: Emergency Contacts Poster that will be on all Safety Noticeboards. Will need updating once First Aid Officers are nominated.

An audit of what PPE we have in storage was undertaken so we know what we need to order when the roads reopen.

With the new Admin Store Supervisor starting soon WHS will work with them to work through the remainder of the NCR/OFI's.

### Aged Care

Inspection scheduled for 2<sup>nd</sup> May 2023.

### Airport

Safety Noticeboard was updated.

Follow ups were undertaken regarding the OFI's from the Emergency Exercise. Nothing to report from this. Refer to OFI/NCR Report.

First Aid Kits were restocked.

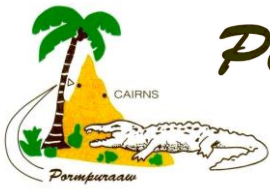
### Building - Parks and Gardens

There was no actual Safety Noticeboard for the shed so one was created on an existing larger board and notices were displayed.

First Aid Kits in the office and lunchroom were refilled and signage sorted. In date SDS folder was delivered.







# Pormpuraaw Aboriginal Shire Council

## SPECIAL PURPOSE / MONTHLY REPORT

### **Building – Repairs and Maintenance**

The First Aid Kit was refilled and once the SDS have been found they will be sent to Jackson to print out and put into an SDS Folder to go in the shed where the chemicals are. This can be started remotely.

### **Cairns Office**

We need to ensure that fire extinguishers are placed back in their correct locations and are in date.

### **Centrelink**

Centrelink has been closed for a few weeks as the equipment is not working, and I believe we are waiting on Centrelink to replace or fix them.

### **Concrete Batching Plant**

No actions in April.

### **Contractors Camp**

Scheduled visit for 2<sup>nd</sup> May 2023.

### **Council Office**

Inspection was carried out.

The Safety Noticeboard was updated.

A Hazardous Substances audit was conducted. The SDS Folder has not been updated yet but once the in date SDS have been located, a register will be completed remotely, and Jackson can print and collate to put in folder.

Out of Date Evacuation Plans were amended and old fire exit sign removed.



### **Guesthouse Operations**

Still waiting on the locks to arrive – Guesthouse Supervisor was going to follow them up.

### **Library**

Repairs not completed yet but Library still operational and safe. Centrelink has been operating from the library whilst it is out of operation.

### **Plumbing (including Water Treatment Plant, Sewerage Ponds and Splash Park)**

Sewerage Ponds inspection scheduled for 2<sup>nd</sup> May 2023.

Senior Plumber left Pormpuraaw, and replacement plumber only stayed in community three days before leaving. New plumber needs to be found. In the meantime, Rangers are testing water every morning. Jarrad from Cape and Gulf Contracting will do the plumbing works as required and Simone has been stepping in to do the Splash Park.

The Self-Contained Breathing Apparatus requisition has been sent as these are vital pieces of equipment for Chlorine Gas Changeout and working in Emergency situations.

A list of required PPE for the Plumbing Department has been created and a quote is being sought.

Incorrect signage that is easy to fix has been actioned. There is still one fire exit sign that needs to be removed.

Quotes for new gas trolley for the WTP have been received and a requisition will be sent next month.



# *Pormpuraaw Aboriginal Shire Council*

## **SPECIAL PURPOSE / MONTHLY REPORT**

The Water Tower was inspected. Works that are carried out on the tower (working at heights) is completed by subcontractors. A copy of their SWMS will be required before future works as well as inspection tags on PPE and Emergency Plan for WAH.

The Water treatment system requires an upgrade and part of this is the recommendation that the water tower is decommissioned as the risk of contamination of the town drinking water is high. Further information will need to be obtained to see future planning and budgets for the town water system.

### **Post Office**

The key for the defibrillator is back so that will need to be tested on a monthly basis from now on.

### **Ranger and Environmental Services (including animal control.)**

Ranger Clinton has sent a "Wishlist" of tools and equipment that he requires for his department to the Operations Manager. This includes new batteries and a battery charger to close out the incident from last month regarding the failing batteries.

A first aid kit for the Ranger Workshop was delivered and the first aid kit upstairs in the shed was refilled.

All expired bandages, dressings and items from first aid kits that we can not use were given to Glen Simpson for the animal control first aid use.

### **Roads**

Currently closed for the wet season. A small crew will be arriving next month.

### **Subcontractor Management**

There are communication difficulties between some subcontractors and the WHS Department. Other subcontractors are working well – safely and effectively.

Communication issues will need to be addressed for future works to go smoothly.

### **Waste and Recycling**

Inspection of the waste station was carried out. From an Environmental perspective there is a lot of research to be completed to devise methods of disposing of hazardous wastes as per SDS/legislation.



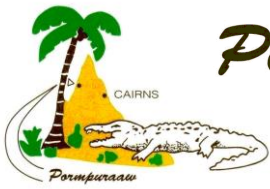
The location of the waste station is near waterways so there is a potential risk to them.

The current method of burning the rubbish every morning is not a compliant method for handling waste and the fire is left smouldering all day with access available to anyone.

There is also no way of ensuring that hazardous flammable liquids and gases are not disposed of in the chemical area and then we light an unobserved fire in the vicinity.

The tip is also not lined. There is nothing to stop contamination of the ground.

Once research is completed a list of OFI and NCR's will be devised and works can progress to get the waste management system compliant.



# *Dormpuraaw Aboriginal Shire Council*

## **SPECIAL PURPOSE / MONTHLY REPORT**

### **Workshop Mechanics (including waste/recycling, fuel depot)**

Inspection of workshop to occur May 2023.

SDS Register created, just need to find all of the in date SDS.

### **Accidents and Injuries (including Return to Work)**

There were no work-related incidents or near misses reported to me in the month of April 2023. This does not mean that none occurred, they just were not reported to me.

### **Workcover Claims**

There are no current Active Workcover Claims.

### **Upcoming Works**

The Boomerang Centre was recently used for an event that was held by another entity. On completion of the event the rubbish was placed in bins that had no lids so the wind and birds dispersed the rubbish and made quite a mess.

I will develop a procedure/terms and conditions for when council areas are used that can be given to them on booking to outline the expectations. They can sign off on this and then if this happens again, they can go back and clean it up. It will be a requirement that rubbish be taken directly to the tip after an event.



Trinity Fire are booked to come and inspect the Fire Extinguishers and the Fire Hose Reels on 16<sup>th</sup> and 17<sup>th</sup> May 2023.

Once I have relocated, I will concentrate on the following for May 2023:

- Completing the Training Register and Training Needs Analysis.
- Completing the PASC Safety Handbook and distributing across all departments.
- Developing and distributing the Subcontractor Management Plan based on QBuild Contractual Obligations and Queensland WHS Legislation.

**REPORT AUTHOR**

**Tegan Raggatt**

**POSITION**

**Workplace Health and Safety and Risk Officer.**

**PROGRAM AREA**

**Workplace Health and Safety and Risk Management**



## 2023 INTERIM REPORT

# Pormpuraaw Aboriginal Shire Council

23 May 2023

---

Cr Richard Tarpencha  
Mayor  
Pormpuraaw Aboriginal Shire Council  
C/O – Post Office  
PORMPURA AW QLD 4892

Dear Richard

## 2023 Interim report

We present our interim report for Pormpuraaw Aboriginal Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 March 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

### Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

#### Significant deficiencies:

- None raised in the current year
- None unresolved from prior years

#### Deficiencies:

- None raised in the current year
- None unresolved from prior years

#### Other matters:

- 2 raised in the current year, relating to procurement and legislative compliance
- None unresolved from prior years

#### Financial reporting matters:

- None raised in the current year
- None unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to *section 1* for further details.

### Areas of audit focus

We have also performed work over the areas of audit focus we identified in our external audit plan. Our progress against the areas of audit focus is on track. Through our interim processes we have discussed all areas of audit focus with management of Council and have not identified any issues. Council is on track to provide all required supporting information by the agreed upon milestone dates. Audit testing procedures will be conducted at our final attendance in line with those outlined in the external audit plan.

### Milestones – On track

All agreed financial reporting and audit deliverable milestones to date have been met.

If you have any questions or would like to discuss the audit report, please contact me on 07) 4616 2266 or Sarah Trende on (07) 4722 9750.

Yours sincerely



Bruce Preston  
Partner

Enc.

cc. Edward Natera, Chief Executive Officer  
Cam Charlton, Chair of the Audit Committee

# 1. Status of issues

## Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	-	2
Prior year issues – unresolved	-	-	-
<b>Total issues</b>	<b>-</b>	<b>-</b>	<b>2</b>

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 31 March 2023.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.gao.qld.gov.au/information-internal-controls](http://www.gao.qld.gov.au/information-internal-controls) or scan the QR code.



## **O** Other Matter

### 23-IR1 Register of awarded contracts, tenders and pre-qualified suppliers

#### Observation

It was observed during our interim visit that the website publication of the latest versions of the Register of Awarded Contracts over \$200,000 and the Registers of Tenders & Pre-Qualified Suppliers had not been published on the Council's website as required under the *Local Government Regulation 2012*. The version on the website was dated as at June 2022.

#### Implication

Although the respective registers were kept up to date by management, there were not uploaded to council website as required. We do note that the website has since been updated with the most recent version of this document.

#### QAO recommendation

We recommend that council and management ensure that the procurement registers are kept up to date and published to the council website on a frequent basis.

#### Management response

Council notes the matter and has implemented a monthly review process within the Corporate Service department that will trigger the update of the publication of the registers on our website.

Responsible officer: Finance Manager

Status: Resolved

## Other Matter

### 23-IR2 Statement of estimated financial position per the legislative compliance checklist not presented at the same time as the annual budget

#### Observation

It was observed during review of the legislative compliance checklists that council had not prepared and presented an annual statement of estimated financial position as required under section 205 of the *Local Government Regulation 2012* at the same time as the annual budget.

#### Implication

Although the statement of estimated financial position was prepared and presented by council, it was presented in August 2022 whereas the annual budget was presented in July 2022.

#### QAO recommendation

We recommend that council and management ensure that the statement of estimated financial position, annual budget and other relevant financial management documents be prepared and presented in accordance with the regulation.

#### Management response

Historically, Council has prepared the budget documents as per Chapter 5, Division 3 – Annual Budget of Local Government Regulation 2012, in conjunction with the DSDILGP published 'Budget Checklist' where the requirement of the of the estimated financial position was not mentioned. Council notes this requirement and will comply with section 205 of the Local Government Regulation 2012 moving forward.

Responsible officer: Finance Manager

Status: Work in progress

Action date: 28 June 2023

## Financial reporting issues

This table identifies the number of financial reporting issues we raised.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	-	-





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