



Ordinary Meeting of Council

23 January 2026

The Mayor and Councillors
Pormpuraaw Shire Council
PORMPURAAW QLD 4892

Dear Mayor and Councillors

Notice is hereby given that an Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held at the Council Chambers, on Wednesday 28 January 2026 commencing at 9:00 am.

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

Yours faithfully

Janelle Menzies

Chief Executive Officer



ORDINARY MEETING OF COUNCIL

Wednesday 28 January 2026
Pormpuraaw Aboriginal Shire Council
Boardroom
24 Thinraathin Street, Pormpuraaw

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1 OPENING OF MEETING

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

3 APOLOGIES

4 DECLARATION OF INTEREST

5 RELATED PARTY DECLARATION FORM

6 RECEIVING AND CONFIRMATION OF MINUTES*

RECOMMENDATION

That the Council resolve to receive and adopt the Minutes of the Ordinary Meeting of Pormpuraaw Aboriginal Shire Council held on 17 December 2025.

Attachments: 1. Unconfirmed Ordinary Council Meeting_-_17__ Dec 2025 [6.1.1 - 13 pages]



Ordinary Council Meeting

MINUTES

Wednesday 17 December 2025

Pormpuraaw Aboriginal Shire Council
Boardroom

24 Thinraathin Street, Pormpuraaw

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:56 am.

2 ATTENDANCE AND CERTIFICATE OF ATTENDANCE

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

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

3 APOLOGIES

Cr Lucy Foote sent their apologies. (Doctors Certificate supplied).

4 DECLARATION OF INTEREST

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

Cr Keith Barney declared they had a declarable conflict of interest (as defined by sections 150EG, 150EH ad 150EI of the Local Government Act 2009) in matters regarding Items 17.1 & 17.2.

5 RELATED PARTY DECLARATION FORM

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES*

RESOLUTION NO: 2025/189

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

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

RESOLUTION NO: 2025/190

That Council resolve to accept the Items arising from previous meetings.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

8 DELEGATIONS / GUESTS

Nil

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES REPORT TO COUNCIL TO 12 DECEMBER 2025

RESOLUTION NO: 2025/191

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

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

10.2 OPERATIONAL SERVICES REPORT TO COUNCIL TO 12 DECEMBER 2025

RESOLUTION NO: 2025/192

That the council resolve to receive and note the report.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

10.3 COMMUNITY SERVICES REPORT TO COUNCIL TO 12 DECEMBER 2025

RESOLUTION NO: 2025/193

That the council resolve to receive and note the report.

Moved: Cr Keith Barney

Seconded: Cr Romena Edwards

CARRIED 4/0

11 CHIEF EXECUTIVE REPORTS

11.1 CEO MEETINGS AND STATUS REPORT

EXECUTIVE SUMMARY

To provide a status report for Council to 12 December 2025

RESOLUTION NO: 2025/194

That the council resolve to receive and note the report.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

11.2 UPDATE TO PROCUREMENT POLICY AND FINANCIAL DELEGATIONS

EXECUTIVE SUMMARY

For Council to consider the changes to the Procurement Policy, Financial Delegations and credit card limits.

RESOLUTION NO: 2025/195

That Council adopt the Procurement Policy; Financial Delegations Register and authorise the increase of issued credit cards to \$40,000.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

11.3 ADDITION TO COUNCIL FEES & CHARGES

EXECUTIVE SUMMARY

For Council to consider the weekly rental amount for the Independent Living Facility

RESOLUTION NO: 2025/196

That Council resolve to adopt the recommended Independent Living Facility weekly rental for community elder at \$150 per week including electricity.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Cr Romena Edwards

CARRIED 4/0

11.4 UPDATE TO COMMUNITY GRANTS AND DONATIONS POLICY

EXECUTIVE SUMMARY

To consider changes to the Community Grants and Donations Policy.

RESOLUTION NO: 2025/197

That council resolve to adopt the changes to the Community Grants and Donations Policy.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

11.5 EXEMPTION FINISH FLOOR LEVELS

EXECUTIVE SUMMARY

For Council to consider an exemption for Finish Floor Levels

RESOLUTION NO: 2025/198

That Council resolve to provide an exemption to the Finsh Floor Levels for the extension so that they are level with the existing dwelling.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.2 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 30.11.2025

EXECUTIVE SUMMARY

To provide Council with the financial statements for the period ended 30 November 2025.

RESOLUTION NO: 2025/199

That Council resolve to adopt the financial statements for the period ended 30 November 2025.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 4/0

13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

14.1 JUSTICE GROUP - CULTURAL WELLBEING & BEHAVIOUR CHANGE

EXECUTIVE SUMMARY

To consider the Community Justice Group Behavioural Change Program

RESOLUTION NO: 2025/201

That the Council resolve to:-

1. Approve the proposal for the community Justice Group Behavioural Change Program by Grounded Pathways Consulting
2. Add Ground Pathways Consulting as a Sole Supplier and include as a Council Pre-qualified Supplier.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

15 TENDERS & QUOTATIONS

15.1 APPROVAL REQUEST FOR HEAVY TIPPER TO REPLACE P5

EXECUTIVE SUMMARY

Seeking council approval for the purchase of Medium Tipper Truck to replace P6.

RESOLUTION NO: 2025/202

That Council resolve to approve the purchase new Isuzu FVR 170-300 with a Tilt Slide Body to replace amount to \$282,288.50 ex GST or \$310,311.85 inc GST.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Deputy Mayor Tim Koo-Aga

CARRIED 4/0

16 LATE ITEMS

16.2 SOLE SUPPLIER AND PRE-QUALIFIED SUPPLIER ARRANGEMENT

EXECUTIVE SUMMARY

To request Council to approve Sole Supplier Status for a number of suppliers.

RESOLUTION NO: 2025/200

That the Council resolve to

1. accept the quote from Bellarine Painting as the sole supplier on this occasion, due to being the same painter used by our Pre-Qualified Supplier who has not provided a quote and being available immediately as the wet season is quickly approaching.
2. Accept Brad Pinches & Associates, Pumping Irrigation Machinery Services (PIMS) and Welcon Technologies - SAFE Group Automation (for SCADA - IT Services) also as sole suppliers due to currently working on projects and not reasonably practicable to find another supplier.
3. go out to tender for our Pre-Qualified arrangements in January 2026 and invite the above suppliers to apply.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

17 CONFIDENTIAL ITEMS*

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

NO. TITLE

17.1 Lease

(f) matters that may directly affect the health and safety or an individual or group of individuals.

NO. TITLE

17.2 Permission to Reside

(f) matters that may directly affect the health and safety or an individual or group of individuals.

NO. TITLE

17.3 Lease Review

(f) matters that may directly affect the health and safety or an individual or group of individuals.

MOVE INTO CLOSED SESSION**RESOLUTION NO: 2025/203**

That the Council move into closed session at 10:15 am.

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Romena Edwards

CARRIED 4/0

I, Keith Barney, inform the meeting that I have a declarable conflict of interest at item 17.1 due to being an employee of the Lessee.

I, Keith Barney, inform the meeting that I have a declarable conflict of interest at item 17.2 due to one of the applications being a nephew.

As a result of these declarable conflicts of interest I will now leave the meeting room.

Cr Keith Barney left the meeting at 10.16 am during the discussion and returned to the meeting at 10.25 am.

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

17.1 LEASE**EXECUTIVE SUMMARY**

For Council to countersigning the lease to Pormpur Ngamplin Pam Mongthak Aboriginal Corporation.

17.2 PERMISSION TO RESIDE**EXECUTIVE SUMMARY**

That Council to consider approving Applications to Reside in Pormpuraaw as received.

17.3 LEASE REVIEW

EXECUTIVE SUMMARY

To consider the legal advice for Lease

17.4 YEARS OF SERVICE AWARDS

EXECUTIVE SUMMARY

To consider payment of years of service award.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: 2025/204

That the Council move out of closed session at 10:45 am.

Moved: Deputy Mayor Tim Koo-Aga

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

17.1 LEASE

Due to a conflict of interest in items 17.1 and 17.2 Cr Keith Barney left the meeting at 10.46 am.

RESOLUTION NO: 2025/205

That council resolve to countersigning the lease to Pormpur Ngamplin Pam Mongthak Aboriginal Corporation and delegate to the CEO powers to execute the lease.

Moved: Cr Romena Edwards

Seconded: Cr Keith Barney

CARRIED 3/0

17.2 PERMISSION TO RESIDE

RESOLUTION NO: 2025/206

That Council to approve the 3 Applications to Reside in Pormpuraaw as received.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 3/0

Cr Keith Barney returned to the meeting at 10.48 am

17.3 LEASE REVIEW

EXECUTIVE SUMMARY

To consider the legal advice for Lease

RESOLUTION NO: 2025/207

That council resolve to accept the legal advice and consider the matter at a later date.

Moved: Cr Romena Edwards

Seconded: Mayor Ralph Kendall (Jnr)

CARRIED 4/0

17.4 YEARS OF SERVICE AWARDS

EXECUTIVE SUMMARY

To consider payment of years of service award.

REOLUTION NO: 2025/208

That council resolve to approve the payment of end of year service awards as bonus payments through payroll as follows: -

10 years of service	\$1,000
15 years of servcies	\$1,500
20 years of service	\$2,000
25 years of service	\$2,500
30 years of services	\$3,000
35 years of services	\$3,500

Moved: Mayor Ralph Kendall (Jnr)

Seconded: Cr Keith Barney

CARRIED 4/0

18 NOTICE OF MOTION

Nil

19 NEXT MEETING

In accordance with the public notice meeting published by the Council, the next ordinary meeting will be held on Wednesday 28 January 2026, in the Pormpuraaw Aboriginal Shire Council Boardroom, 24 Thirraathin Street, Pormpuraaw.

20 CLOSE OF MEETING

There being no further business the Mayor declared the meeting closed at 11.00 am.

7 ITEMS ARISING FROM PREVIOUS MEETINGS

REPORT ATTACHED

Attachments: Nil

8 DELEGATIONS / GUESTS

9 CORRESPONDENCE

Nil

10 OPERATIONAL STATUS REPORTS

10.1 CORPORATE SERVICES REPORT TO COUNCIL TO 16 JANUARY 2026

Author: **Tracey Graham (Executive Manager of Corporate Services)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: **Nil**

EXECUTIVE SUMMARY

To provide Council with an operational update of the Corporate Services function as of 22 January 2026.

RECOMMENDATION

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

CORPORATE SERVICES OPERATIONAL UPDATE

- The new Council website is under final review and will be launched live when staff return from leave, and training for the new website platform can be coordinated.
- The internal audit plan has been finalised with the focus for the year being on developing an investment strategy/policy, comprehensive asset valuations, and AI risks
- Accounts Payable Finance Officer resigned after serving 11 ½ years with Council and finished in December 2025. Recruitment to replace this role has been completed with an applicant accepting Council's employment offer and is due to commence at the end of the first week in February 2026.
- Corporate Services Administration Officer resigned after serving 2 ½ years with Council and finished in December 2025.
- Staff sickness in the corporate services team during December 2025 delayed project work as day-to-day finance operations took priority.
- The corporate services team has inherited the procurement function that has historically been the responsibility of the Admin Store Team Leader. To provide detailed support to staff on the ground, we will look at recruiting for an officer to be based in Cairns to carry out this function.
- Over the month of January 2026, I have been providing support to the Business Development Manager & Admin Store Team Leader providing training on operational processes on 08 & 20 January 2026.
- Over the month of January 2026, I have been providing support to Executive Assistant and HR Support Officer providing hand over training on 14, 15, 19, 20, 21 & 22 January 2026.
- Department/program expenditure reporting is provided each month to the management teams to monitor their program budgets and ensure that funded projects are delivered on time and within budget.
- Attended CEO meetings on 18 December 2025 and 07 & 19 January 2026.
- Attended ELT meetings on 15 December 2025 and 12 & 20 January 2026.
- Attended Corporate Services team meetings on 16 December 2025 and 06 & 19 January 2026.
- Attended GFW processing mapping & consultation Solution meeting on 15 December 2025.

- ATO BAS Reporting for October to December 2025 submitted on 12 January 2026.
- Attended elementTIME foundation for success project planning meeting on 13 January 2026.
- Attended community services meeting on 13 January 2026 to transition community services trainee to Cairns office to assist in the finance team. Trainee commenced in the Cairns office on 19 January 2026.
- Attended EFTSure training on 14 January 2026.
- Works for Qld 2024-27 quarterly reporting for October to December 2025 submitted on 14 January 2026.
- Attended EFTSure post-onboarding meeting on 21 January 2026.
- Submitted Fuel Tax Credit data (Jan 2022–Dec 2025) to KPMG on 21 January 2026.

CORPORATE SERVICES FUTURE FOCUS

- 6-month planning schedule for corporate services team. (Current WIP)
- Internal audit program for the 2025/26 financial year. (To commence soon)
- Implementation of the new Council website. (Current WIP in final stages)
- Implementation of EFTSure to mitigate fraud risk for supplier payments. (Current WIP)
- Undertake project development and implementation of ElementTIME for electronic time sheeting within Council. (To commence soon)
- Undertake detailed review of above award wages and develop a methodology for Council to apply moving forward for above award positions. (Current WIP)
- Cloud migration project & implementation of new IT devices for staff to be rolled out by TJ Micro in Pormpuraaw. Server in Pormpuraaw has been decommissioned in Dec 2025. (Completed with teething issues still currently being sorted)
- Complete CodeTwo implementation. (Current WIP)
- Fuel Tax Credit Data review for 4-year period (Jan 2022 to Dec 2025). (Current WIP)
- FBT Review with KPMG.
- Complete insurance questionnaires for 2026/27 FY insurance renewals.
- Develop procedure and workflow for maintenance requests for building assets. (Current WIP)
- Request quote and coordinate comprehensive asset valuations for buildings, water, and sewerage asset classes along with asset indexation for other infrastructure asset class. (Current WIP)
- Update audit matrix and complete quarterly review.
- Develop IT Registers for Software and Hardware.
- Co-ordinate audit committee meetings. (Ongoing)
- Complete financial reporting and grant acquittals as required by due dates. (Ongoing)
- Review demos and seek proposals for a new financial/ERP system. (Current WIP)

10.2 COMMUNITY SERVICES REPORT TO 16TH JANUARY 2026

Author: **Shelina Bartlett (Executive Manager of Community Services)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments:

1. Justice report December 2025 [**10.2.1** - 2 pages]
2. Aged Care report Dec 2025 [**10.2.2** - 3 pages]

KEY OUTCOME

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

Objective:

- 1.1 Enhance community engagement and participation in diverse programs that cater to the community's needs and interests.
- 1.3 Promote active participation in sports, arts, and cultural activities, enriching the social and cultural fabric of the community.

EXECUTIVE SUMMARY

Executive Manager Community Services Report Dec- 16th January 2026

RECOMMENDATION

That the council resolve to receive and note the report.

RECOGNITIONS, APPRECIATIONS AND MILESTONES ACHIEVED

Noel Tabuai – taking initiative and cleaning toilets at Boomerang without been asked.

COMMUNICATION CATCH UP

- Court day 8th December & 12 January 2026
- 11th December visit to Council Matt Smith MP (Leichhardt)
- 11th December Aged Care Client Christmas Lunch
- 12th December Services Australia quarterly review
- 15th December ELT meeting
- 15th - 16th December Wet Season Curb Side community Cleanup
- 16th December 2025 LDMG Meeting
- 17th December initial interview for Bakery
- 17th December NBN tec visited to replace modem for Services Australia
- 18th December Council Christmas Lunch / Staff Recognition
- 19th December initial review of the LRAP
- 20th December meeting with Sandwai regarding services and data collection
- 22nd December – 2nd January 2026 Council closure for Christmas
- Essential Services remained operational during closure (Post Office/ ATM, Aged Care meal provision, Centrelink for self service only, Library)
- 30th December second interview for Bakery

- Grant application Health & Wellbeing QLD approved (\$18,000) (*The Fuel & Burn Nutrition and Exercise Program*)
- Grant Application sent 14/01/2026 Thin Markets round 2 (Aged Care SAH Support)

OPERATIONAL UPDATE

Community Services staffing for Post Office / Cashier / Justice /Centrelink and Library is complete and open for service.

Staff Transfer to Cairns, Community Services Trainee to relocate to Cairns's office and follow Career path in finance traineeship.

Positions available for recruitment – Community Services Team Leader, Aged Care Support Worker (for domestic duties) and Bakery Cook / Team Leader / Assistants

Services Australia unable to access Silver Service due to having no back-office internet, to be rectified asap. Unknown persons are playing with cables and connection situated in the public side of Services Australia which is causing loss of connection. Work order in place for Batze Electrics to have equipment relocated to agent office.

LDMG meeting held 16/12/2025 to update community contact details during the holiday break, current stock levels for essential services, weather summary December and January was provided by BOM

11th December Pormpuraaw Aged Care provided a Christmas lunch for clients, delicious food, Christmas decorations and music added to the fun and joy of our elders coming together to enjoy the festivities.

11th December we had a visit from Matt Smith MP for Leichhardt, he met with CEO via teams, Deputy Mayor -via Tele link, Councillor Barney, Executive Manager Operation and Executive Manager Community Services. Advised that their office can assist with issues with Services Australia, taxation office etc if needed. Issues discussed regarding Schooling / Boarding School, Road / PDR and Doctor Services in Pormpuraaw. Matt stated he would do a review of service provided by RFDS in the cape and see if he is able to have the current situation improved. Matt Smith states he will return in 2026 for a longer stay, following the meeting he joined the Aged Care clients for a Christmas lunch and a chat. He then returned to the Art Centre to buy more art then on to the front of CEQ to chat with community members.



SES - 14th January - successful notification received by Gambling Community Benefit Fund Grant (GCBF) for a replacement vehicle with canopy for the Pormpuraaw SES Group, valued at \$79,423.13 excl GST. The grant funding has been provided to QPS SES to purchase the vehicle, and we will work with Manfred to complete the grant according to GCBF requirements.

Independent Living – Cottages

Clarification is required regarding the guidelines and eligibility criteria for individuals seeking to move into the complex – please see attached Decision template attached requesting guidelines and draft application form to provide to Council for new applicants request to move into ILF at Cottages.

- EMCS is working with Adrian Norman, Dept of Housing and Centrepay to coordinate moving in January 2026. Council need to have General Community Housing added to our Centrepay approval (Finance told that they have a 12 month wait list for business applications – (MP Matt Smiths office is trying to help and see if they can have our application fast tracked) Lease agreement will allow him to move in with his cockatoo with clause that the bird must be situated in a cage on the veranda and only bought inside in at night and in extreme bad weather.
- Syd Bruce Shortjoe visited cottages 5/01/2025 to view and will move into unit after sorry business

Justice

See report attached from Justice Coordinator

Aged Care

See report attached from Aged Care Coordinator.

Also please see attached request for replacement Vehicle for Aged Care Wheelchair bus to be pre-approved for 2026 budget, due to wait time 6-9 months for delivery.

MONTH AHEAD January – February 2026

- Court day 9th February 2026
- Library working towards delivery Digital Technology
- Scheduling 4 visits during 2026 Harbrow Mentoring to provide Fuel & Burn Nutrition and Exercise Programs (Grant Health & Wellbeing QLD)
- Reporting Deadly Sport & Recreation Program July-Dec 2025
- Aged Care reporting via new IT. system Sandwai for Oct -Dec 2025
- Planning for Fishing Competition 17/04/2026
- Planning for Anzac Day 25/04/2026
- TRM Aviation visit to Pormpuraaw 4/02/2026
- 9-10th February Remote Animal Assistance FNQ
- Training for Outlook/ Microsoft and Microsoft teams February 2026
- 24th February Interagency Meeting



JUSTICE COORDINATOR - Monthly Report

This report is to be completed and forwarded by the coordinator by the end of the first week of the month for the previous month.

December 2025

COORDINATOR:	<i>Josephine Szilagyi</i>					
COURT NUMBERS	Total number of clients who attended Court	Alcohol related Offending	Domestic and family Violence applications (new)			
Court clients	22	13	6			
<p><i>Comments: Pormpuraaw Magistrate Court Date: 08/12/2025</i></p> <p><i>Services attending the centre: ATSILS, QIFVLS and Magistrates Court Staff</i></p> <p><i>We currently have 1x District court matter awaiting Trial (2026)</i></p>						
Re-Integration <i>Clients returning from Custody</i>	0					
Client Support (Financial)	0					
<p><i>Comments:</i></p> <p>Visiting agencies / Meetings</p>						
Probation & Parole	<i>8th Dec – 10th Dec</i>					
Interagency	<i>3rd December</i>					
<p><i>Comments: Centre is available to community for reporting outside of visits from probation and parole through telephone.</i></p>						
<p>Service Delivery feedback</p>						
Adverse impacts on service delivery	<i>Centre has been open for majority of this month's period with minimal disruption to service delivery.</i>					



	<i>Christmas Closure 19th December with expected centre opening 5th January 2026</i>		
Service Delivery <i>Areas of support</i>	<ul style="list-style-type: none"> <i>Court Support</i> <i>DFV Enhancement</i> <i>Re-Integration Supports</i> <i>Community Specific Activities (CJG Members)</i> <i>JP Services</i> <i>Mediation Services</i> <i>Other related Administration based e.g. BDM, Victims Assist Application, Dry House Applications</i> <i>OLGR / Interagency Meetings</i> <i>Client supports (Funding Based)</i> <i>Referral to other services</i> 		
Training delivered Internal	<i>Not applicable (Holiday period Closure)</i>	Training delivered by external provider	<i>N/A</i>
Requests, Complaints & Feedback			
Incidents	<i>No incidents to report this month.</i>		
Achievements / Supports	<p><i>CJG Graduation Gift – 12x year 6 students and 2 year 12 students</i></p> <p><i>CJG donation – Community Christmas event \$5,000</i></p>		
Reports completed where applicable			
Quarterly Report to DJAG	<i>Due: C.O.B 28th January 2026</i>		
Good News Stories <i>Quarterly</i>	<i>Due: C.O.B 28th January 2026</i>		



AGED CARE COORDINATOR - Monthly Report

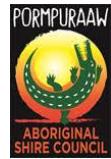
This report is to be completed and forwarded by the coordinator by the end of the first week of the month for the previous month.

December 2025

COORDINATOR:			
CLIENT NUMBERS	Total number of clients on program at end of month	New Clients started this month	Clients who exited the program this month
CHSP clients	28	0	0
<i>Comments:</i>			
Support at Home clients <i>GF = Grandfathered client</i>	9 <i>3 X Level 3</i> <i>5 x Level 2</i>	0	1
<i>Comments: ONE client away this month IN CAIRNS for medical. Still waiting to find out if this person will return to Pormpuraaw.</i>			
QCSS	2	0	0
Unfunded clients and visitors			
<i>Comments:</i>			
My Aged Care referrals	<i>1 referral was sent from last month still waiting on an assignment date.</i>		
Service Delivery feedback			
Adverse impacts on service delivery	<i>Staff attendant has been very low due to overflow of alcohol in our community and the impact on services due to all the staff have two weeks off over the Christmas and new year.</i>		



Staffing levels & comments	<i>Low staff attendance, no new applications to apply for aged care work.</i>					
Training delivered Internal	<i>This month we will be working on how to do the new reporting with Sandwai with the new sported at home program.</i>	Training delivered by external provider Staff training by SDAP	<i>We have a laptop so we can do our training with CDCS online training .. Using the tv as a monitor for training.</i>			
Visitors to centre	<i>OT from QLD health visit this month, she organised utilising Medical bed and hoist stored at AC for one of the client. DON was informed by Coordinator</i>					
Requests, Complaints & Feedback	<i>Client survey in progress feedback from client's that the meals from Aged Care have been Delicious with Chris coming in and cooking.</i>					
Incidents	<i>2 - verbal abuse 1 by client 1 by carer to staff</i>					
Stakeholder meetings / engagement	<i>3rd December interagency meeting</i>					
Achievements (what's worked well)	<i>Client Christmas Lunch was well received with delicious food and Christmas cheer.</i>					
Reports completed where applicable						
<i>(Note any issues e.g. clients not paying and what has been done</i>						
Centrepay deduction	<i>Deductions report has been checked daily. If there is any discrepancy the coordinator can act straight away.</i>					
Tick sheets	<i>December New Tick Sheets that was Created by SDAP but modify by Shelina and Patti seem to be working well to capture services provided for data input.</i>					



WHS, Infrastructure & Improvements	
Work Health & Safety issues identified (attach relevant forms)	<p><i>Food safety certificate due – Environmental officer advised of urgent request.</i></p> <p><i>This month our Generator got services by cummin. Ready for this wet season.</i></p>
Resources & infrastructure maintenance required	<p><i>Office restructure to have Team Leader out the front to enable her to mentor support and direct staff and provide client assistance.</i></p>
Requests for improvements	<p><i>Freezer End Motor was sent to cairns and serviced – back up for failure to current container holding wet season stock.</i></p>
Administration/Other	<p><i>All the P.D for Aged Care team getting reviewed and updated</i></p>

10.3 OPERATIONAL SERVICES OPERATIONAL REPORT TO 16 JANUARY 2026

Author: **Janelle Menzies (Chief Executive Officer)**
Authorisers: **Robbie Morris – Acting Executive Manager Operational Services**
Attachments: Nil

EXECUTIVE SUMMARY

Monthly Operational Report for Council

RECOMMENDATION

That the council resolve to receive and note the report.

OPERATIONAL UPDATE

Work for Month

Robbie Morris started as acting Executive Manager of Operations on the 08/10/2025.

Oversee operation of Water and Waste Water

Complete purchase of new SCADA hardware and software.

Assist Brad Pinches with DWQMP – create new document for submission to regulator.

Oversee pick up and transportation of community derelict vehicles to refuse area (29 so far)

Ongoing training of Gavin G and Craig G with WTP plant operation, gas cylinder change outs and operational monitoring compliance

Review recent ESSP environmental report recommendations and continue actioning, new signage received and installation completed

General duties

Waste and Recycling

Daily maintenance being undertaken, removal of scrap metal and white good will be a priority in 2026,.any future housing demolition or construction should include removal of waste materials from community

All business operating in community must be responsible for there cardboard waste disposal out of community, PASC is liable for failure to comply with refuse area ERA requirements

Recycling temporarily on hold due to wet season road closure

Workshop

Pick up and removal of 29 dilapidated vehicles on PASC footpaths underway.

Pre wet season curb side clean up scheduled to completed 15th December.

Main Roads

TMR contractors completed 2025 works and have de-mobilised

Parks and Gardens

P&G team are maintaining the areas in and around the community business hub, attendance is inconsistent.

Water supply and sewerage

Operational and verification water testing is being completed as per DWQMP requirements, all samples are within ADWG guidelines.

Daily water usage has decreased further, mainly to numerous major leaks, mostly at failed water meter sites being detected by plumbing staff and fixed, currently averaging about 720,000lts daily. This is still extreme but a vast improvement on the 1,300,000ltrs in early/mid-November

Purchase of new SCADA hardware and software completed, site visit and installation scheduled April, this will address the failure to implement SCADA cybersecurity which is a noncompliance DWQMP carry over from the 2022/2023 review.

Waterpark is operating as intended, recent verification testing by CRC laboratories was clear of pathogens.

Purchase new flow meter to measure outflow of wastewater to the evaporation lagoons, this is a regulator reporting requirement, the current flow meter ceased working in June 2022

Awaiting quotes to concrete the tops of the primary lagoons at the sewage settlement ponds, installation of the solar panels can then be un

The crushed gravity sewer main continues to pose a huge risk to council as it has not been rectified

Plumbing

New plumber Gavin Zeelie is quickly becoming familiar with operation of the water and wastewater infrastructure, Gavin is a very good plumbing tradesman, now in possession of Solar/Heat Pump endorsement.

Ongoing QBuild WO backlog greatly reduced.

Cert 3 in water and sewer for Craig G on hold until the new year, attendance is inconsistent.

Rangers

Removal of 7 large trees completed

Vegetation control on PASC infrastructure fencelines started

Vegetation control on Nth community cemeteries completed

Finalise wet season equipment and machinery service parts and oils attendance is inconsistent with junior staff

Housing

All building materials for the proposed wet season construction of four granny flats and six extensions are now on site, sufficient concrete powder and aggregate is also stored at the batching plant.

Airport

Airport upgrade completed, lighting defects repaired, ongoing air bubbling in the new runway surface is causing concern on design and materials

New windsock purchased, on site awaiting installation

Special Projects

Research is underway for a permanent treatment solution to address the water hardness issues from the bore fields.

10.4 BUSINESS DEVELOPMENT REPORT TO 16 JANUARY 2026

Author: **Janelle Menzies (Chief Executive Officer)**
Authorisers: **Melissa Douthat – Business Development Manager**
Attachments: Nil

EXECUTIVE SUMMARY

To provide Council is a monthly operational update

RECOMMENDATION

That the council resolve to receive and note the report.

OPERATIONAL UPDATE

Work for Month

Melissa Douthat started Business Development Manager on the 24/11/2025

Completed Dangerous Goods Training Course for Airport 21.01.26

Assisted with Post Office during Christmas Closure Period.

Have called Ian Clarke Real Estate twice looking for assistance to Manage our ILF Portfolio and Staff Houses. Need to Follow this up again.

Assisted the Airport During Christmas closure Period.

Completed Interview with Janelle – Ceo Assistant – Eliza Sullivan.

Assisting Community members with their White Good Orders.

Assisting Community with Employment Applications.

License Enquiries from Community Member and Council Workers, Have Been advised the Police are Pulling back on providing that Service across the Board in ALL Areas. Currently No Local Police in Pormpuraaw trained to Assist with Licensing Enquiries or Testing. Police has been advising Community Member to travel to Mareeba. I have Reached the IDLU Team – Indigenous Drivers Licensing Unit to request some support and when their next visit to Pormpuraaw will be.

Completed Crash Course Training with Janelle to Raise REQ's in Synergy.

Admin Stores

Geoff Scott commenced on the 05.01.26

Completed Training with Tracey on the 08/01/2026 – Admin Stores Process for Stock Items Issues in Synergy

IRIA Racking Inspection Report was completed for the Admin Stores in April 2025. This was provided to Business Development Manager in January 2026 to complete. This has been discussed with Admin stores Team Leader and Admin Stores Assistant for actioning.

Requested Quote and Placed Order with Cairns Hardware for the required Tools to Commence and Complete Racking Inspection Report.

Sorting of Stock in Warehouse

Stock Items to be coded into Admin Stores

Training With Tracey 20/01/2026 – Stock Orders

Delivery of Staff Furniture's to Operations, HR and Pattie and Marcus Houses.

Ongoing Daily Support for Geoff Scott at Admin Stores.

Accommodation / Guest House

Staff meeting with 2x Cleaners Ada and Leonie – Discussing Work Attendance, Staff Handbook, Staff Pick UP in the Morning when Unable to Attend Work.

Planned Ongoing Monthly Meeting to Support Accommodation.

Ongoing Mentoring and Support for Kristine Regarding Staff and Reservation Email.

Followed up on Tree Lopping at ILF.

Staff has requested Some Training Opportunities to support their Roles. This will be discussed at Next Staff Meeting.

ILF accommodation for Sid Bruce and Adrian Norman. Waiting for Sorry Business to Finish before we can move forward with moving in dates. Sid has completed an Inspection of the Unit. This has raised the Interest in the Community. Community members have been asking how they can be eligible.

Centre pay for ILF Clients still need to be finalised. Waiting on Stacy who is Works with Matt Smith MP.

Bakery

Competed an Interview for a Baker before Christmas – Unfortunately that has fallen through as they did not accept the Offer.

Back to the Drawing Board again to see if we can find anyone Interested.

Spoke to the Mayor regarding any connections he may have, Mayor will speak to some people he knows. May even approached the bakeries in Mareeba to see if they have anyone interested in coming up to have a Look.

Discussed with Shelina Bakery Fridges and Freezers need Sorting. We may get chris from Aged Care to Come and Have a Look at what the Aged care may be able to use so stock isn't going to waste.

Rangers

Meeting with Clinton on Tuesday 27/01/2026 to Discuss Work Plan.

Clinton is Meeting with Manny Tuesday 27/01/2026 to discuss Works Plans.

Ranger Uniforms completed.

Rangers have been completing the Tree Lopping in Community and Maintain the Cemeteries

BIO Security Employer Survey for Training that Glen Simpson Completed in November 2025

11 CHIEF EXECUTIVE REPORTS

11.1 CEO MEETINGS AND STATUS REPORT

Authorisers: **Janelle Menzies**

Attachments:

1. PASC Project Summary Report_ January [11.1.1 - 5 pages]
2. Grants Tracking Jan 2026 [11.1.2 - 3 pages]

EXECUTIVE SUMMARY

To provide a status report for Council to 12 December 2025

RECOMMENDATION

That the council resolve to

1. receive and note the report;
2. approve CEO leave in April and October/November 2026; and
3. approve CEO travel to Cairns for TCICA meetings, LGMA CEO forums, LMGA Conference, LGAQ ILF, LGAQ Conference, ALGA Conference and regular Cairns Office visits during 2026.

OPERATIONAL UPDATE

AIRSTRIP

The air strip continues to bubble during storm events. Airport staff continue to pop and deflate the bubbles. On Saturday 24 January we use the roller to roll over the large bubble that formed during the storm. Engineers and pavement specialists will be on site on Thursday 29 January 2026. Bubbling of the airstrip has not caused any disruption to flights. Disruption to flights have either been cancellation and aircraft unable to land during storm activity.

GOVERNANCE

Risk Management – requires workshop with ELT and Councillors

Pre-qualified Suppliers – to go out to tender by mid February 2026

Tender for new Finance System – to go out by mid February 2026

Asset Management Plans – updates to be ready end of May 2026

Business Continuity Plan – to be updated by end of June 2026

HR Policies – last updated in 2015 plan to update 1 policy per week

Local Law Review – this is a 2026/27 project

Local Laws Getting ready – SPER Account etc to be ready end June 2026

HUMAN RESOURCES

Some staff in Parks & Gardens, Building, Guest House and Rangers have transitioned to 3 days per week. Meetings still to be held with plumbing & ESO team, Aged Care Team and workshop operational team.

Disciplinary letters have been issued to staff with attendance of less than 50%

Positions Vacant

Baker & Bakey Team Leader or Bakery Couple

Bakery Assistants

Procurement Officer

Culture and Land Management Officers

Aged Care Support Workers

Positions Filled

Admin Store

Executive Assistant

HR Admin

Governance & Records Officer

Accounts Payable

Essential Service Officer

Apprentice Carpenter

WHS

Work Health Safety Qld visited Pormpuraaw in September 2026 and an improvement notice was issued .

RECIPIENT'S COPY**Form 13**

V1.3.18

Improvement notice

ABN 94 496 188 983

Work Health and Safety Act 2011
Safety in Recreational Water Activities Act 2011
Electrical Safety Act 2002

This notice is issued under the Work Health and Safety Act 2011 section 191, Safety in Recreational Water Activities Act 2011 applied section 191 Work Health and Safety Act 2011, or Electrical Safety Act 2002 section 146. This notice requires the person (which includes a body corporate, government department or public authority) to whom it is issued (improvement notice recipient) to remedy a contravention of the relevant Act or Regulation. The legislation requires that the improvement notice recipient must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or the part of the workplace at which work is being carried out that is affected by the notice.

Notice No. IMP347974**Notice issued to:**

Legal name of person/business or undertaking: PORMPURAAW ABORIGINAL SHIRE COUNCIL	
ABN: 34103787081	ACN: 103787081
Trading as: PORMPURAAW ABORIGINAL SHIRE COUNCIL	
Address: 24 THINRAATHIN ST PORMPURAAW 4871 QLD	

Details of contravention:

Site location
24 PIITHAMP ST PORMPURAAW 4892 QLD - Various Council worksite locations, Pormpuraaw Qld 4892

I, Jon Flower reasonably believe on 29/Sept/2025 11:12 that you are contravening a provision of the: Work Health and Safety Regulation 2011 Section 43(1)

Brief description of how the provision is being or has been contravened:

During the week of the 22nd of September '25, site assessments of Pormpuraaw Aboriginal Shire Council work areas were conducted. Emergency Plans, Equipment and records of Testing the effectiveness of the Plans were not available. This includes:

- No emergency drills or plans were available for the fuel depot, gas bottle storage, Carpenter Shed, sewerage treatment ponds.

Work activities continue at these locations daily as required.

Rectification includes :-

- Safety Net installed at the sewerage ponds
- RCD checks have been completed at all Council Buildings
- Test and Tag is complete at Airport, Depot, Guesthouses and contactors camps, HACC, Boomerang Building and partially completed in the Council Admin Building.
- Gas bottles storage at the depot is now compliant
- An emergency procedures have been updated and an emergency drill will be undertaken in the next month or two.

13 December 2025 to 24 January 2026

Date	Event / Meeting	Location	Attendees
15 Dec 2025	Demonstration of Process Mapping with Government frameworks	TEAMS	CEO, Ex Corp & Finance Manager
15 Dec 2025	ELT Meeting	TEAMS	ELT
15 Dec 2025	Glenn Thompson Housing re tenancy update	Pormpuraaw	CEO
16 Dec 2025	Government Frameworks on new Products	TEAMS	CEO
16 Dec 2025	Works for Queensland job update	Pormpuraaw	CEO, Robbie & Greg
16 Dec 2025	LGMG Meeting	TEAMS	Stakeholders
17 Dec 2025	Leah & Todd - Rise Catch up	Pormpuraaw	CEO
17 Dec 2025	Council Meeting	Pormpuraaw	CEO, Councillors
17 Dec 2025	Pormpuraaw Work Planning	Pormpuraaw	CEO & Management Team
18 Dec 2025	CEQ Waste Management	TEAMS	CEO
18 Dec 2025	Pormpuraaw Staff Christmas Party	Aged Care	CEO & All Staff
18 Dec 2025	Work Buddy Demonstration	TEAMS	CEO
18 Dec 2025	Exec Manager Corporate catch up	TEAMS	CEO, Exec Corporate
18 Dec 2025	Northern Civil Project Update	TEAMS	CEO
22 Dec 2025 to 2 Jan 2025	Annual Shut Down		
22 Dec 2025	Rise catch up	TEAMS	CEO
23 Dec 2025	Government Framework – Shiny Docs Demo	TEAMS	CEO
30 DEC 2025	Baker Interview	TEAMS	CEO

Date	Event / Meeting	Location	Attendees
7 Jan 2026	DDMG	TEAMS	CEO
7 Jan 2026	Orange Sky – Laundry Grant	TEAMS	CEO, Grants Officer
7 Jan 2026	Exec Corporate Update	TEAMS	CEO, Exec Corp
7 Jan 2026	Cape York Regional Plan Review	TEAMS	CEO
8 Jan 2026	Surepact Grant Management Software	TEAMS	CEO
9 Jan 2026	Prestart meeting for Design of Council Chambers & HACC Centre	TEAMS	CEO
12 Jan 2026	ELT Meeting	TEAMS	CEO, ELT
13 Jan 2026	Element Time Prestart	TEAMS	CEO, Exec Corp, Finance Manager
14 Jan 2026	Northern Civil – Granny Flat and Extension Update	TEAMS	CEO
16 Jan 2026	Interview for Governance Officer	TEAMS	CEO
16 Jan 2026	RelianSys software update	TEAMS	CEO, Grants Officer
16 Jan 2026	HR Catch up	TEAMS	CEO, HR
19 Jan 2026	Policy Catch up	TEAMS	CEO, Councillors
19 Jan 2026	Exec Corp Catch Up	TEAMS	CEO, Exec Corporate
20 Jan 2026	Council Chambers & HACC project update	TEAMS	CEO
20 Jan 2026	ELT Meeting	TEAMS	CEO, ELT
20 Jan 2026	Balkanu re ILUA Account	TEAMS	CEO
21 Jan 2026	WHS – SWMS Catch up	Pormpuraaw	CEO, Ops & WHS

Date	Event / Meeting	Location	Attendees
21 Jan 2026	Exec Assistant Interview	Pormpuraaw	CEO, Bus Devel
22 Jan 2026	Shiny Docs Prestart	TEAMS	CEO
22 Jan 2026	Lucy Foote Resignation	Pormpuraaw	CEO
22 Jan 2026	Glenn Thompson Housing	Pormpuraaw	CEO
22 Jan 2026	Council Chambers & HACC Design Meeting	TEAMS	CEO, Exec Corporate
23 Jan 2026	RFDS Catchup	TEAMS	CEO, Mayor, Deputy Mayor
23 Jan 2026	Geotab Catch up	TEAMS	CEO
24 Jan 2026	Runway Inspection	Pormpuraaw	CEO, ARO, Mayor, Workshop

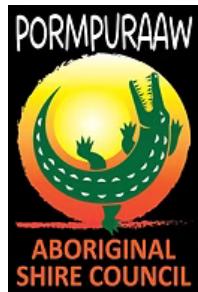
FUTURE MEETINGS

Date	Event / Meeting	Location	Attendees
26 Jan 2026	AUSTRALIA DAY PUBLIC HOLIDAY		
28 Jan 2026	Council Meeting	Pormpuraaw	Council
9 Feb 2026	Council Briefing & CEO Performance Review	Pormpuraaw	Council
10 Feb 2026	DDMG	TEAMS	CEO & Mayor
12 Feb 2026	Food Security Workshop	TEAMS	CEO & Councillors
12 Feb 2026	QPS Mayors Workshop	TEAMS	Mayor
23 Feb 2026	Council Briefing	Pormpuraaw	Council

25 Feb 2026	Council Meeting	Pormpuraaw	Council
4 Mar 2026	Food Security Workshop	Cairns	CEO & Mayor
5 Mar 2026	TCICA	Cairns	CEO & Mayor
9 Mar 2026	Council Briefing	Pormpuraaw	Council
10 Mar 2026	DDMG	TEAMS	Council
17 Mar 2026	TWG	Pormpuraaw	Council
23 Mar 2026	Council Briefing	Pormpuraaw	Council
24 Mar 2026	Interagency meeting	TEAMS	Council
25 Mar 2026	Council Meeting	Pormpuraaw	Council
30 Mar – 3 Apr	CEO Planned Leave		
3 Apr	Good Friday		
6 Apr 2026	Easter Monday		
17 Apr 2026	Council Meeting		
20 Apr 2026	Council Briefing	Pormpuraaw	Council
29 & 30 Apr 26	ILF	Cairns	Council
29 Apr 2026	Council Meeting	Pormpuraaw	Council
4 May 2026	Labour Day Public Holiday		
13 May 2026	TCICA	Cairns	Council
18 May 2026	Council Briefing	Pormpuraaw	Council
27 May 2026	Council Meeting	Pormpuraaw	Council
1 Jun 2026	Council Briefing	Pormpuraaw	Council

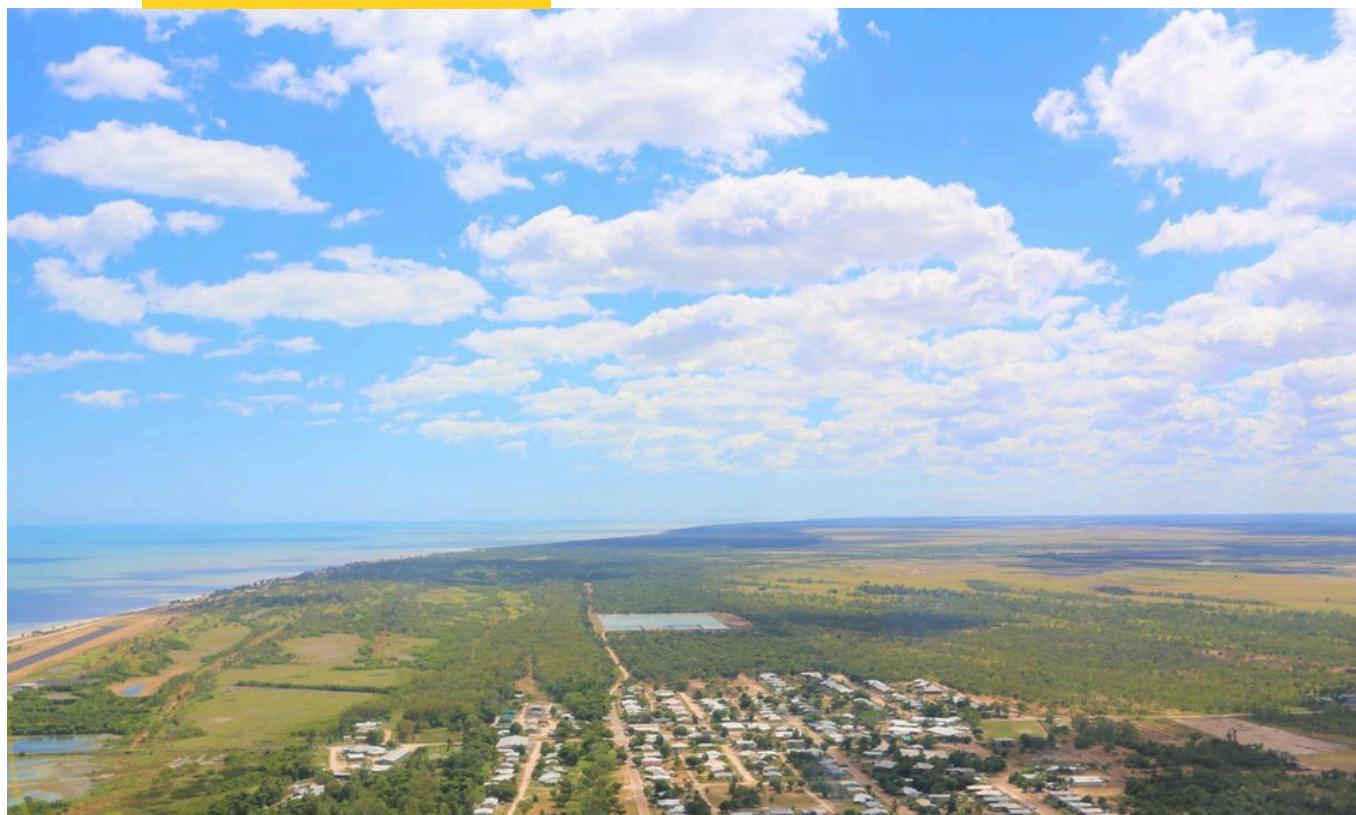
3 Jun 2026	Mabo Day Public Holiday		
4 Jun 2026	Aust Bureau of Statistics	Pormpuraaw	Council
15 Jun 2026	Council Briefing	Pormpuraaw	Council
16 Jun 2026	TWG	Pormpuraaw	Council
23 Jun 2026	Interagency meeting	TEAMS	Council
23 – 25 Jun 2026	ALGA – NGA Conference	Canberra	CEO & Council
24 Jun 2026	Council Meeting	Pormpuraaw	Council
29 Jun 2026	Council Briefing	Pormpuraaw	Council
8 Jul 2026	TCICA	Cairns	Council
13 Jul 2026	Council Briefing	Pormpuraaw	Council
27 Jul 2026	Council Briefing	Pormpuraaw	Council
29 Jul 2026	Council Meeting	Pormpuraaw	Council
10 Aug 2026	Council Briefing	Pormpuraaw	Council
24 Aug 2026	Council Briefing	Pormpuraaw	Council
26 Aug 2026	Council Meeting	Pormpuraaw	Council
2 Sep 2026	Interagency	Pormpuraaw	Council
2 Sep 2026	TCICA	Cairns	Council
7 Sep 2026	Council Briefing	Pormpuraaw	Council
8-10 Sep 2026	LGMA Conference	Gold Coast	CEO
21 Sep 2026	Council Briefing	Pormpuraaw	Council
23 Sep 2026	Council Meeting	Pormpuraaw	Council

25 Sep 2026	Rodeo	Pormpuraaw	Council
5 Oct 2026	Kings Birthday Public Holiday		
19-21 Oct 2026	ILF & LGAQ Conference	Cairns	CEO & Council
22 Oct 2026	Council Meeting	Cairns	Council
26 Oct – 13 Nov	CEO proposed leave		
16 Nov 2026	Council Briefing	Pormpuraaw	Council
25 Nov 2026	Council Meeting	Pormpuraaw	Council
26 Nov 2026	LGMA CEO Forum	Brisbane	CEO
30 Nov 2026	Council Briefing	Pormpuraaw	Council
2 Dec 2026	Interagency Meeting	Pormpuraaw	Council
14 Dec 2026	Council Briefing	Pormpuraaw	Council
16 Dec 2026	Council Meeting	Pormpuraaw	Council



JANUARY
2026

PROJECT REPORT



JANUARY
2026

PROJECT DESCRIPTION	PROJECT STATUS	UPDATE
PHCC Landscaping Contract Works Stage 1 & 2	●	Experiencing Delays <ul style="list-style-type: none"> Revised landscaping plans have been provided to PASC from WIP January 2026. We are awaiting clarification from the architects regarding the planting schedule. The revised estimate is under review and will be provided back to WIP once finalised.
Housing 6 x EXT & 4 x SCU	●	In Progress/On Track <ul style="list-style-type: none"> Confirmation is currently being sought regarding the intended use of the space at 51 Pormpuraaw Street to enable the scope of works to be defined and progressed. Draft design have been received for the below houses and are being reviewed: SCU: <ul style="list-style-type: none"> 127 Manth St EXTENTIONS: <ul style="list-style-type: none"> 58 Thinraathin St 68 Yalu St 116 Yalu St 71 Pupwarrangan St 135 Pupwarrangan St 137 Pupwarrangan St <p>Remainder of designs ETA COB Friday 23/01/2026</p>
Staff Housing 27 Matpi Street 17 Yalu Street	●	In Progress/On Track <ul style="list-style-type: none"> Demolition works for 27 Matpi has been scheduled with Breakthrough Group for May 2026, as this is the most practical timeframe to enable access to the community. Staff housing floor design options have been presented to Council and feedback is being obtained on the proposed floor plans for a steel build.
Other		<ul style="list-style-type: none"> We will have a Project Manager in Pormpuraaw on 3rd - 5th and 10th - 12th of February 2026 North and South Housing construction subdivisions have been provided to the CEO for review and issuing to DoH



In Progress/On Track



Experiencing Delays

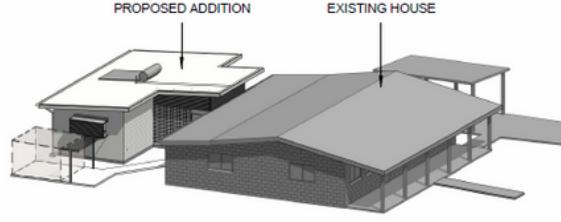
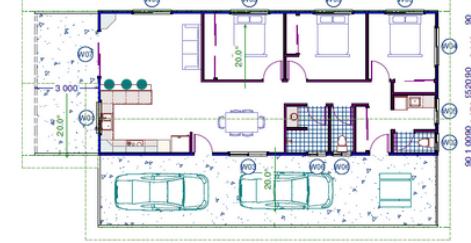
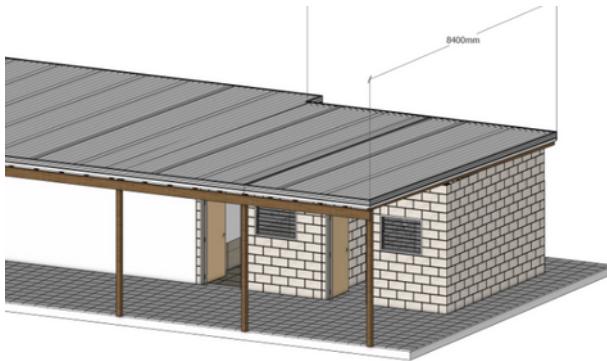
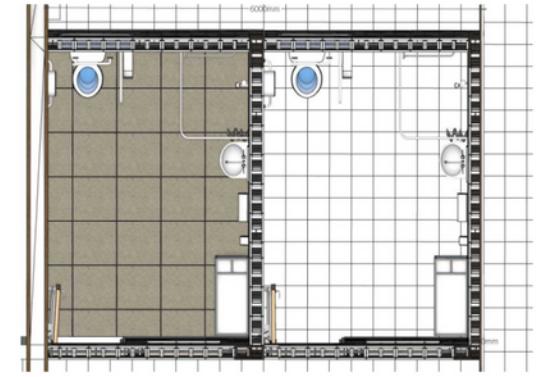


Action Required

JANUARY
2026

PROJECT DESCRIPTION	PROJECT STATUS	UPDATE
Pormpuraaw Sport Club	● In Progress/On Track	<ul style="list-style-type: none"> Subcontractor quotes have been received for the toilet block works and a budget estimate has been prepared. This estimate will be presented to the CEO for review, following which purchase orders will be requested and issued to the subcontractor. Fixtures including toilets and roof sheeting will need to be transported into the community. Discussions are underway with the subcontractor to confirm whether these materials can be driven into the community during a suitable weather window. Works will not commence and the existing toilet block will not be stripped, until all required fixtures are on site and ready for installation. Further investigations are required in relation to tree removal and the existing septic system.
Main Roads Camp Dongas	● In Progress/On Track	<ul style="list-style-type: none"> Site visit was undertaken with the subcontractors 7th and 8th of January 2026 to discuss design layouts along with services. Discussion held with Kelso for design input Draft design has been finalised in house with a meeting scheduled with the CEO for 30th of January. Following CEO review, RFQ will be submitted to subcontractors for pricing.
HAC Center	● In Progress/On Track	<ul style="list-style-type: none"> A pre start meeting was held in early January between JMc Architects, project managers and the Council CEO. The first stakeholder engagement session for the HACC and Chambers was undertaken late January The senior architect from JMc and our Senior project manager will be in Pormpuraaw in the second week of February. Following the site visit and stakeholder engagement, a written brief is expected to be provided by JmC architects by mid February. Upon Nikki Huddy's return, we will discuss development approval requirements following confirmation of the HACC entry floor plan. CEO to confirm Cultural heritage requirements.
New Chambers Building	● In Progress/On Track	<ul style="list-style-type: none"> A pre start meeting was held on the 9th January between JMc Architects, project managers and the Council CEO. The first engagement session for the HACC and Chambers was undertaken 22nd of January 2026. The senior architect from JMc and our Senior project manager from NCS will be in Pormpuraaw in the second week of February 2026. Following the site visit and stakeholder engagement, a written brief is expected to be provided by JmC architects by mid February. Development approval to be confirmed with the Town Planning consultant.

JANUARY
2026

PROJECT DESCRIPTION	UPDATE
Housing 6 x EXT & 4 x SCU	 
Staff Housing 27 Matpi Street	 
Pormpuraaw Sport Club	 

JANUARY
2026

PROJECT DESCRIPTION	UPDATE
<p>Main Roads Camp Dongas</p>	 

Grant Name	Funder	Grant Description	Comments	Grant Value	Reference Number	Due Date for Submission	Submitted Date	Decision/Date	Comments
Future Industries	ILSC	Carbon project: measurement	Update carbon measurement	\$50K		31/07/2025	31/07/2025	03/10/25- Unsuccessful, will follow up for feedback with Kate Larsen	Supplier: Gondwana Carbon-Lorena Vasquez/Gerry Dyer Contact at ILSC Kate Larsen 0402 805 093 npt@ilsc.gov.au: Kate advised unsuccessful because method of carbon measurement not approved yet
Health & Wellbeing Cty Grant	Health & Wellbeing Qld	Fuel & Burn Nutrition & Exercise Prgm			2025HWCG464	29/07/2025	29/07/2025		Supplier: Marc Harbrow 19/11/25: Dept advised that decision has been delayed, may hear in early December
Local Government Battery Collection Program	DETSI	Battery Collection Bins	2 bins free, apply for 2 in-sheds	\$28,219 + \$9,500 in-kind from PASC	BCP27	30/09/2025	30/09/2025		Made revisions only and resubmitted on 31/07/25 11/09/25: application reopened for more detailed input, deadline 2 wks, due Wed 24/09/25 at 12am
Kickstarter Program	Youth Justice & Victim Support	Teacher to support early intervention		Up to \$300K	KSR 200161	10/09/25 (12pm)	10/09/2025	26/11/25-advised by e-mail that application was unsuccessful. Feedback available 1-15 Dec 25	PPAC putting in own application. We will do stand-alone applicn. Principal: Naomi Gibb ngibb32@eq.edu.au, ph 4060-4777. Will take 3 months for decision.
Skilling Qldrs for Work	DTET: Trade, Employment & Training	SQW: Apply for Community Workskills for 5 of each: Ecocsystems and Civil				9/10/2025 but will not apply this round. Will apply next round Feb/March 2026			RTO's Michael Geoghegan at Northern Civil, Ian McLeod at MTO Consulting. Both advised landscaping not on scope and probably not suitable. Recommended going for civil, and have a landscaping firm supervise projects. This will give better employability skills for the future 09/25: Grant advised horticulture would be good since it would teach plant care 16/10/25: Elle Ackland at LQAQ advised they wd like to apply through Workforce Connect but next day, advised they will not proceed
Capacity Building Funding NAILSMA for Ranger Program	NAILSMA	Desired: Ranger Exchange Activity	Rangers to advise on scope of project	\$8K					Contact: Harry Tamwoy 0423-267 230, 21/08/25: Clinton to get back to me for destination, dates for Ranger Exchange
Regional Arts Fund	Through Flying Arts Alliance	Project (\$30K) or Quick Response Grants (\$5K)				Art Ctr Mgr advised Quick Response Grant not needed, alternative funding found			Mgr Ellen Maugeri. Grant for Artist travel. Ellen advised Quick response grant not required, other funding found
rPPP	Cwth Govt			\$500K		Project not identified. Advised to wait until Master Plan is completed			Planning/evaluation phase: min. \$500K. Need partner. Community Hub project? 08/25: CEO advised to wait until Master Plan is completed.
TBA	TBA	Aviation Fuel Tank Installation		Approx. \$1.2M		08/25: Advised to wait for new grant when they open next year			Most grants open next year. TIDS available? 08/25 CEO Instruction: wait for suitable grant
Resource Recovery Boost Fund (RRBF)	DETSI: Office of Waste Reduction and Recycling	Enhance resource recovery infrastructure and practices, create new industries to drive economic growth, support	Work with TCICA to gauge interest from other Councils to join in. So far, Napranum and Kowanyama are interested	Small Project up to \$2M or Large project: Over \$2m		Small: 3pm Thursday 11 December 2025 Large: 3pm Thursday 29 January 2026			May need co-contribution of up to 50% negotiable, transport up to 5% of project cost. 15/09/25: Email sent to DETSI to check eligibility of concept of purchase of mobile car crushing equipment. 08/12/25: FNQ Car Recycling adv they wd be interested in picking up from 3 cty's. Did not think car crushing wd be a good idea since there are EPA issues and licencing, problems especially with leaking fluids. Trying to contact Kowanyama (4 calls) re cars, keep trying

Grant Name	Funder	Grant Description	Comments	Grant Value	Reference Number	Due Date for Submission	Submitted Date	Decision/Date	Comments
		meaningful employment across the State, and reduce the impact of waste on the environment. Look at car recycling in conjunction with other Councils							
Homegrown Events Fund	TEQ	Event support for annual rodeo in 2026	Does not qualify under guidelines. Will look at Arts Qld	\$15-\$40K		16/10/2025			
Gambling Help	Uniting Church	Self-funded service	Their management would like to visit CEO in Pormpuraaw to discuss						
Strengthening Communities Multicultural Grants (SCMG)	DWATSPM	'culturally diverse' refers to people from migrant and refugee backgrounds, people seeking asylum and Australian South Sea Islander peoples	Does not fall within guidelines					Outside of guidelines	
Indigenous Land and Sea Ranger	Department of Environment, Tourism, Science and Innovation	Indigenous Land and Sea Ranger funding, Stage 1 of applicn	Up to 3 new Rangers, but will apply for 2 Rangers	ILSRP202516 through Smartygrants	Wed, 05/11/25 for initial applicn, then full applicn if short-listed	05/11/25, submitted by Acting CEO Robbie Morris	12/01/26: Successful, can now apply for Stage 2. See below.	Ranger Co-Ordinator Clinton Williams	
SES Support Grant	SES	SES Support Grant for Facility, Vehicle	Send application by e-mail: grants@ses.qld.gov.au Decision April 26	Vehicle \$75K Facility \$150K		Midnight, 27/11/2025	Submitted by CEO 27.11.25	Decision in April, 26 and then start July 26 - Grant Cancelled due to successful funding from Gambling Community Benefit Fund	Speak to Manfred Richter. Can apply for both. 18/10/25: CEO advised make vehicle the priority for the application as it is over 10 yrs old. Will also apply for new shed 24/11/25: awaiting final prices on vehicle canopy and shed installation cost 26/11/25: cost of installation of shed is too high. CEO advised apply for vehicle only. Manfred Richter advised. 06/01/26: advised by Manfred that GCBF was successful so this application was cancelled by SES
Empowering Qld Women	DWATSPM		\$10K over 6 mth- project		Thursday, 4pm, 30/10/2025			Not proceeding, need to find suitable staff, at least 2, one from each side of town	Contact: Lisa Scott. Quote given by Colleen Holmes, Skills explorer for LLN support as part of overall project
Leaking Bores Funding	DEGWV	Cap leaking bore	Not proceeding	90% of cost up to \$10K		EOR first by 31/10/25; then detailed application if accepted		23/20/25: Exec Mgr Operations advised all bores have taps/valves and can be turned off/on	Contact at dept: Basin'Project Mgt Ofc: ph. 4529-1204/4529-1394, bpmo@rdmw.qld.gov.au Spoken to Robbie Morris 14/10/25, and 20/10/25. Will get back to me with details

Grant Name	Funder	Grant Description	Comments	Grant Value	Reference Number	Due Date for Submission	Submitted Date	Decision/Date	Comments
Ergon Community Fund	Ergon	Innovative projects:- wide scope	Application thru website: https://www.ergon.com.au/network/contact-us/forms/community-fund-application-form	\$10K		5pm, Thursday 27/11/25		Not proceeding	Artist Funding for rodeo? Details sent to Art Centre with offer of assistance 27/11/25: no response from Art Centre from either phone calls or e-mails
ATSI TIDS		Fuel Tank installation at airport?				13/02/2026			Emt guidelines 11/11/25
Aboriginal and Torres Strait Islander Arts Development Fund	Arts Qld		https://www.arts.qld.gov.au/funding-opportunities			22/12/2025			14/11/25: Details sent to Art Centre with offer of assistance. Also left phone messages, no reply to date 29/11/25: still no response from phone calls or e-mails
Remote Community Laundries	NIAA IAS	To establish or upgrade, maintain and operate up to 12 fixed or mobile community laundries				1pm, 13/02/2026			01/12/25: CEO advised: Call Orange Sky, we could apply for vehicle if they operate laundry. Spoke to Orange Sky (Judith Meiklejohn), they will get back after internal consultations and advice from NIAA 16/12/25: f/up with Judith for progress. Judith advised they would like to work in with health provider. 07/01/26: Teams discussion with Judith/Rob Neale. Spoke about O/Sky ownership model where they always own the vehicle and NIAA reaction to this. 21/01/26: Or. Sky advised still no answer from NIAA on ownership model but will be partnering with 2 health services with same model. Their opinion is to have Council be the lead applicant but will confirm when NIAA is received.
Skills for Education and Employment (SEE) First Nations	DEEWR					2pm, 09/02/2026			03/12/25: enquired is PASC an ACCO for this grant. No, PASC is not an ACCO. Suggested partner with ACCO. 03/12/25: Spoke to Francis Ghee at RISE. They are not ACCO. Suggested talk to Ganthi at PPAC. TCICA unaware and do not have capacity to be involved in this grant opportunity
Recycle Mate for Councils	Qld Govt	RecycleMate Tools				COB 19/12/25 for EOI	Submitted by Graham Poon, as per CEO advice 11/12/25	Decision expected after end Jan 26	3 yr. partnership with Recycle Mate provides councils the opportunity to access Recycle Mate tools and resources that help improve community knowledge and behaviour around correct waste disposal and recycling 16/12/25: Advised decision shortly after end Jan 25. Spoke to Lara re further details for application and PASC background
Support at Home Thin Markets	Department of Health, Disability and Ageing	Funding for Stay at Home pkgs				1pm 14/01/26	Submitted by Shelina Bartlett, 14/01/26	approved	17/12/25: Shelina sending previous grant docs. Advised doing application on return from Xmas break will be fine
Closing the Gap Project Nominations	Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism					5pm, 27/02/26			09/01/26: CEO advised 2 projects to be nominated: Solar for social housing and sewerage upgrade. Robbie advised sewerage pond project wd be approx. \$1.4M. Awaiting decision on panels/batteries and preferred supplier details.
Indigenous Land and Sea Ranger Program Stage 2	Department of the Environment, Tourism, Science and Innovation		Application for 2 rangers			9/03/2026			12/01/26: Nearly 60 Stage 1 applications received. Our application is one of 24 that have now been invited to progress to a Stage 2 application. Of these, approximately half are expected to be successful (meaning that our Stage 2 application has a 1 in 2 chance of success). Apply through smartygrants. Will liaise with Clinton & Robbie, Cape York NRM

11.2 DEPARTMENT OF HOUSING FUNDING REQUEST

Author: **Janelle Menzies (Chief Executive Officer)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: **Nil**

KEY OUTCOME

Strategic Priority: 2. Built Environment - shaping our surroundings

Objective: 1.8 Develop and maintain housing infrastructure that meets the needs of support workers and contributes to the effective operation of the Council.
1.9 Develop and maintain a diverse range of housing options that cater to the varying needs of all community members.

EXECUTIVE SUMMARY

For Council to support the funding request for 35 residential dwellings for the two new Subdivisions at the Southern and Northern sides of town.

RECOMMENDATION

That Council:

1. Endorse the development of a comprehensive funding proposal to be submitted to the Queensland Department of Housing seeking financial support for the following priority projects:
 - Northern and Southern Subdivision – Housing Construction
 - Construction of 40 x residential dwellings on 35 new residential lots.
2. Authorise the Chief Executive Officer (or delegate) to prepare and finalise all necessary documentation and submissions to progress the funding request.

BACKGROUND

Pormpuraaw continues to experience significant housing pressure, with persistent overcrowding and 35 families currently on the social housing waitlist. These pressures place ongoing strain on households, community wellbeing and essential services. Increasing the supply of appropriately serviced residential dwellings is critical to alleviating overcrowding and supporting improved living conditions for families.

The proposed project focuses on housing delivery within the upcoming Northern and Southern Subdivisions, representing a coordinated and practical approach to increasing housing supply on imminent available land. The funding request is in preparation for the delivery of the subdvisional works, which are expected to commence during 2026. This funding will enable Council to progress construction of new residential dwellings in alignment with project timelines and planning.

Proposed Project

- Northern and Southern Subdivisions – Housing Construction
 - Construction of 40 x residential dwellings on 35 new residential lots.

CONSULTATIONS (Internal/External)

Department of Housing

LEGISLATION / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

New funding

ASSET MANAGEMENT IMPLICATIONS

Assets to be held on 40 year leases

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			<i>Refer to risk calculator provided above for measures</i>			
Overcrowding in social Housing	Apply for new housing	Increasing in anti-social behaviour	B Likely	4 Major	High	Additional Funding for additional Housing

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

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

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

11.3 2025/26 OPERATIONAL PLAN UPDATE AT DECEMBER 2025

Author: **Janelle Menzies (Chief Executive Officer)**

Authorisers: **Janelle Menzies**

Attachments: 1. Operational Plan Update Dec 2025 Quarter [11.3.1 - 10 pages]

EXECUTIVE SUMMARY

To provide Council with an Operational Plan Update as at 30 December 2025.

RECOMMENDATION

That Council adopt the December 2025 operational update of the 2025/26 Operational Plan

REPORT ATTACHED



RelianSys® Overall Corporate Planning Report

Pormpuraaw Aboriginal Shire Council

20 January 2026

Reported by: Janelle Menzies

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE MEASURE
BUILT ENVIRONMENT - SHAPING OUR SURROUNDINGS	2.1 Construct a new Council administration centre that meets the operational needs and enhances community engagement.	2.1.1 Construct a new Council Administration Office	2.1.1 Designs compete for new council Building	Current	Quarter 2	52%	Architect appointed for design of Council Building
			2.1.2 & 2.1.5 Demolition of existing building & Construction Commenced	Current	Quarter 2	50%	Council has written to DATSIP for permission to demolition building on 27 Mapti and transfer to council as well as Lot 10, 11A & 11B, 12, 13A & 13B for transfer to Council.
			2.1.2 Relocation Plan for construction of new building	Not Started			
			2.1.4 & 2.1.5 Tender for New Council Building and Tender Awarded	Not Started			
	2.2 Pormpuraaw has improved and reliable road access to the PDR	2.2.1 Improve access to the PDR	2.2.1 MOU with Cook Shire	Not Started			
			2.2.2 Attend CYP Meetings	Current	Quarter 2	50%	Mayor Kendall attended the November meeting
	2.3 Establish and operate a Bakery/Café that enhances community life and supports local economic development.	2.4.1 Employment of Bakery Staff	2.3 Opening of Bakery and Employment of Staff	Current	Quarter 1	74%	Bakery Manager & Assistant Manager Employed
					Quarter 2	82%	Bakery opened for 2 weeks. Positions have been readvertised.

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE	MEASURE
	2.4 Ensure there is adequate residential land available to meet housing demand.	2.4.1 Establish new subdivisions	2.4.2 Design for Subdivisions	Current	Quarter 1	50%	Consultant has been approved by council	
					Quarter 2	92%	Consultant has been engaged.	
COMMUNITY - THE WAY WE LIVE TOGETHER	1.1 Enhance community engagement and participation in diverse programs that cater to the community's needs and interests	2.5.1 All works programmed with relevant team leaders	2.5.1 All capital works to be programmed with relevant team leaders	Current	Quarter 1	25%	Progressing capital works	
					Quarter 2	50%	All capital projects are progressing	
	5.2.1 Quarterly Interagency Meetings	5.2.1 Quarterly Interagency Meetings	5.2.1 Quarterly Interagency Meetings	Current	Quarter 1	25%	Meeting held in September	
					Quarter 2	50%	Interagency meeting in December	
	5.2.2 Quarterly Stakeholders Meetings	5.2.2 Quarterly Stakeholders Meetings	5.2.2 Quarterly Stakeholders Meetings	Current	Quarter 1	6%	Only an interagency meeting was held	
					Quarter 2	50%	Interagency Meeting and Closing the Gap meetings held in December	
	1.10 Establish a vibrant new art centre that serves as a cultural hub for the preservation and celebration of community heritage and history	1.10.1 Development and implement Community Master Plan	1.10 Development and Implementation of Business Prescient	Current	Quarter 2	38%	DAT SIP withdrew funding, Council has appointed Architect to undertake designs for Administration Building and HACC Centre.	
	1.11 Ensure a high quality of life for the elderly in the community by enhancing HACC services and aged care facilities.	1.11.1 Develop and Deliver Training Plan for Aged Care	1.11.1 Develop and Deliver Training Plan for Aged Care	Current	Quarter 2	30%	Training Software purchased	
		1.11.2 Consult with Council on Independent Living Facility	1.11.2 Consult with Council on ILF	Current	Quarter 1	50%	2 tenants have been identified and will renovations have been undertaken	
					Quarter 2	89%	2 Tenant ready to move in waiting on Centrepay number	

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE	MEASURE
		1.11.3 Develop Plans for new HACC Centre	1.11.3 Develop Plans for new HACC centre	Current	Quarter 2	100%	Architect appointed for the Design	
	1.2 Foster a safe and thriving community environment by significantly reducing anti-social behaviour.	1.2.1 Develop an education and training framework to address the root cause of antisocial behaviour	1.2.1 Develop a strategic plan to address the root cause of antisocial behaviour	Current	Quarter 2	100%	Closing the Gap Meeting held in December 2025.	
		1.2.2 Introduce Drug and Alcohol testing within Council	1.2.2 Develop Drug and Alcohol Policy	Current				
	1.3 Promote active participation in sports, arts, and cultural activities, enriching the social and cultural fabric of the community.	1.3.1 Develop a sport & recreational Plan	1.3.1 Develop Sport & Rec Annual Plan	Complete	Quarter 1	100%	Sport & Rec Masterplan is Complete	
		1.3.2 Recruitment of a Sport & Rec Office	1.3.2 Recruitment of sport & Rec (Activities Officer) Officer	Current	Quarter 1	50%	Position Description has been created and job has been advertised.	
					Quarter 2	57%	No Applications have been received	
		1.3.3 Implement sports & recreation masterplan	1.3.3 Implement Sport & Rec Master Plan	Not Started				
	1.4 Enhance the engagement and collaboration between Council and visiting agencies to improve community services.	1.4.1 Regular Inter Agency Meetings	1.4 Establish regular Stakeholders Meetings (Closing the Gap Committee)	Current	Quarter 2	30%	Closing the gap meeting held in December 2025	
	1.5 Create a sustainable community garden that provides residents with opportunities for gardening, education, and healthy eating	1.5.1 Collaborate with the school to develop a community garden at the school	1.5 Collaborate with the school to develop a Community	Current	Quarter 2	100%	Community Garden placed on School Master Plan	

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE MEASURE
	1.6 Launch an operational community bus service that provides reliable and accessible transportation for residents.	1.6.2 Establish bus service with reliable driver and schedule	1.6 Reliable Community Bus Service	Complete	Quarter 1	100%	Bus Service for Airport has been established. PPAC is currently offer a shopping bus service
	1.7 Strengthen community resilience and safety through the effective implementation and continuous improvement of the Council's Disaster Management Plan.	1.7.1 Review of Disaster Management Plan	1.7.1 Review of Disaster Management Plan	Not Started			
			1.7.2 Undertake Training for LDMG Members	Not Started			
			1.7.3 Undertake an emergency activity	1.7.3 Undertake an emergency activity	Not Started		
	1.7.4 Undertake regular LDMG Meeting	1.7.4 Undertake regular LDMG Meetings		Current	Quarter 1	0%	No LDMG meeting was undertaken during Quarter 1
					Quarter 2	100%	LDMG meeting was held in December 2025
	1.8 Develop and maintain housing infrastructure that meets the needs of support workers and contributes to the effective operation of the Council.	1.8.1 Demolish existing housing	1.8.2 Demolish Existing Houses	Current		5%	27 Matpi pre demolition asbestos sampling/testing completed
	1.9 Develop and maintain a diverse range of housing options that cater to the varying needs of all community members	1.8.1 Identify Land for Staff Housing	1.8.1 Identify Land for Staff Housing	Complete	Quarter 1	100%	2 Blocks of land have been identified for staff housing plus 2 for future staff housing
		1.8.3 Designs and quantity surveyed plans Developed for Housing	1.8.3 Tender for Design of Houses	Current	Quarter 2	100%	Designs under taken for Granny Flats and Extension. Funding approved for designs for Community Houses.
		1.8.4 Tender for supply of housing	1.8.4 Tender for Supply of Houses	Current	Quarter 2	67%	Local contractors to undertake works for extensions and granny flats

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE	MEASURE
			1.8.5 Houses Delivered and ready for tenants	Not Started				
	1.9.3 Development of Subdivision	1.9.1 Secure Funding for Subdivisions	Current	Quarter 1	75%	\$18M has been secured for Southern Sub Division and \$13M is being negotiated for Northern Sub division		
		1.9.2 Local Housing plan developed and signed off	Not Started					
		1.9.3 Subdivision Development - Designs	Current	Quarter 2	40%	Consultant appointed for subdivisions and environment approvals have been submitted.		
		2.4.1 Survey for new subdivisions	Current	Quarter 2	46%	Surveys attended in December 2025 for prelim survey work		
		2.4.3 Environmental Compliance for Subdivisions	Current	Quarter 2	50%	Environmental Approvals have been applied for.		
		2.4.4 & 2.4.5 Tender Award for construction of subdivision	Not Started					
	1.9.4 House Plans developed and quantity surveyed	1.9.4 Housing Designed developed	Not Started					
	1.9.6 Reduce QBuild Maintenance over 60 Days	1.9.6 Maintain QBuild Maintenance program over 60 days to less than 40	Current	Quarter 1	25%	QBuild housing maintenance work orders over 60 days is being maintained less than 50.		
				Quarter 2	50%	Over 60 days jobs are being kept to a minimum		
	1.9.7 Upgrades Completed on Time	1.9.7 Qbuild Upgrades completed on time	Current	Quarter 1	25%	Upgrade on Track		
				Quarter 2	50%	Upgrade works are progressing slowly due to slow release from QBuild		

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE MEASURE
ECONOMY - CREATING OUR FUTURE	4.1 Retain trainees and school leavers in the community and establish a multi-purpose training centre and middle secondary school in Pormpuraaw.	4.1.1 Lobby Government for Community University Centre	4.1.1 Lobby Government for Community University Centre	Current	Quarter 1	25%	Discussion have taken place with Minister Simpson
	4.2 Ensure upgraded SES facilities and promote community service through volunteering	4.1.2 Lobby Government for middle secondary school	4.1.2 Lobby Government for Middle Secondary School	Current	Quarter 1	25%	Discussions have taken place with Minister Simpson and a funding submission has been lodged for a school teacher.
	4.3 Seal the remainder of township streets.	4.1.3 Lobby Government for additional support for boarding students	4.2.1 Lobby Government for additional support for boarding students	Current	Quarter 1	25%	Funding application for a school teacher has been lodged
	4.4 Establish a profitable "Containers for Change" business in Pormpuraaw	4.2.1 Lobby and apply for additional SES Funding	4.2.1 Lobby and apply for SES funding	Current	Quarter 1	25%	Lobby SES for Funding
	4.5 Provide safe and reliable water supply and sewerage services.	4.2.2 Promote SES volunteering	4.2.2 Promote SES Volunteering	Current	Quarter 1	19%	New member was signed up
	4.6 Ensure upgraded SES facilities and promote community service through volunteering	4.3.1 Complete final 3 lanes for paving under R2R	4.3.1 Identify R2R projects	Current			
	4.7 Seal the remainder of township streets.	4.4.2 Investigate a local stakeholder to undertake cash for cans	4.4.1 Monthly Containers for Change visits during Dry Season	Current	Quarter 1	33%	Monthly visit have been taking place
	4.8 Establish a profitable "Containers for Change" business in Pormpuraaw	4.4.2 Identify a local stakeholder for cash for cans	4.4.2 Identify a local stakeholder for cash for cans	Current	Quarter 2	77%	Monthly visits took place in Q2.
	4.9 Provide safe and reliable water supply and sewerage services.	4.5.1 Regular compliant Water Testing	4.5.1 Regular water testing	Current	Quarter 1	22%	Regular water testing is up to date

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE MEASURE
					Quarter 2	50%	Regular water testing undertaken in Q2. No Non Compliance
4.7 Upgrade Water Treatment Facility	4.7.1 Source Funding for New Water Treatment Plan	4.7.1 Source funding for new water treatment plant	Current	Quarter 1	50%	Funding has been approved for southern subdivision which includes a new water treatment plant.	
				Quarter 2	71%	Funding for new water treatment plant has been included in the successful RAF funding.	
4.8 Enhance tourism to add value to the community	4.8.1 Review Camping Fees	4.7.1 Review of Camping Fees	Complete	Quarter 1	100%	Camping Fees increased from \$55 per night to \$80 per night in 2025 FY.	
	4.8.2 Develop a Tourism Strategy	4.8.2 Develop a Tourism Strategy & on-line booking system	Not Started				
	4.8.3 Upgrade Camping Facilities	4.8.3 Upgrade Camping Facilities	Current	Quarter 1	90%	Works for Queensland funding for some of these facilities	
				Quarter 2	95%	Works continuing at Front Beach, Mungkan and Coleman Rivers	
NATURAL ENVIRONMENT - IT BEGINS WITH EACH OF US	3.1 Ensuring the Natural Resources Management Plan delivers positive environmental	3.1.1 Implement Natural Resources Management Plan	3.1 Implement Natural Resources Management Plan	Complete	Quarter 1	100%	Current Biosecurity Plan is followed by the Rangers in their Work Program
		3.2.1 Vet Visits	Current				
	3.3 Promote the benefits of cleanliness of private and public land.	3.3.1 Distribute new bins for those broken by Garbage Truck	3.3.1 Replace wheelie bins	Complete	Quarter 1	100%	Completed
		3.3.2 Community Cleanup for Governors Visit	3.3.2 Community Clean up for Govenors Visit	Complete	Quarter 1	100%	Work program up to date
	3.3.2 Removal of abandoned vehicles	3.3.3 Removal of abandoned vehicles	Current	Quarter 2	100%	approximately 29 vehicles relocated in December 2025.	
	3.4 Protect and manage local turtle species effectively	3.4.1 Undertake turtle monitoring projects	3.4.1 Undertake Turtle Monitoring Project	Complete	Quarter 1	100%	Program up to date

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE MEASURE
	3.5 Continue the Ghost Net Program to protect the environment.	3.5.1 Undertake ghost net program	3.5.1 Undertake Ghost Next Program	Current	Quarter 1	50%	completed 1st quarter work
				Complete	Quarter 2	100%	completed
	3.6 Develop positive carbon reduction outcomes through proactive measures	3.6.1 Undertake training for carbon activities	3.6.1 Undertake training for Carbon Activities	Current	Quarter 1	53%	Carbon training was undertaken
		3.6.2 Complete and lodge 2024 Carbon reports	3.6.2 Complete and lodge Carbon Reports	Complete	Quarter 1	100%	Carbon Report has been lodged for 2025
		3.6.3 Investigate new ACCU contract	3.6.3 Investigate new Carbon Contract	Current	Quarter 1	27%	Working with Solicitors to terminate current contract
					Quarter 2	84%	Revised conditions of the contract have been negotiated.
ORGANISATION - DEVELOPING OUR CAPACITY	5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.	5.1.1 Establish Procedures that are no documented	5.1.1 Create procedures that are not documented	Current	Quarter 2	10%	Purchase order for process mapping has been issued
		5.1.1 Update HR Policies (Guidelines)	5.2.1 Updated HR Policies	Current	Quarter 1	24%	HR policies are currently being reviewed
					Quarter 2	40%	A few HR policies have been reviewed as well as the staff hand book.
	5.10 Develop and maintain a comprehensive service catalogue that enhances the accessibility & quality of services provided to the community.	5.10.1 Establish a service capability statement	5.10.1 Develop Service Capacity Booklet	Not Started			
	5.2 Enhance effective engagement with the community and stakeholders.	1.1.1 Hold regular Stakeholder Meetings	1.1 Hold Quarterly Interagency meetings	Current	Quarter 2	50%	Interagency meeting held in September 2025
	5.3 Maintain an up-to-date, informative Council website	5.3.1 Implement new website	5.3.1 Implement new Website	Current	Quarter 2	78%	Website almost ready for deployment

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE	MEASURE
	5.3.2 Implement new intranet site	5.3.2 Implement new Intranet site	Current	Quarter 2	49%	Intranet site is under development.		
	5.3.3 Website updated within 2 weeks of council meeting	5.3.3 Website updated within 2 weeks of Council Meeting	Current	Quarter 1	25%	All minutes are on the website		
				Quarter 2	100%	All Minutes are on the website		
	5.3.4 Monthly Newsletters	5.3.4 Monthly Newsletter	Current	Quarter 1	24%	Monthly newsletter are being published		
				Quarter 2	50%	Monthly newsletter produced		
	5.3.5 Audit Website with DLGP Checklist	5.3.5 Audit Website with DLGP checklist	Not Started					
5.4 Ensure effective and efficient corporate and administrative processes and services.	5.1.3 Annual review of DLGP Governance Checklists	5.1.3 Annual Review of DLGP Governance Checklists	Not Started					
	5.4.1 Two internal audits per year	5.4.1 Internal Audit Plan	Current	Quarter 2	28%	Internal Audit Plan developed		
	5.4.2 Monthly Financial Statements for Council	5.4.2 Monthly Financial Statement to Council	Current	Quarter 1	25%	Monthly financial statements are being completed		
				Quarter 2	50%	Financial Statements presented each month		
5.5 Implement risk management strategies that reduce potential harm to Council and	5.5.1 Establish Risk Register Framework and Risk Register	5.5.1 Establish Risk Register, Framework and Register	Current	Quarter 1	25%	Policy and Framework Adopted by council and Draft Risk Register		
				Quarter 2	50%	Draft Risk Register presented to the Audit committee. Risk Register to be workshopped with ELT.		
5.6 Ensure relevant and appropriate Local Laws are in place.	5.6.1 Review of Local Laws	5.6.1 Local Laws Review	Not Started					

CORPORATE PLAN	CORPORATE OBJECTIVES	OPERATIONAL PLAN	ACTION PLAN	STATUS	QUARTER	%	PERFORMANCE MEASURE	MEASURE
	5.7 Ensure the Asset Management Strategy is in place and effectively managing assets.	5.7.1 Finalise Asset Management Plans	5.7.1 Develop Asset Management Plans	Complete	Quarter 2	100%	Asset Management Plans are in draft awaiting finance input and further review from professionals.	
	5.8 Implement best practice financial planning that incorporates the costs of assets over their lifetime for current and future needs	5.8.1 Develop Investment Strategy	5.8.1 Develop an Investment Strategy	Current	Quarter 2	11%	To be done as part of the 2026 internal audit	
		5.8.2 Annual QAO Audit	5.8.2 Annual unqualified Audit and adoption of Annual report	Complete	Quarter 1	100%	Audit complete and Annual Report Adopted	
		5.8.3 Develop Whole of Life Costings for projects	5.8.3 Develop whole of life costs for projects	Not Started				
	5.9 Ensure effective security of the Council Works Depot and its materials to reduce costs associated with criminal activities and equipment loss.	5.9.1 New Security Camera Covering Roadways	6.9.1 New CCTV Camera covering roadways	Current	Quarter 1	24%	Funding Application Lodged	
		5.9.2 Upgrade Compound Fencing	5.9.2 Upgrade fencing in Compound	Current	Quarter 1	26%	Funding application lodged	
		5.9.3 Source additional secure storage	5.9.3 Secure additional secure storage	Not Started				

11.4 COUNCILLOR REMUNERATION 2026/27

Author: **Janelle Menzies (Chief Executive Officer)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: **Nil**

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

Council to consider the Local Government Remuneration Commission (Commission) report dated 28 November 2025.

RECOMMENDATION

That the Council resolve to endorse the recommendation of the Local Government Remuneration Commission to apply from 1 July 2026 as follows :-

Mayor - \$128,509

Deputy Mayor - \$74,139

Councillor - \$64,253

BACKGROUND

On 28 November 2025, the Local Government Remuneration Commission (the 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 (the Regulation).

The Commission has decided to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors by 4.5% from 1 July 2026 for Category A1, A2 and A3 Councils.

Pormpuraaw Shire Council is a Category A2 Council. Pormpuraaw Aboriginal Shire Council is a Category A2 Council, the Remuneration schedule to apply from 1 July 2025 is as follows:

Mayor - \$128,509

Deputy Mayor - \$74,139

Councillor - \$64,253 *

The meeting-based remuneration requirement for A1, A2 and A3 Councils has been removed in 2026-27.

Previously, councillors in A1, A2, and A3 category councils were remunerated through a hybrid model comprising a base payment (constituting two-thirds of the annual remuneration) and a meeting attendance payment (constituting one-third of the annual remuneration). This meeting attendance payment was contingent upon certification by the mayor or chief executive officer of the council. In contrast, mayors and deputy mayors in these categories received their total annual remuneration without this attendance-based condition.

The Commission resolved to discontinue the meeting-based remuneration requirement for councillors in A1, A2, and A3 category councils, effective from the 2026–2027 determination period.

CONSULTATIONS (Internal/External)

Local Government Remuneration Commission

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

Section 150EF (1)(g)(i) Personal Interests in ordinary business of a local government

This chapter does not apply in relation to a conflict of interest in a matter if the matter is solely, or relates solely to the remuneration or reimbursement of expense of councillors. Local Government Regulation 2012.

S247 Remuneration payable to councillors

- (1) A local government must pay remuneration to each councillor of the local government.
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.
- (3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.
- (5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.
- (6) If the amount of remuneration for a councillor is a proportion of the maximum amount payable to the councillor under the remuneration schedule, the amount of remuneration for each other councillor, including a mayor or deputy mayor, must be the same proportion of the maximum amount payable to that other councillor under the schedule.

Example—

If the amount of remuneration for the mayor of a local government is 90% of the maximum amount of remuneration payable to the mayor under the remuneration schedule—

- (a) the amount of remuneration for the deputy mayor of the local government must be 90% of the maximum amount of remuneration payable to the deputy mayor under the schedule; and
- (b) the amount of remuneration for the other councillors of the local government must be 90% of the maximum amount of remuneration payable to councillors other than the mayor or deputy mayor under the schedule.

(7) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

(7) Subsections (4), (5) AND (6) are subject to section 248.

POLICY IMPLICATIONS

Councillor Remuneration Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Appropriate budget allocation for the 2026/27 period to be made in accordance with resolution

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Low Risk – Standard Operating Procedure

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;

- 7. Freedom of expression;
- 8. Peaceful assembly and freedom of association;
- 9. Taking part in public life;
- 10. Property rights;
- 11. Privacy and reputation;
- 12. Protection of families and children;
- 19. Children in the criminal process;
- 20. Right not to be tried or punished more than once;
- 21. Retrospective criminal laws;
- 22. Right to education;
- 23. Right to health services.

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

11.5 DELEGATIONS REVIEW - CHANGES SINCE FEBRUARY 2025

Author: **Janelle Menzies (Chief Executive Officer)**
Authorisers: **Janelle Menzies, Chief Executive Officer**
Attachments: 1. Waiting For Approval DELEGATI CHANGES SINCE FEB 2025 Council to CEO [11.5.1 - 35 pages]
2. Delegations C 2 C 2025 Changes and Deleted [11.5.2 - 53 pages]

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

For council to consider and adopt the New, changes and deletions to the Council to Chief Executive Officer Delegations.

RECOMMENDATION

That Council resolve to

1. Adopt the Council to “new, changes and deletions” Chief Executive Officer delegations 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

BACKGROUND

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.

Council should perform a review at least every 12 months.

CONSULTATIONS (Internal/External)

RelyianSys Software

King & Co and LGAW Delegation Register Services

LEGISLATION / LEGAL IMPLICATIONS

Compliance with Local Government Act 2009 & Local Government Regulations 2012

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: Insufficient funding	None	Delays to purchasing	C Possible	4 Major	High	Ensure funding approvals obtained at start of project
Non compliance with LGA & LGR	Review of delegation register	Delegations out of date	C Possible	3 Moderate	Medium	Ensure atleast an annual review is undertaken

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

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

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

PORMPURAAB ABORIGINAL SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF PROVISIONS WAITING FOR APPROVAL

CHANGES TO LEGISLATION

SINCE LAST REVIEW – FEBRUARY 2024

Note - Exported provisions are sorted by Delegation Source and Section.

25 JANUARY 2026

Pormpuraaw Aboriginal Shire Council

Delegation Sources

- Animal Management (Cats and Dogs) Act 2008
- Electrical Safety Regulation 2013
- Environmental Protection Act 1994
- Industrial Relations Act 2016
- Information Privacy Act 2009
- Mineral and Energy Resources (Common Provisions) Act 2014
- Mineral Resources Act 1989
- Mining and Quarrying Safety and Health Act 1999
- Petroleum and Gas (Production and Safety) Act 2004
- Planning Act 2016
- Residential Tenancies and Rooming Accommodation Act 2008
- Right to Information Act 2009
- Transport Infrastructure Act 1994
- Work Health and Safety Regulation 2011
- Workers' Compensation and Rehabilitation Act 2003
- Working with Children (Risk Management and Screening) Act 2000

Positions

Abbreviation	Position	Name
CEO	Chief Executive Officer	Janelle Menzies
EMCorpS	Executive Manager Corporate Services	Tracey Graham
FM	Finance Manager	Melanie Halpert
EMCommS	Executive Manager Community Services	Shelina Bartlett

Pormpuraaw Aboriginal Shire Council

PROVISIONS WAITING FOR APPROVAL - Council Resolution

25 January 2026

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
756337	Animal Management (Cats and Dogs) Act 2008	Section 95	Power to give an owner of a dog the subject of a regulated dog declaration, an information notice about the decision.		CEO
765729	Animal Management (Cats and Dogs) Act 2008	Section 103E	Power to destroy a surrendered prohibited dog.		CEO
765730	Animal Management (Cats and Dogs) Act 2008	Section 207D(2)	Power to recover necessary and reasonable costs referred to in subsection 207D(1) from the dog's owner or former owner.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765915	Electrical Safety Regulation 2013	Section 120C	Power, as a person conducting a business or undertaking to ensure that a worker does not carry out work in the roof space of a building, or enter the roof space for the carrying out of work in another part of the building, unless the circumstances in subsection 120C(1) apply and section 120C(3) is complied with (where applicable).		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765741	Environmental Protection Act 1994	Section 579E(1)	Power, as a relevant entity to enter an information-sharing arrangement with the chief executive.		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765752	Industrial Relations Act 2016	Section 127A	Power, as the employer, to make contributions to a superannuation fund for the benefit of each employee.		CEO, EMCorpS, FM

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
807730	Information Privacy Act 2009	Section 27(1)	Power to comply with the QPPs	The power delegated does not include the power to approve a QPP privacy policy (which is dealt with separately below).	CEO
786505	Information Privacy Act 2009	Section 42(1)	Power, as agency, to prepare a draft QPP code and submit the draft to the Minister for endorsement.		CEO
786506	Information Privacy Act 2009	Section 42(2)	Power, as agency, to publish the draft on an agency website, invite the public to make submissions and consider any submissions.		CEO
786507	Information Privacy Act 2009	Section 42(3)	Power, as agency, to notify the commissioner of the publication under subsection 42(2).		CEO
786508	Information Privacy Act 2009	Section 48	Power, as agency, to take all reasonable steps to comply with the obligations of the agency in relation to a data breach. Note – this section does not commence operation until 1 July 2026 (see section 219).		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786509	Information Privacy Act 2009	Section 48(4)	<p>Power, as agency, to give the other agency written notice of the data breach.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO, EMCorpS
786510	Information Privacy Act 2009	Section 49(2)	<p>Power, as agency, to extend the period within which the assessment must be completed.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO
786511	Information Privacy Act 2009	Section 51	<p>Power, as agency, to prepare a statement about the eligible data breach and give it to the information commissioner.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786512	Information Privacy Act 2009	Section 52(2)	<p>Power, as agency, take all reasonable steps to provide the information to the information commissioner.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO
786513	Information Privacy Act 2009	Section 54(6)	<p>Power, as a disclosing agency, to charge a fee for provision of the personal information.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO
786514	Information Privacy Act 2009	Section 60(4)	<p>Power, as agency, to :-</p> <p>(a) review the application of the exemption each month for the period during which the exemption is relied on; and</p> <p>(b) give the commissioner a summary of the review as soon as practicable after it is completed.</p> <p>Note – this section does not commence</p>		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
			operation until 1 July 2026 (see section 219).		
786515	Information Privacy Act 2009	Section 61(5)	<p>Power, as agency, to make a submission to the information commissioner about the data breach.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO
786516	Information Privacy Act 2009	Section 71(1)	<p>Power, as a person of whom a requirement is made under section 70(1), to comply with the requirement.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO
786517	Information Privacy Act 2009	Section 72	<p>Power, as agency, to keep a register of eligible data breaches of the agency.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786518	Information Privacy Act 2009	Section 160	Power, as relevant entity, to comply with a compliance notice.		CEO
786519	Information Privacy Act 2009	Section 164A(2)	Power, as a relevant entity, to ask the complainant for a further specified period to consider the complaint.		CEO
786520	Information Privacy Act 2009	Section 166A(2)	Power, as a relevant entity, to agree to a longer period under subsection 166A(1)(d).		CEO
786521	Information Privacy Act 2009	Section 166A(3)	Power, as a relevant entity, to give reasonable help to the individual to put the complaint in writing.		CEO
786522	Information Privacy Act 2009	Section 172	Power, as a respondent to a privacy complaint to:- (a) agree on a resolution of the complaint at mediation; and (b) ask the information commissioner to prepare a written record of the agreement.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786523	Information Privacy Act 2009	Section 173(1)	Power, as a respondent to a privacy complaint to file a copy of the agreement with QCAT.		CEO
786524	Information Privacy Act 2009	Section 197	Power to comply with a written notice given by the information commissioner under this section.		CEO
807731	Information Privacy Act 2009	Schedule 3, Section 1, Item 1.3	Power to approve a QPP privacy policy.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785465	Mineral and Energy Resources (Common Provisions) Act 2014	Section 92A(2)	Power, as a party, to give an ADR election notice to the other party.		CEO
785466	Mineral and Energy Resources (Common Provisions) Act 2014	Section 92A(3)	Power, as a party given an ADR election notice, to accept or refuse the request for ADR.		CEO
785467	Mineral and Energy Resources (Common Provisions) Act 2014	Section 92A(5)	Power, as a party to an ADR, to jointly appoint the ADR facilitator proposed in the ADR election notice or another ADR facilitator.		CEO
785468	Mineral and Energy Resources (Common Provisions) Act 2014	Section 196K(1)	Power, as a party to an ADR, to use all reasonable endeavours to negotiate a resolution of the dispute.		CEO
785469	Mineral and Energy Resources (Common Provisions) Act 2014	Section 196K(2)	Power, as a party to an ADR, to, within the usual period, ask the other party for a longer period.		CEO
785470	Mineral and Energy	Section	Power, as a party to an ADR, to apply to the Land		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	Resources (Common Provisions) Act 2014	196L(3)	Court for an order requiring the payment of the costs.		
785471	Mineral and Energy Resources (Common Provisions) Act 2014	Section 196R(2)	Power, in the circumstances in subsection 196R(2), to pay the fees and expenses in equal shares and agree to another payment amount.		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785606	Mineral Resources Act 1989	Section 85AA(2)	Power, as an interested party, to give an ADR election notice.		CEO
785607	Mineral Resources Act 1989	Section 85AA(3)	Power, as a party given an ADR election notice, to accept or refuse the request for ADR.		CEO
785608	Mineral Resources Act 1989	Section 85AA(4)	Power, as a party to an ADR, to jointly appoint the ADR facilitator proposed in the ADR election notice, or another ADR facilitator.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785609	Mineral Resources Act 1989	Section 85AB(2)	Power, as a party to an ADR, to use all reasonable endeavours to negotiate a resolution of the dispute.		CEO
785610	Mineral Resources Act 1989	Section 85AB(3)	Power, as a party to an ADR, to, within the usual period, ask the other party for a longer period.		CEO
785611	Mineral Resources Act 1989	Section 85AC(3)	Power, as the attending party, to apply to the Land Court for an order requiring the payment of the costs.		CEO
785612	Mineral Resources Act 1989	Section 283C(2)	Power, as a party, to give an ADR election notice.		CEO
785614	Mineral Resources Act 1989	Section 283C(4)	Power, as a party to an ADR, to jointly appoint the ADR facilitator proposed in the ADR election notice, or another ADR facilitator.		CEO
785615	Mineral Resources Act 1989	Section 283D(2)	Power, as a party to an ADR, to use all reasonable endeavours to negotiate a resolution of the dispute.		CEO
785616	Mineral Resources Act 1989	Section 283D(3)	Power, as a party to an ADR, to, within the usual period, ask the other party for a longer period.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785617	Mineral Resources Act 1989	Section 283E(3)	Power, as the attending party, to apply to the Land Court for an order requiring the payment of the costs.		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765783	Mining and Quarrying Safety and Health Act 1999	Section 60B(3)	Power, as the operator for the previous mine, to give a training and assessment report for the person.		CEO
758425	Mining and Quarrying Safety and Health Act 1999	Section 168	Power, as a person to whom a directive is given under Part 9, Division 5, Subdivision 3 or 4, to comply with the directive.		CEO
758426	Mining and Quarrying Safety and Health Act 1999	Sections 172, 173, 174 and 175	Power, as a person who has received a directive, to apply under Part 9, Division 5, Subdivision 8 for the directive to be reviewed. For avoidance of doubt, the power delegated includes (without limitation) the power to take all actions as detailed in sections 172, 173, 174 and 175.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765784	Mining and Quarrying Safety and Health Act 1999	Section 246L	Power to give an enforceable undertaking relating to a contravention or alleged contravention of the Act.		CEO
765785	Mining and Quarrying Safety and Health Act 1999	Section 246Q	Power, as a person who has given an enforceable undertaking, to withdraw the undertaking or vary the undertaking.		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765951	Petroleum and Gas (Production and Safety) Act 2004	Section 706(2)	Power, as an operator of operating plant, to notify the chief executive if a prescribed incident happens at the plant.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
807800	Planning Act 2016	Section 52A(4)	Power, as a party to a community benefit agreement, to:- (a) agree to amend or not to amend the community benefit agreement in light of the changes to the application; and (b) sign the notice.		CEO
765806	Planning Act 2016	Section 106HB(2)(a)(vi)	Power to make representations to the Minister about the proposed amendment.		CEO
765807	Planning Act 2016	Section 106HD(2)(a)(vi)	Power to make representations to the Minister about the proposed revocation.		CEO
807801	Planning Act 2016	Section 106Z(1)	Power to agree to enter a community benefit agreement for a development application or change application.		CEO
807802	Planning Act 2016	Section 106ZA(1)	Power to agree to amend a community benefit		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
			agreement for a development application or change application.		
807803	Planning Act 2016	Section 106ZB(2)	Power to request the chief executive to refer Council and the entity to mediation.		CEO
807804	Planning Act 2016	Section 106ZB(7)(a)	Power, as a person to whom the information relates, to agree to the disclosure of the information by the mediator.		CEO
807805	Planning Act 2016	Sections 106ZC(2) and (3)	Power to participate in a mediation and withdraw from the mediation at any time.		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786236	Residential Tenancies and Rooming Accommodation Act 2008	Section 57B	Power to:- (a) require the prospective tenant to apply using the required application form; and (b) nominate at least 2 ways for the prospective		CEO, EMCommS

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
			tenant to submit the application.		
786237	Residential Tenancies and Rooming Accommodation Act 2008	Section 57C(1)	Power to request information about a prospective tenant in the ways required by subsection 57C(1)		CEO, EMCommS
786238	Residential Tenancies and Rooming Accommodation Act 2008	Section 76C	Power to:- (a) require the prospective resident to apply using the required application form; and (b) nominate at least 2 ways for the prospective tenant to submit the application.		CEO, EMCommS
786239	Residential Tenancies and Rooming Accommodation Act 2008	Section 76D(1)	Power to request information about a prospective tenant in the ways required by subsection 76D(1)		CEO, EMCommS
786240	Residential Tenancies and Rooming	Section 84(1)(b)	Power to agree to a rent agreement.		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	Accommodation Act 2008				
786241	Residential Tenancies and Rooming Accommodation Act 2008	Section 84A(2)	Power to give the tenant a written notice stating a choice of at least 2 other ways for the payment of rent.		CEO, EMCommS
786242	Residential Tenancies and Rooming Accommodation Act 2008	Section 84B(2)	Power to give the tenant a written notice advising the tenant of the costs that are associated with the ways to pay rent offered to the tenant.		CEO
786243	Residential Tenancies and Rooming Accommodation Act 2008	Section 84B(3)	Power to declare any financial benefit the lessor or lessor's agent may receive if the tenant uses a particular way to pay rent.		CEO
786244	Residential Tenancies and Rooming Accommodation Act 2008	Section 99(1)(b)	Power to agree to a rent agreement.		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786245	Residential Tenancies and Rooming Accommodation Act 2008	Section 99A(2)	Power to give the resident a written notice stating a choice of at least 2 other ways for the payment of rent.		CEO
786246	Residential Tenancies and Rooming Accommodation Act 2008	Section 99B(2)	Power to give the resident a written notice advising the resident of the costs that are associated with the ways to pay rent offered to the resident.		CEO
786247	Residential Tenancies and Rooming Accommodation Act 2008	Section 99B(3)	Power to declare any financial benefit the lessor or lessor's agent may receive if the resident uses a particular way to pay rent.		CEO
786248	Residential Tenancies and Rooming Accommodation Act 2008	Section 136AA(2)	Power to give the tenant or resident the evidence referred to in subsection 136AA(2).		CEO
786249	Residential Tenancies and Rooming Accommodation Act	Section 165(4)	Power to give the tenant a copy of a document issued by the relevant supply authority showing the amount charged by the authority for the thing, service		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	2008		or facility.		
786250	Residential Tenancies and Rooming Accommodation Act 2008	Section 166(7)	Power to give the tenant a copy of a document issued by the relevant water supplier showing the amount of the water consumption charges payable to the supplier.		CEO
786251	Residential Tenancies and Rooming Accommodation Act 2008	Section 167(4)	Power to give the tenant a copy of a document issued by the relevant supply authority showing the amount charged by the authority for the thing, service or facility.		CEO
786252	Residential Tenancies and Rooming Accommodation Act 2008	Section 170(3)	Power to give the resident a copy of a document issued by the supplying entity showing the amount charged by the entity for the utility service.		CEO, EMCommS
786253	Residential Tenancies and Rooming Accommodation Act 2008	Section 207(3)	Power to decide the tenant's request to attach a fixture or making a structural change to the premises, advise the tenant of the decision and, where relevant, state that the lessor's approval is subject to agreement by the body corporate.		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
786254	Residential Tenancies and Rooming Accommodation Act 2008	Sections 207(4) and (5)	Power to give a copy of the request to the body corporate and advise the tenant as soon as reasonably practicable of the body corporate's decision about the request.		CEO
786255	Residential Tenancies and Rooming Accommodation Act 2008	Section 254(3)	Power to decide the resident's request to attach a fixture or making a structural change to the premises, advise the resident of the decision and, where relevant, state that the lessor's approval is subject to agreement by the body corporate.		CEO
786256	Residential Tenancies and Rooming Accommodation Act 2008	Sections 254(4) and (5)	Power to give a copy of the request to the body corporate and advise the resident as soon as reasonably practicable of the body corporate's decision about the request.		CEO
786257	Residential Tenancies and Rooming Accommodation Act 2008	Section 457D(2)	Power to collect personal information about an applicant, tenant or resident in relation to a residential tenancy agreement or rooming accommodation agreement in the way prescribed in the subsection.		CEO, EMCommS
786258	Residential Tenancies	Section	Power, as a relevant person, to store the personal		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	and Rooming Accommodation Act 2008	457E	information about an applicant, tenant or resident in the manner required by the section.		

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785370	Right to Information Act 2009	Section 21	Power to publish a publication scheme.		CEO
785371	Right to Information Act 2009	Section 24(6)	Power to refund an application fee if no application fee is payable for the application under subsection 24(5).		CEO
785372	Right to Information Act 2009	Section 107A(2)(a)	Power to provide the commissioner with the views of the relevant third party.		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785331	Transport Infrastructure Act 1994	Section 105Z(2)	Power to make a local government tollway franchise agreement available for inspection and purchase.		CEO
785332	Transport Infrastructure Act 1994	Section 105ZB(1)	Power for a local government tollway to give notice of the matters mentioned in schedule 5 before a toll becomes payable.		CEO
785333	Transport Infrastructure Act 1994	Section 105ZB(2)	Power for a local government tollway to amend the notification given under subsection 105ZB(1).		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785922	Work Health and Safety Regulation 2011	Section 22(3)	Power, as a person conducting a business or undertaking at a workplace, to ensure that the agreed procedure for issue resolution at the workplace complies with subsection 22(3).		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785923	Work Health and Safety Regulation 2011	Sections 33, 34, 35, 36, 37, 38	Power, as a person conducting a business or undertaking who has a duty under this regulation to manage risks to health and safety, to comply with the requirements of the regulation. For the avoidance of doubt, the power delegated includes all powers found in sections 33, 34, 35, 36, 37 and 38.		CEO
785924	Work Health and Safety Regulation 2011	Sections 40, 41, 42, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55	Power, as a person conducting a business or undertaking at a workplace, to comply with all requirements relating to the provision of facilities at the workplace. For the avoidance of doubt, the power delegated includes all powers found in sections 40, 41, 42, 44, 45, 48, 49, 50, 51, 52, 53, 54, and 55.		CEO
765818	Work Health and Safety Regulation 2011	Section 55G	Power, as a person conducting a business or undertaking, to review and, as necessary, revise the control measures if a person reports sexual harassment or sex or gender-based harassment at work.		CEO
785925	Work Health and Safety Regulation	Section 55H	Power, as a person conducting a business or		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	2011		undertaking, to prepare a prevention plan.		
785926	Work Health and Safety Regulation 2011	Sections 57, 58	Power, as a person conducting a business or undertaking, to comply with all requirements relating to the risks to health and safety relating to noise. For the avoidance of doubt, the power delegated includes all powers found in sections 57 and 58.		CEO
785927	Work Health and Safety Regulation 2011	Section 60	Power, as a person conducting a business or undertaking, to manage risks to health and safety relating to a musculoskeletal disorder associated with a hazardous manual task.		CEO
785928	Work Health and Safety Regulation 2011	Sections 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77	Power, as a person conducting a business or undertaking, to manage risks to health and safety relating to working in a confined space. For the avoidance of doubt, the power delegated includes all powers found in sections 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76 and 77.		CEO
785929	Work Health and Safety Regulation	Sections 78, 79, 80	Power, as a person conducting a business or undertaking at a workplace, to manage risks to		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	2011		health and safety associated with a fall. For the avoidance of doubt, the power delegated includes all powers found in sections 78, 79 and 80.		
785930	Work Health and Safety Regulation 2011	Section 85(4)	Power, as a person conducting a business or undertaking to keep a record of the written evidence provided to the person under subsections 85(1), (2) and (3).		CEO
785931	Work Health and Safety Regulation 2011	Sections 142, 143, 144	Power, as a person conducting a business or undertaking at a workplace, to comply with all requirements relating to the carrying out of demolition work. For the avoidance of doubt, the power delegated includes all powers found in sections 142, 143 and 144.		CEO
785932	Work Health and Safety Regulation 2011	Sections 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 225,	Power, as a holder of a duty, to comply with all requirements relating to plant or structures. For the avoidance of doubt, the power delegated includes all powers found in sections 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224,		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
		226, 226A, 226C, 234, 235, 236, 237, 246, 275	225, 226, 226A, 226C, 234, 235, 236, 237, 246 and 275.		
785933	Work Health and Safety Regulation 2011	Sections 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 306C, 306D, 306E, 306G, 306H, 306I, 306J, 306K, 306L, 306M, 306N, 306O, 306P, 306Q, 308, 309, 310, 311, 312, 313, 314, 315, 315A, 315E, 315F, 315G, 315H, 315J, 315L, 315M, 316, 317	Power, as a holder of a duty, to comply with all requirements relating to construction work, high risk construction work and/or excavation work. For the avoidance of doubt, the power delegated includes all powers found in sections 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 306C, 306D, 306E, 306G, 306H, 306I, 306J, 306K, 306L, 306M, 306N, 306O, 306P, 306Q, 308, 309, 310, 311, 312, 313, 314, 315, 315A, 315E, 315F, 315G, 315H, 315J, 315L, 315M, 316 and 317.		CEO
785934	Work Health and Safety Regulation 2011	Sections 341, 342, 343, 349, 350 351, 352, 353, 354, 355, 356, 357, 358, 359,	Power, as a person conducting a business or undertaking, to comply with all requirements relating to a hazardous chemical used, handled or stored at the workplace. For the		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
		360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 378, 379, 389, 390, 391	avoidance of doubt, the power delegated includes all powers found in sections 341, 342, 343, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 378, 379, 389, 390 and 391.		
785935	Work Health and Safety Regulation 2011	Section 347	Power, as a person conducting a business or undertaking, to prepare, amend and keep a manifest of schedule 11 hazardous chemicals.		CEO
785936	Work Health and Safety Regulation 2011	Section 348	Power, as a person conducting a business or undertaking, to give the regulator written notice if a quantity of a schedule 11 hazardous chemical or group of schedule 11 hazardous chemicals that exceeds the manifest quantity is used, handled or stored, or is to be used, handled or stored, at the workplace.		CEO
785937	Work Health and Safety Regulation 2011	Section 385	Power, as a person who applies under section 383, to give written notice of any change in information.		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785938	Work Health and Safety Regulation 2011	Section 387(2)	Power, as a person conducting a business or undertaking in the circumstances listed in subsection 387(1), to give the worker a written statement.		CEO
785939	Work Health and Safety Regulation 2011	Section 388(2)	Power, as a person conducting a business or undertaking in the circumstances listed in subsection 388(1), to keep the records required in subsection 388(2).		CEO
785940	Work Health and Safety Regulation 2011	Section 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418	Power, as a person conducting a business or undertaking, to comply with all requirements relating to a lead process and/or lead risk work. For the avoidance of doubt, the power delegated		CEO
785941	Work Health and Safety Regulation 2011	Sections 420 and 430	Power to comply with the general duties relating to asbestos and naturally occurring asbestos.		CEO
785942	Work Health and	Sections 435, 436,	Power, as a person conducting a business or		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
	Safety Regulation 2011	437, 438, 439, 440, 441, 442, 443, 444	undertaking, to undertake health monitoring in relation to asbestos. For the avoidance of doubt, the power delegated includes all powers found in sections 435, 436, 437, 438, 439, 440, 441, 442, 443 and 444		
785943	Work Health and Safety Regulation 2011	Section 445	Power, as a person conducting a business or undertaking, to provide training to workers about asbestos, and keep and make available, records of the training.		CEO
785944	Work Health and Safety Regulation 2011	Sections 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 463, 468, 469, 470, 471, 472, 473, 475, 479, 480, 481, 482, 483, 484	Power, as a person with a duty, to comply with all requirements relating to demolition and refurbishment, asbestos removal work and asbestos-related work. For the avoidance of doubt, the power delegated includes all powers found in sections 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 463, 468, 469, 470, 471, 472, 473, 475, 479, 480, 481, 482, 483 and 484.		CEO
785945	Work Health and Safety Regulation 2011	Sections 535, 536, 537, 540(2)(b), 547, 548, 551, 553, 554,	Power, as a person with a duty, to comply with all requirements relating to major hazard facilities. For the avoidance of doubt, the		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
		555, 556, 557, 558, 559, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 577, 583A, 587, 588, 593, 594, 596, 600, 601, 604(b), 607	power delegated includes all powers found in sections 535, 536, 537, 540(2)(b), 547, 548, 551, 553, 554, 555, 556, 557, 558, 559, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 577, 583A, 587, 588, 593, 594, 596, 600, 601, 604(b), 607		
785946	Work Health and Safety Regulation 2011	Section 680(4)	Power to provide the additional information.		CEO
785947	Work Health and Safety Regulation 2011	Section 688	Power to apply for an exemption from compliance with any provision of the Work Health and Safety Regulation relating to a major hazard facility.		CEO
785948	Work Health and Safety Regulation 2011	Section 703	Power, as a relevant person, to ensure, so far as is reasonably practicable, the health and safety of all persons who may be affected by the relevant person's relevant activity.		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785949	Work Health and Safety Regulation 2011	Section 711	Power, as a relevant person, to notify the regulator of a notifiable incident and keep a record of the notifiable incident.		CEO

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
765899	Workers' Compensation and Rehabilitation Act 2003	Section 46B	Power, as an employer, to give the worker a statement providing information about the workers' compensation scheme.		CEO
765900	Workers' Compensation and Rehabilitation Act 2003	Section 228(2)	Power to form an opinion that it is not practicable to provide the worker with rehabilitation in the form of a suitable duties program and give the insurer written notice stating the evidence relied on to support the opinion.		CEO
765901	Workers' Compensation and Rehabilitation Act 2003	Section 229A(1)	Power, where a labour hire worker supplied to Council sustains an injury, to cooperate with the worker's employer by taking all reasonable steps to support the employer to meet the employer's obligations under		CEO

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ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
			section 228.		
765902	Workers' Compensation and Rehabilitation Act 2003	Section 486B(2)	Power, as an employer, to take any action required to be taken in a code of practice made by the Minister under section 486A.		CEO
765903	Workers' Compensation and Rehabilitation Act 2003	Section 537A(2)	Power, as an employer who is not a self-insurer, to comply with the requirements of section 537A(2).		CEO
765904	Workers' Compensation and Rehabilitation Act 2003	Section 537D	Power, as a person to whom a compliance notice has been given, to apply to the Regulator for a review of the compliance notice and provide and further information necessary for the review.		CEO
765905	Workers' Compensation and Rehabilitation Act 2003	Section 537E	Power, as an applicant for a review of a compliance notice, to apply to appeal the Regulator's decision to the industrial commission.		CEO
765906	Workers' Compensation and Rehabilitation Act 2003	Section 537F	Power, as a person to whom a compliance notice has been given, to take action, or refrain from taking action, as stated in the notice.		CEO

Pormpuraaw Aboriginal Shire Council

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
785256	Working with Children (Risk Management and Screening) Act 2000	Section 369	Power, as an employer who employs another person in regulated employment, to keep a register that complies with subsection 369(3) about the employer's employees.		CEO
785257	Working with Children (Risk Management and Screening) Act 2000	Section 370B(3)	Power to comply with a notice issued by the chief executive.		CEO

PORMPURAAB ABORIGINAL SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

Note - Exported provisions are separated by category into CHANGED and then DELETED.

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Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756332	Animal Management (Cats and Dogs) Act 2008	Section 89(1) <u>or</u>	Power to make:- (a)a dangerous dog declaration; (b)a menacing dog declaration; (c)a restricted dog declaration.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756321	Animal Management (Cats and Dogs) Act 2008	Section 64(1)	Power to recognise a body supervising an exhibition or an obedience trial in which a dog is participating.	CEO	
756322	Animal Management (Cats and Dogs) Act 2008	Section 74(1)	Power to require applicant to give a stated document or information that is relevant to a permit application.	CEO	
756323	Animal Management (Cats and Dogs) Act 2008	Section 75(1)	Power to grant or refuse a permit application within a certain time.	CEO	
756324	Animal Management (Cats and Dogs) Act 2008	Section 75(3)	Power to decide whether desexing is likely to be a serious risk to the health of a dog.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756325	Animal Management (Cats and Dogs) Act 2008	Section 75(5)	Power to impose conditions on the grant of an application for a restricted dog permit.	CEO	
756326	Animal Management (Cats and Dogs) Act 2008	Section 77	Power to issue a restricted dog permit.	CEO	
756327	Animal Management (Cats and Dogs) Act 2008	Section 79	Power to issue a decision notice after deciding to refuse a permit application.	CEO	
756328	Animal Management (Cats and Dogs) Act 2008	Section 84(1)	Power to grant or refuse a renewal application within a certain time.	CEO	
756329	Animal Management (Cats and Dogs) Act 2008	Section 84(4)(b)	Power to seek further information in deciding an application for a renewal application.	CEO	

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CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756441	Body Corporate and Community Management (Accommodation Module) Regulation 2020	Section 159174(6)(5) (b)	Power, as the relevant planning body, to issue a certificate certifying the transaction has been approved or noted as required under the relevant Planning Act.	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756442	Body Corporate and Community Management (Commercial Module) Regulation 2020	Section 117131(6)(5) (b)	Power, as the relevant planning body, to issue a certificate certifying the transaction has been approved or noted as required under the relevant Planning Act.	CEO	

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CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756443	Body Corporate and Community Management (Small Schemes Module) Regulation 2020	Section 95(6)103(5) (b)	Power, as the relevant planning body, to issue a certificate certifying the transaction has been approved or noted as required under the relevant Planning Act.	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756445	Body Corporate and Community Management (Standard Module) Regulation 2020	Section 161(6)184(5) (b)	Power, as the relevant planning body, to issue a certificate certifying the transaction has been approved or noted as required under the relevant Planning Act.	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756727	Electrical Safety Act 2002	Section 141 <u>(6)(11)</u>	Power to comply with a requirement of an inspector made under subsection 141(1)(a) or (b)(3).	CEO	
756740	Electrical Safety Act 2002	Sections 186A(1) and (1A)	Power, in the circumstances listed in subparagraphs 186A(1) and (1A), to make a written request to the regulator <ins>WHS prosecutor</ins> that a prosecution be brought.	CEO	
756741	Electrical Safety Act 2002	Section 186A(3)	Power, in the circumstances listed in subparagraph 186A(3), to make a written request to the regulator <ins>WHS prosecutor</ins> to refer the matter to the Director of Public Prosecutions for consideration.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756723	Electrical Safety Act 2002	Section 57AC	Power, as a relevant person, in the circumstances listed in subsection 57AC(1), to comply with those matters listed in subsection 57AC(2).	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756744	Electrical Safety Regulation 2013	Section 14	Power, as a person conducting a business or undertaking, to ensure that electrical work is not carried out on <u>or near energised</u> electrical equipment while other than equipment as is prescribed is energised in subsection 14(1).	CEO	
756745	Electrical Safety Regulation 2013	Section 15	Power, as a person conducting a business or undertaking, to ensure that, before electrical work is carried out on <u>or near</u> electrical equipment, the equipment is tested by a competent person to decide whether or not it is energised.	CEO	
756746	Electrical Safety Regulation 2013	Section 16	Power, as a person conducting a business or undertaking, to ensure that electrical equipment that has been de-energised to allow electrical work to be carried out on <u>or near</u> is not inadvertently re-energised while the work is being carried out.	CEO	
756748	Electrical Safety Regulation 2013	Section 19	Power, as a person conducting a business or undertaking, to ensure the steps listed in subsection 19(1) are taken before electrical work on <u>or near</u> energised electrical equipment commences at a workplace	CEO	
756749	Electrical Safety Regulation	Section 20	Power, as a person conducting a business or undertaking, to ensure that only persons authorised by Council enter the immediate area in which electrical work on <u>or near</u> energised electrical equipment is being carried out.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	2013				
756750	Electrical Safety Regulation 2013	Section 21	Power, as a person conducting a business or undertaking, to ensure that, while electrical work is being carried out on <u>or near</u> energised electrical equipment, all persons are prevented from creating an electrical risk by inadvertently making contact with an exposed energised <u>component</u> <u>part</u> of the equipment.	CEO	
756751	Electrical Safety Regulation 2013	Section 22	Power, as a person conducting a business or undertaking, to ensure that electrical work on <u>or near</u> energised electrical equipment is carried out in accordance with the requirements of subsections 22(1) and (2).	CEO	
756759	Electrical Safety Regulation 2013	Section 72(2)	Power, as a person conducting a business or undertaking that performs work on <u>water</u> <u>an</u> <u>equi</u> <u>ment</u> <u>electric</u> <u>motor</u> <u>forming</u> <u>part</u> <u>of</u> <u>a</u> <u>vehicle</u> , to ensure that a person does not contravene subsection 72(1).	CEO	
756769	Electrical Safety Regulation 2013	Section 84 <u>(2)(1)</u>	Power, <u>in the circumstances set out in subsection 84(1)</u> , to have an approved safety switch installed for <u>the</u> <u>any</u> general purpose socket-outlet.	CEO	
756770	Electrical Safety Regulation 2013	Section 85(2)	Power, as the owner of the residential land in the circumstances set out in subsection 85(1), to ensure <u>within 90 days after the start date of the tenancy, that</u> an approved safety switch is installed for the <u>any</u> general purpose socket-outlet <u>as soon as practicable after becoming aware of the proposed residential tenancy agreement or that the proposed residential tenancy agreement has</u>	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			been entered into.		

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756747	Electrical Safety Regulation 2013	Section 18	Power, as a person conducting a business or undertaking, to ensure that electrical work on energised electrical equipment is not carried out unless one of the requirements in subsection 18(1) are met.	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
757523	Information Privacy Act 2009	Section 33	Power, as agency, to <u>transfer</u> <u>disclose</u> an individual's personal information to an entity outside Australia under certain circumstances.	CEO	
757524	Information Privacy Act 2009	Section <u>34</u> <u>35</u>	Power, as agency, to enter into a service arrangement with an entity other than an agency to provide services <u>and to take all reasonable steps to ensure the contracted service provider is required to comply with chapter 2, part 1 or 2 and part section Section 341.</u>	CEO	
757526	Information Privacy Act 2009	Section 49 <u>(3)(b)</u>	Power, as agency, to <u>search</u> <u>give</u> <u>for</u> <u>written</u> <u>noticed</u> <u>document</u> on a backup system if it <u>considers</u> <u>to</u> the <u>search</u> <u>information</u> <u>is</u> <u>commissioner</u> . <u>Note</u> <u>appropriate</u> — this section does not commence operation until 1 July 2026 (see section 219).	CEO	
757528	Information Privacy Act 2009	Section 53 <u>(2)(1)</u>	Power, as agency, to <u>contact</u> <u>notify</u> <u>individuals</u> <u>of</u> the <u>person</u> <u>information</u> <u>and</u> <u>mentioned</u> <u>to</u> <u>in</u> <u>them</u> <u>subsection</u> <u>how</u> <u>53(2)</u> <u>(including publishing on the application agency website).</u> <u>Note</u> – this section does not <u>comply</u> <u>commence</u> <u>with</u> <u>operation</u> <u>until</u> <u>relevant</u> <u>1</u> <u>application</u> <u>July</u> <u>requirement</u> <u>2026</u> (see section 219).	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
75752	Information Privacy Act 2009	Section 53(3)	<p>Power, as agency, to refuse provide the information commissioner with information about how to deal with an access or amendment application if:</p> <p>(a) the application notice.</p> <p><u>Note – this section does not comply with operational until relevant 1 application July requirements; 2026 and (b) (see section 219) the applicant has been afforded a reasonable opportunity to consult with a view to making the application comply.</u></p>	CEO	
75753	Information Privacy Act 2009	Section 54(2)	<p>Power, as a disclosing agency, to refuse disclose relevant deal personal with information held access application if:</p> <p>(a) by the application should have been made under the Right to Information Act (because it is for access agency to a document receiving the agency than to if the extent receiving it agency contains the applicant's subject personal of information); and</p> <p>(b) eligible reasonable data efforts breach.</p> <p><u>Note have been this made section to inform the applicant that the application:</u></p> <p>(i) <u>and does not commence made operation under until the 1 Information July Privacy 2026 Act; (see and</u></p> <p>(ii) <u>section 219) should be made under the Right to Information Act; and</u></p> <p>(iii) <u>may be changed so it can be made under the Information Privacy Act, or may be dealt with under the Right to Information Act by paying the application fee.</u></p>	CEO	
75753	Information Privacy Act 2009	Section 59(2)	<p>Power, as agency, to refuse give a written notice to deal with the application without having identified any or all of the documents, if the documents contain information of commissioner.</p> <p><u>Note – stated this kind section or does relate not to commence a operation stated until subject 1 matter July and 2026 it (see appears section</u></p>	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			that all of the documents are comprised of exempt information (as defined in Schedule 3 of the Right to Information Act 219).		
757537	Information Privacy Act 2009	Section 60 (4)(3)	Power, as agency, to refuse give a written notice to deal with an access or amendment application, or, if considering two or more access or amendment applications by the applicant, information commissioner the the Note applications, if this section does not commence dealing operation until the 1 application, July 2026 all (see the section applications, would substantially and unreasonably divert the resources of Council from use in performance of Council functions 219).	CEO	
757538	Information Privacy Act 2009	Section 61 (4)(3)	Power, as agency, to give comply with a direction given by the applicant: (a) information written commissioner notice of the refusal to deal with an access or amendment application given under subsection 61(2). Note – this section 60 (4) does not commence operation until 1 July 2026 (see section 219) Information Privacy Act; and (b) a reasonable opportunity to consult.	CEO	
757543	Information Privacy Act 2009	Section 68 (4)(3)	Power, as agency, to give take all prescribed reasonable written notice steps to an facilitate applicant entry for by an access authorised application, of: (a) the decision officer on the application, date including and at time decision consented to refuse or testated deal under with subsection the 68(2)(d).	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p><u>Note application; and</u> <u>the this fact section that the document is does not</u> <u>acommence document operation until the 1 possession, July of 2026 under (see the section control, of Council, if this is the</u> <u>case 219).</u></p>		
757545	Information Privacy Act 2009	Section 69(2)	<p>Power, as agency, to <u>give prescribed written notice agree</u> to an <u>applicant authorised that officer</u> exercising a power <u>mentioned in subsection 69(1)(a) or (b) by audio visual link.</u> <u>Note – this section does not include commence details operation required until 1 be July in 2026 a prescribed written notice under (see section 199(a) 219) and (b) Information Privacy Act, but states that Council neither confirms nor denies the existence of the document, but assuming the document does exist, it would be a document to which access would be refused under section 67 Information Privacy Act to the extent it comprised prescribed information.</u></p>	CEO	
757547	Information Privacy Act 2009	Section 73(1)	<p>Power, as agency, to <u>give prepare an and applicant for an amendment application a prescribed written notice of the decision publish</u> on the <u>application agency's website a policy about how it will respond to a data breach, including a suspected eligible data breach.</u> <u>Note – this section does not commence operation until 1 July 2026 (see section 219).</u></p>	CEO	
757561	Information Privacy	Section 157	<p>Power, as <u>agency a relevant entity</u>, to apply to the information commissioner for approval to waive or modify the obligation to comply with the privacy <u>principles principle principal requirements or chapter 3A, part 2 or 3 or section 72 or</u></p>	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 2009		73.		
757562	Information Privacy Act 2009	Section 159	Power, as <u>agency</u> <u>relevant entity</u> , to ask the information commissioner to extend the time within which to take action stated in a compliance notice.	CEO	
757563	Information Privacy Act 2009	Section 161(1)	Power, as <u>agency</u> <u>relevant entity</u> , to apply to QCAT, as provided under the QCAT Act, for review of the information commissioner's decision to give a compliance notice.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
757525	Information Privacy Act 2009	Section 47	Power, as agency, to give access to a document created after the application for access is received.	CEO	
757527	Information Privacy Act 2009	Section 50(5)(b)	Power, as agency, to appoint an appropriately qualified healthcare professional to make a healthcare decision in relation to an access or amendment application.	CEO	
757530	Information Privacy Act 2009	Section 53(6)	Power, as agency, to give prescribed written notice of the decision.	CEO	
757532	Information Privacy Act 2009	Section 55(1)	Power, as agency, at any time before a deemed decision is taken to have been made in relation to an access or amendment application, to ask applicant for a further specified period to consider the application. Note: more than one request can be made (section 55(2) Information Privacy Act	CEO	
757533	Information Privacy Act 2009	Section 55(3)	Power, as agency, to continue to consider an access or amendment application, if a further specified period has been requested under section 55(1), the applicant has not refused the request, and no notice that the applicant has applied for review has been received.	CEO	
757534	Information	Section	Power, as agency, to give access to a document that contains information the disclosure of which	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Privacy Act 2009	56(1)	may reasonably be expected to be of concern to a government, agency, or person (a “relevant third party”), only if reasonably practicable steps are taken to obtain the relevant third party’s views on whether: (a) the document is a document for Chapter 3 of the Information Privacy Act (document of an agency or a Minister under the Right to Information Act); or (b) the information is exempt information or contrary to public interest information.		
757535	Information Privacy Act 2009	Section 57(2)	Power, as agency, to transfer an access or amendment application to another agency if the document is not in the original agency’s possession, but is, to the original agency’s knowledge, in the other agency’s possession, and the other agency consents.	CEO	
757539	Information Privacy Act 2009	Section 62(3)	Power, as agency, to refuse to deal with a later access application for one or more of the same documents sought under the first access application by the same applicant, to the extent it is for access to documents in the first application, if the later application does not disclose any reasonable basis for seeking such access.	CEO	
757540	Information Privacy Act 2009	Section 63(3)	Power, as agency, to refuse to deal with a later amendment application for one or more of the same documents sought to be amended under the first access application by the same applicant, to the extent it is for amendment to documents in the first application, if the later application does not disclose any reasonable basis for seeking such access.	CEO	
757541	Information Privacy Act 2009	Section 65	Power, as agency, after considering an access application, to decide whether to give access to the document and whether any access charge must be paid by the applicant.	CEO	
757542	Information	Section	Power, as agency, to refuse access to a document in the same way and to the extent access can be	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Privacy Act 2009	67(1)	refused under section 47 Right to Information Act, were access to the document applied for under that Act.		
757544	Information Privacy Act 2009	Section 68(3)	Power, as agency, to not include any exempt information or contrary to public interest information in the notice given under section 68(1) Information Privacy Act.	CEO	
757548	Information Privacy Act 2009	Section 73(2)	Power, as agency, to not include reasons for a decision to permit amendment of the document in the notice given under section 73(1) Information Privacy Act.	CEO	
757549	Information Privacy Act 2009	Section 73(3)	Power, as agency, to not include any exempt information or contrary to public interest information in the notice given under section 73(1) Information Privacy Act.	CEO	
757546	Information Privacy Act 2009	Section 70	Power, as agency, after considering an amendment application, to decide whether amendment of the document is permitted.	CEO	
757550	Information Privacy Act 2009	Section 74	Power, as agency, if a decision to amend the document is made, to make the amendment by altering the personal information or adding an appropriate notation to the personal information.	CEO	
757551	Information	Sections	Power, as agency, to waive an access charge.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Privacy Act 2009	80, 81 and 82			
757552	Information Privacy Act 2009	Section 83(4)	Power, as agency, to refuse to give access to a document in a form requested, if it would: (a) interfere unreasonably with Council's operations, or (b) be detrimental to the preservation of the document, or (c) be inappropriate having regard to the physical nature of the document; or (d) involve an infringement of the copyright of a person other than the State, and give access in another form.	CEO	
757553	Information Privacy Act 2009	Section 84(2)	Power, as agency, to extend the period in which an applicant may access a document.	CEO	
757554	Information Privacy Act 2009	Section 87	Power, as agency, to defer giving access to a document for a reasonable period if the document was prepared: (a) for presentation to the Assembly or a committee of the Assembly; or (b) for release to the media; or (c) solely for inclusion in a document prepared for a purpose in (a) or (b).	CEO	
757555	Information Privacy Act 2009	Section 88	Power, as agency, to delete irrelevant information from a copy of a requested document when giving access to that requested document, if the agency considers it is reasonably practicable to give access to the copy.	CEO	
757556	Information Privacy Act	Section 89	Power, as agency, to give access to a copy of a document from which the exempt information has	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	2009		been deleted.		
757557	Information Privacy Act 2009	Section 90	Power, as agency, to give access to a copy of a document from which the contrary to public interest information has been deleted.	CEO	
757558	Information Privacy Act 2009	Section 92(2)	Power, as agency, to direct access to the document be given instead to an appropriately qualified healthcare professional nominated by the applicant and approved by the agency, where access was refused under section 47(3)(d) of the Right to Information Act, as applied under the Information Privacy Act.	CEO	
757559	Information Privacy Act 2009	Section 115	Power, as agency, to conduct a particular further search or to conduct further searches directed by the information commissioner.	CEO	
757560	Information Privacy Act 2009	Section 127	Power, as agency, to apply to the information commissioner for declaration that a person is a vexatious applicant.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
758049	Local Government Act 2009	Section 226(2)	Power, as a local government who has exercised its power under subsection 226(1), to pay an amount from its operating fund to the superannuation scheme as a contribution for its councillors.	CEO, EMCorpS, FM	
758050	Local Government Act 2009	Section 226(4)	Power to enter into an arrangement with a councillor under which – (a) the councillor agrees to forgo a percentage or amount of the remuneration that the councillor is entitled to as a councillor; and (b) the local government agrees to contribute the percentage or amount to the superannuation scheme for the councillor.	CEO	
758051	Local Government Act 2009	Section 228(4)	Power to make a submission as a local governing body within the meaning of the Local Government (Financial Assistance) Act to assist the Local Government Grants Commission to make a decision about funding under the Local Government (Financial Assistance) Act.	CEO	
758052	Local Government Act 2009	Section 236	Power to sign a document on behalf of a local government as a delegate of the local government.	CEO, EMCorpS, EMCommS, EMOS, FM, WS, Justice	<p>EMCorpS Grant Acquittals as the Accountable Officer TMR – Council's Authorised Person Tenancy Notice of Inspection Creditor Applications ATO</p>

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					<p>approvalsApprovals for BAS & PAYG</p> <p>Where</p> <p>- to Commonwealth CEOBank has & a QTC conflictBank of Signatories interest including Commbiz</p> <p>EMComms</p> <p>- Post Office Liquor Licence</p> <p>—</p> <p>- Where the CEO & Director of Corporate Services has a conflict of interest</p> <p>—</p> <p>- Grant Acquittals as the Program Accountable Officer</p> <p>- Commonwealth Bank & QTC Bank</p>

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Signatories including Commbiz
					FM •- Creditor Applications •- Employee Separation Certificates •- Grant Acquittals as the Accountable Officer - Commonwealth Bank & QTC Bank Signatories including Commbiz
					Workshop Supervisor •- TMR – Council's Authorised Person
					Justice Group Co-Ordinator •- Ordinary-Ordinator
					Court Support Documents

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					<ul style="list-style-type: none"> - Where to CEO has a conflict of interest - OLGR Co-Sign with Safety Group on CJG Consultation - Justice of Peace documents Executive Manager of Operational Services <ul style="list-style-type: none"> - Grant Acquittals as the Program Accountable Officer or Project Manager
758053	Local Government Act 2009	Section 239	Power to effect substituted service.	CEO	
758054	Local Government	Section 240(1)	Power to authorise an employee in any legal proceedings – (a) to give instructions and act as the authorised agent for the local government; and	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
758332	Mineral and Energy Resources (Common Provisions) Act 2014	Section 88(2) <u>2</u>	Power, as an eligible claimant party , to give an ADR election notice.	CEO	
758333	Mineral and Energy Resources (Common Provisions) Act 2014	Section 88 <u>5(4)</u>	Power, upon receipt of an ADR election notice pursuant to section 88(2), to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.	CEO	
758334	Mineral and Energy Resources (Common Provisions) Act 2014	Section 88 <u>6(5)</u>	Power, as the party giving the ADR election notice and where the other party does not accept the type of ADR or ADR facilitator proposed in the notice, to obtain a decision from the Land Court or a prescribed ADR institute about the matter not accepted.	CEO	
758335	Mineral and Energy Resources	Section 88 <u>7(6)</u>	Power, as the party giving the ADR election notice and where a decision has been obtained from the Land Court or a prescribed ADR institute about the matter not accepted in the notice, to give the	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	(Common Provisions) Act 2014		other party notice of the decision.		
758340	Mineral and Energy Resources (Common Provisions) Act 2014	Section 91A (4)(3)	Power, as a party given an arbitration election notice, to accept or refuse the request for arbitration.	CEO	
758346	Mineral and Energy Resources (Common Provisions) Act 2014	Section 96(2)	Power, as a party given or giving an ADR election notice, and where a conduct and compensation agreement has not been entered and an arbitration election notice has not been given or has been given and not accepted , to apply to the Land Court to decide the dispute.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
758336	Mineral and Energy Resources (Common Provisions) Act 2014	Section 89(2)	Power, as a party given or giving an ADR election notice, to participate in the conference and enter a conduct and compensation agreement.	CEO	
758337	Mineral and Energy Resources (Common Provisions) Act 2014	Section 89(3)	Power, as a party given or giving an ADR election notice, to ask the other party for, or agree to, a longer period to enter a conduct and compensation agreement.	CEO	
758338	Mineral and Energy Resources (Common Provisions) Act 2014	Section 90	Power, as a party who attended the ADR and where the other party did not attend the ADR, to apply to the Land Court for an order requiring the non-attending party to pay the attending party's reasonable costs of attending.	CEO	
758343	Mineral and Energy Resources	Section 91E(2)	Power, as a party to an arbitration and where the circumstances of section 91E(2) apply, to agree with the other party about the payment of the fees and expenses of the arbitrator.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	(Common Provisions) Act 2014				
758344	Mineral and Energy Resources (Common Provisions) Act 2014	Section 91E(3)	Power, as a party to an arbitration, to agree with the other party about the payment of each party's costs.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
758543	Nature Conservation Act 1992		NOTE: This register only includes those powers which Councils have as landholders or regulatory bodies under the Act. It does not include powers to apply for the various permits/authorities contained in the Act.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
758574	Petroleum and Gas (Production and Safety) Act 2004	Section 778(1)	Power to claim compensation from the State if Council incurs a cost, damage or loss because of the exercise, or purported exercise, of a power under this part by or for an inspector or authorised officer.		

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		54, 59, 60, 61, 62, 63, 64, 65, 65AA , 67, 71, 75, 76, 84, 85, 86, 87, 93 100, 101, 105, 106ZF(3) , 107 , 106ZI , 107 and 109	Planning Act 2016. For avoidance of doubt, the power delegated includes the power to take all actions of an assessment manager and consider all matters as detailed in sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 65AA , 67, 71, 75, 76, 84, 85, 86, 87, 93 100, 101, 105, 106ZF(3) , 107 , 106ZI , 107 and 109 of the Planning Act 2016.		
758659	Planning Act 2016	Section 48(3)(b)	Power to keep a list of persons who are appropriately qualified to be an assessment manager in relation to a particular type of development.	CEO	
758660	Planning Act 2016	Section 48(3)(d)	Power to enter an agreement with a person on Council's list of persons who are appropriately qualified to be an assessment manager in relation to a particular type of development.	CEO	
758661	Planning Act 2016	Section 51(2)	Power, as the owner of premises, to give written consent to the making of the development application.	CEO	
758662	Planning Act 2016	Sections 46, 54, 55,	Power to act as a "referral agency" for all development applications and cancellation applications received by Council as a referral agency under Chapter 3 of the Planning Act 2016. For avoidance of	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		56, 57, 65, 65AA , 66, 67, 84, 85 100, 107 and 109	doubt, the power delegated includes the power to take all actions of a referral agency and consider all matters as detailed in sections 46, 54, 55, 56, 57, 65, 65AA , 66, 67, 84, 85, 100, 107 and 109 of the Planning Act 2016.		
758663	Planning Act 2016	Section 64(9)	Power to consult with the Minister about making or amending the instrument mentioned in subsection (8)(c).	CEO	
758664	Planning Act 2016	Sections 78A, 79, 80, 81, 81A, 81B, 82, 83, 93 and 100, 105, 106ZF(3) , 106ZI , 107 and 109	Power to act as a “responsible entity” for all change applications received by Council as a responsible entity under Chapter 3 of the Planning Act 2016. For avoidance of doubt, the power delegated includes the power to take all actions of a responsible entity and consider all matters as detailed in sections 78A, 79, 80, 81, 81A, 81B, 82, 83, 93, 100, 105, 106ZF(3) , 106ZI , 107 and 109 of the Planning Act 2016.	CEO	
758665	Planning Act 2016	Section 80	Power to act as an “affected entity” for all change applications received by Council as an affected entity under Chapter 3 of the Planning Act 2016. For avoidance of doubt, the power delegated includes the power to take all actions of an affected entity and consider all matters as detailed in section 80 of the Planning Act 2016.	CEO	
758666	Planning	Section 82A	Power to act as an “additional referral agency” for a change application where section 82A applies. For the avoidance of doubt, the power delegated includes the power to take all actions of an	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
758798	Plumbing and Drainage Regulation 2019	Section 26(2)	Power to comply with a notice issued by the chief executive under subsection (1)	CEO	
758799	Plumbing and Drainage Regulation 2019	Section 27(c)	Power, as the owner of premises, to consent to the entry of the premises to carry out the inspection of the treatment plant.	CEO	
758800	Plumbing and Drainage Regulation 2019	Section 29(1)	Power, as the holder of a treatment plant approval, to make written representations about the show cause notice to the chief executive.	CEO	
758801	Plumbing and Drainage Regulation 2019	Section 35(2)	Power, as the holder of <u>an existing transitional</u> treatment plant approval, to apply for a <u>further</u> transitional treatment plant approval.	CEO	
758802	Plumbing and Drainage	Section 41	Power, where Council makes a fast-track work declaration or fast-track opt-out declaration, to:- (a) publish the declaration on Council's website; (b) give a copy of the declaration to the chief executive;	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Accommodation Act 2008				
759074	Residential Tenancies and Rooming Accommodation Act 2008	Section 84(2)(1)(a)	Power to give the tenant a written notice that changes 1 or more of the tenant a choice of at least 2 approved ways for payment of which rent under section 83(4)(a) is to (f) be paid and advises about costs associated with under the approved way agreement.	CEO	
759075	Residential Tenancies and Rooming Accommodation Act 2008	Section 85(2)	Power to give a written notice stating a place, or a different place, as the place at which rent is required to be paid.	CEO	
759076	Residential Tenancies and Rooming Accommodation Act 2008	Section 88	Power to give and sign a receipt for payment of rent.	CEO	
759077	Residential Tenancies and Rooming Accommodation Act 2008	Section 88(5)	Power to make a written record of the payment of rent.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
759078	Residential Tenancies and Rooming Accommodation Act 2008	Section 91(2)	Power to give written notice of a proposal to increase rent for a periodic agreement or a fixed term agreement during the term of the agreement.	CEO	
759081	Residential Tenancies and Rooming Accommodation Act 2008	Section 99(2)(1)(a)	Power to give a resident a written notice for changing 1 or more of the payment way of in which rent that is given to be paid under the resident a choice of at least 2 approved ways and advises about costs associated with the approved ways agreement.	CEO	
759082	Residential Tenancies and Rooming Accommodation Act 2008	Section 100(2)	Power to give a written notice stating a place, or a different place, as the place where rent is required to be paid.	CEO	
759083	Residential Tenancies and Rooming Accommodation Act 2008	Section 102	Power to give a receipt for the payment of rent.	CEO	
759084	Residential Tenancies and Rooming	Section 102(5)	Power to make a written record of the payment of rent paid.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Accommodation Act 2008				
759085	Residential Tenancies and Rooming Accommodation Act 2008	Section 105(2)	Power to give a written notice stating the amount of increased rent under a rooming accommodation agreement and the day from which the increased rent is payable <ins>and the day the rent was last increased for the resident's room.</ins>	CEO	
759086	Residential Tenancies and Rooming Accommodation Act 2008	Section 106	Power to agree on the amount and time for the decrease of rent for matters including loss of amenity or service.	CEO	
759087	Residential Tenancies and Rooming Accommodation Act 2008	Section 107	Power to agree to a reduction in rent because of the resident's absence.	CEO	
759096	Residential Tenancies and Rooming Accommodation Act 2008	Section 140	Power to withdraw an application to the Residential Tenancies Authority for the payment of a rental bond.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
759108	Residential Tenancies and Rooming Accommodation Act 2008	Section 169(2)	Power to apply to a tribunal for a decision about: (a) the amount of the lessor's outgoings for a service charge payable by the tenant; or the amount of the reduced rent payable under the agreement because a service or facility ceases to be available for use by the tenant.	CEO	
759109	Residential Tenancies and Rooming Accommodation Act 2008	Sections 192, 193, 194, 195, 196, 197, 198, 199	Power to enter premises on a ground specified in section 192(1), to take all steps necessary to allow for the entry, and to exercise all the powers of Council upon making the entry.	CEO	
759110	Residential Tenancies and Rooming Accommodation Act 2008	Section 201	Power to apply to a tribunal to enter the premises under order of the tribunal, and to comply with the rules of entry as changed by the tribunal.	CEO	
759112	Residential Tenancies and Rooming Accommodation Act 2008	Section 206	Power to give a written notice to the tenant stating the lessor's and/or the lessor's agent's name and address for service including any change of such details.	CEO	
759113	Residential Tenancies and Rooming	Sections 207 and Section	Power to <u>agree to decide</u> the tenant's <u>request to attach</u> a fixture or making a structural change to the premises including the power to <u>set the terms upon which give</u> the agreement	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Accommodation Act 2008	208	<u>is subject given to conditions.</u>		
759114	Residential Tenancies and Rooming Accommodation Act 2008	Section <u>209A</u>	Power to waive the breach by a tenant attaching a fixture or making a structural change to the premises without the lessor's agreement and to treat the fixture or change as an improvement to the premises for the lessor's benefit.	CEO	
759115	Residential Tenancies and Rooming Accommodation Act 2008	Section 210	Power to supply and maintain the locks and keys that are necessary to ensure the premises are reasonably secure.	CEO	
759117	Residential Tenancies and Rooming Accommodation Act 2008	Section 211(1)	Power to agree to not being given a key for a lock to the premises changed by the tenant.	CEO	
759118	Residential Tenancies and Rooming Accommodation Act 2008	Section 213(1)	Power to apply to a tribunal about a lock or key for the premises.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Accommodation Act 2008				
759142	Residential Tenancies and Rooming Accommodation Act 2008	Section 252	Power to apply to a tribunal for an order relating to a lock or key mentioned in section 250.	CEO	
759143	Residential Tenancies and Rooming Accommodation Act 2008	Section 254 <ins>and</ins> 255	Power to agree to decide the resident's sattaching request to attach a fixture, or making a structural change, to rental premises including setting to the terms of give the agreement subject to conditions .	CEO	
759144	Residential Tenancies and Rooming Accommodation Act 2008	Section 256 (4)(2)	Power to waive a breach by a resident who attaches a fixture or makes a structural change to rental premises without the provider's agreement, or to treat the fixture or change as an improvement to the rental premises for the provider's benefit.	CEO	
759145	Residential Tenancies and Rooming Accommodation Act 2008	Section 257(1)	Power to enter a resident's room, for any reason, if the resident agrees.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
759146	Residential Tenancies and Rooming Accommodation Act 2008	Section 258(1)	Power to enter a resident's room, at a reasonable time, to inspect the room and to give notice of the entry.	CEO	
759147	Residential Tenancies and Rooming Accommodation Act 2008	Section 259	Power to give <u>at the least 24 hours prior required</u> written <u>notices</u> of a proposed entry to a resident's room for a purpose mentioned in the section.	CEO	
759148	Residential Tenancies and Rooming Accommodation Act 2008	Section 260	Power to enter a resident's room without notice for one of the reasons set out in section 260.	CEO	
759149	Residential Tenancies and Rooming Accommodation Act 2008	Section 264	Power to make an application to a tribunal for an order to enter the resident's room, which entry may be subject to rules of entry as changed by the tribunal.	CEO	
759150	Residential Tenancies and Rooming	Section 268(1)	Power to make house rules for rental purposes for any of the matters specified in section 268(1).	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
759346	Right to Information Act 2009	Section 93(1) <u>_</u>	Power to apply to the information commissioner to allow Council further time to deal with the access <u>or amendment</u> application which has become the subject of an application for an external review concerning a deemed decision in relation to an access application.	CEO	
759351	Right to Information Act 2009	Section 99 <u>(1)(2)</u>	Power to give the applicant for external review and the commissioner an additional statement containing further and better particulars of the reasons for the decision.	CEO	
759352	Right to Information Act 2009	Section 100	Power to give the commissioner full and free access at all reasonable times to the documents of the agency <u>or Minister concerned</u> , including documents protected by legal professional privilege.	CEO	
759354	Right to Information Act 2009	Section 102	Power to conduct a particular <u>further</u> search, or <u>further</u> searches, for a document when required to by the commissioner.	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
760270	Water Regulation 2016	Section 64 <u>(2)(3)</u>	Power to comply with a notice issued by the chief executive under subsection <u>(2)(3)</u> .	CEO	
760271	Water Regulation 2016	Section 64 <u>(5)(4)(a)</u>	Power to give the chief executive evidence of the publication.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
760275	Water Regulation 2016	Section 110A(6)	Power, as a relevant person in the circumstances specified in subsection (1), to request the expiry date be extended.	CEO	

Pormpuraaw Aboriginal Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
760529	Work Health and Safety Regulation 2011	Sections 429, <u>430</u> , <u>432</u> and <u>430</u> <u>433</u>	Power to prepare, maintain and review an asbestos management plan for each workplace.	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
760509	Work Health and Safety Regulation 2011	Section 85(4)	Power, as a person conducting a business or undertaking at a workplace, to maintain a written record of the evidence provided under subsections (1), (2) and (3).	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Rehabilitation Act 2003				
760571	Workers' Compensation and Rehabilitation Act 2003	Section 226(1)	Power, as an employer, to appoint a Rehabilitation and Return to Work Coordinator where the employer meets the criteria prescribed under a regulation.	CEO	
760572	Workers' Compensation and Rehabilitation Act 2003	Sections 226(4) and 226(5)	Power, as an employer, to give the insurer the prescribed details of a person appointed as a Rehabilitation and Return to Work Coordinator and details of any change to the prescribed details.	CEO	
760573	Workers' Compensation and Rehabilitation Act 2003	Section 227	Power, as an employer, to prepare and have in place a workplace rehabilitation policy and procedure, and review those policies and procedures every 3 years.	CEO	
760574	Workers' Compensation and Rehabilitation Act 2003	Section 228(1) and 228(2)	Power, as an employer, of a worker who has sustained an injury to assist or provide an injured worker comply with rehabilitation subsection 228(1).	CEO	

Pormpuraaw Aboriginal Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
760575	Workers' Compensation and Rehabilitation Act 2003	Section 228(3)	Power, as an employer, to cooperate with an insurer to enable the insurer to meet its obligations under section 220.	CEO	
760576	Workers' Compensation and Rehabilitation Act 2003	Section 228(4)	Power, as an employer, to give the insurer written evidence that it is not practicable to provide a worker with suitable duties.	CEO	
760583	Workers' Compensation and Rehabilitation Act 2003	Section 536(3)	Power, as an employer who is not a self-insurer, to give WorkCover information the employer has in relation to a person defrauding, or attempting to defraud, WorkCover, or in relation to a person stating anything, or giving a document containing information, to WorkCover or a registered person that the person knows is false or misleading in a material particular.	CEO	
760584	Workers' Compensation and Rehabilitation Act 2003	Section 536(4)	Power, as an employer who is a self-insurer, to give the Regulator information the employer has in relation to a person defrauding, or attempting to defraud, the self-insurer, or in relation to a person stating anything, or giving a document containing information, to the self-insurer or a registered person that the person knows is false or misleading in a material particular.	CEO	

Pormpuraaw Aboriginal Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	5(4)	the Secretary.		
756267	Aged Care Act 1997 (Cth)	Section 83-1(1)	Power, as a body corporate, to enter into a written agreement with the Secretary under which the Commonwealth makes a grant of money for the purposes specified in the agreement	CEO	
756268	Aged Care Act 1997 (Cth)	Section 85-5(1)	Power, as person whose interests are affected by a reviewable decision, to request the Secretary to reconsider the decision.	CEO	
756270	Aged Care Act 1997 (Cth)	Section 85-6(1)	Power to pay the application fee for reconsideration of a reviewable decision made under subsection 29-1(1).	CEO	
756271	Aged Care Act 1997 (Cth)	Section 85-8	Power to make an application to the Administrative <u>AppealsReview</u> Tribunal for the review of a reviewable decision that has been confirmed, varied or set aside under section 85-4 or 85-5.	CEO	
756272	Aged Care Act 1997 (Cth)	Section 88-1	Power, as an approved provider, to keep the records referred to in section 88-1.	CEO	
756273	Aged Care	Section 88-	Power, as an approved provider, to keep records of the kind and in the form specified in the Records	CEO	

11.6 ACKNOWLEDGEMENT OF RESIGNATION OF CR LUCY FOOTE

Author: **Janelle Menzies (Chief Executive Officer)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: 1. 1861 001 [11.6.1 - 1 page]

EXECUTIVE SUMMARY

For Council to acknowledge the Resignation of Cr Lucy Foote

RECOMMENDATION

That Council resolve to acknowledge the resignation of Cr Lucy Foote due to ongoing health issues. Council wishes to thank Cr Foote for her service to the Pormpuraaw Community and the time served as a Councillor. Council wishes Cr Foote all the best for the future.

RESIGNATION ATTACHED

22/01/2026

I, Lucy Foote, Tender my resignation as of 31 January 2026.

Regards


Lucy Foote

12 EXECUTIVE MANAGER OF CORPORATE SERVICES REPORTS

12.1 CORPORATE SERVICES REPORT FINANCIAL STATEMENTS FOR PERIOD ENDED 31.12.2025

Author: **Tracey Graham (Executive Manager of Corporate Services)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: 1. Finance Report for Period Ended 31 12 2025 [12.1.1 - 10 pages]

EXECUTIVE SUMMARY

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

RECOMMENDATION

A summary of the financial statements for the period ended 31 December 2025 is as follows:

1. Operating revenue is under YTD budget: Total operating revenue was \$13.64M, \$1.18M less than budgeted, due mainly to the timing of sales revenue related to capital works, which is partially offset by higher interest income.
2. Operating expenses below forecast: Operating expenses totalled \$12.38M, \$2.21M less than budget, driven by lower employee costs and reduced costs to date for materials and services.
3. Positive operating position of \$1.26M, \$1.03M favourable to budget, reflecting the revenue and expenditure variances.
4. Capital works progress: Expenditure is below budget with capital expenses currently at \$14.6M, \$18.46M below budget, with road works projects being completed.
5. Net favourable result after capital items was \$15.45M, exceeding budget by \$3.6M.
6. No significant awarded contracts this month, however 2 suppliers contracts exceeded the \$200,000 threshold for the financial year to date for plant hire services and ICT solutions.
7. Strong cash position: Council holds unconstrained funds totalling \$53.7M, with cash at bank, QTC investment and trade debtors balanced against creditors and grant commitments.
8. Aged debt overview: Outstanding debts over 60 days total \$307,592. The outstanding debt mainly comprises of outstanding service levies for commercial entities, local homeownership lessees and accommodation services.
9. Financial sustainability ratios: Key ratios indicate financial flexibility and sustainability, including Council controlled revenue ratio of 3.19%, operating surplus ratio of 9.3%, operating cash ratio of 31.7% and unrestricted cash expense cover of 38 months.

REPORT ATTACHED

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2025

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

FINANCIAL STATEMENTS AT A GLANCE			
	Actual YTD	Budget YTD	Variance
	\$	\$	\$
Total operating revenue	13,641,755	14,820,108	-1,178,353
Total operating expenses	12,376,540	14,586,803	2,210,263
Operating Position	1,265,215	233,305	1,031,910
Capital items	14,187,521	11,612,627	2,574,894
Net Result	15,452,736	11,845,932	3,606,805
Capital Works Program			
YTD - Capital	14,613,162	33,077,887	18,464,725
Full project life capital costing	14,885,100	52,055,274	37,170,173

The financial statements for the period ended 31 December 2025 reflect a strong and stable financial position for Council. The year-to-date operating result is a surplus of \$1.27M, which is favourable to budget, driven primarily by lower employee costs and reduced materials and services expenditure. Total operating revenue is slightly below forecast due to the timing of sales revenue however this is partially offset by higher interest earnings.

Capital revenues remain strong, with \$14.19M recognised year-to-date, contributing to a net result after capital of \$15.45M, which is \$3.61M above budget.

Points of interest to note for the month include the following:

- Council received the first payment of \$77,021 for Community Energy Upgrade program that will fund new solar systems to 26 Council properties.
- \$91,396 of funding was received under the Support at Home - Thin Markets grant that will assist Council's delivery of aged care services to support at home clients (previously known as home care packages).

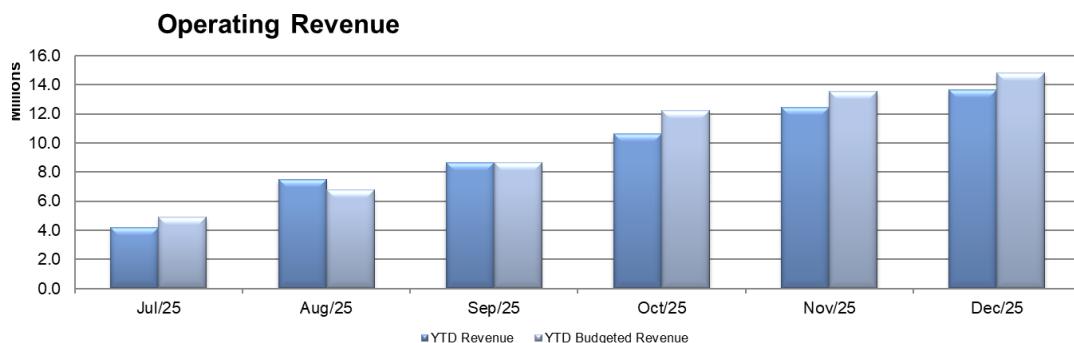
DETAILED REVIEW OF REVENUE & EXPENDITURE

	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 25/26
	\$	\$	\$	%	\$
Recurrent Revenue					
Levies & charges	276,990	276,990	0	0%	553,980
Fees & charges	158,853	203,718	-44,865	-22%	407,467
Rental income	886,411	783,576	102,835	13%	1,567,180
Interest received	1,815,922	1,033,086	782,836	76%	2,066,184
Sales revenue	2,436,195	4,312,212	-1,876,017	-44%	8,624,520
Other income	867	69,666	-68,799	-99%	139,350
Grants & Subsidies	8,066,517	8,140,860	-74,343	-1%	12,498,779
	13,641,755	14,820,108	-1,178,353	-8%	25,857,460
Recurrent Expenditure					
Employees costs	3,375,178	4,098,762	723,584	18%	8,198,026
Materials and services	5,891,066	7,422,335	1,531,269	21%	12,856,935
Finance costs	55,732	38,250	-17,482	-46%	76,500
Depreciation	3,054,564	3,027,456	(27,108)	-1%	6,054,939
	12,376,540	14,586,803	2,210,263	15%	27,186,400
Operating Result	1,265,215	233,305	1,031,910	442%	-1,328,940
Capital					
Capital Revenue	64,273	-	64,273	100%	-
Capital Grants & Subsidies	14,123,249	13,297,871	825,378	6%	17,792,209
Capital Expense	-	(1,685,244)	1,685,244	0%	(3,370,515)
	14,187,521	11,612,627	2,574,894	22%	14,421,694
Result After Capital	15,452,736	11,845,932	3,606,805	30%	13,092,754

OPERATING REVENUE:

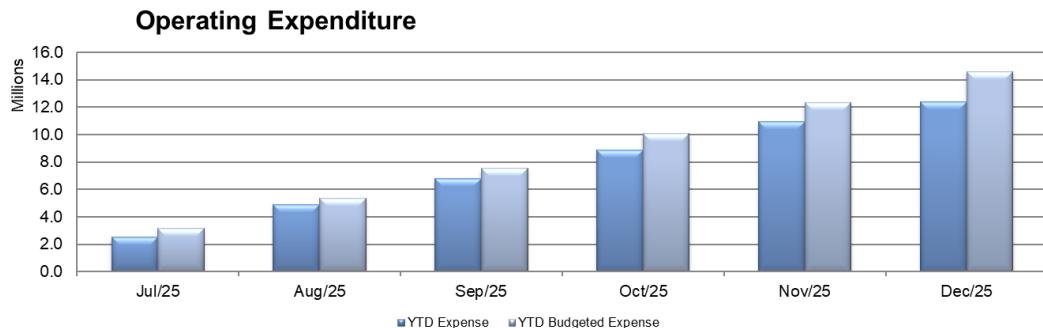
Operating revenue is \$13.6M, which is slightly less favourable to budget. The variance is due to the timing of sales revenue (-\$1.9M) which relates to capital works. Slightly offsetting the variance is more than budgeted interest (\$783K).

The unfavourable variance for sales revenue is made up of private work revenue (-\$746K), concrete batching revenue (-\$559K) and carbon credit sales (-\$405K). The variance in sales revenue is mainly due to timing and is expected to align with budget in the upcoming months.



OPERATING EXPENDITURE:

Operating expenditure is \$12.4M, compared to the budget of \$14.6M, \$2.2M less than forecast.



The major drivers of this variance are as follows:

Variance	Expense Category	Reason
\$724K	Employee costs	Employee costs are less than budgeted due to organisational absenteeism and vacant positions.
\$1.53M	Materials and services	<ul style="list-style-type: none"> -Grants repaid is \$586K less than budget. -Private works expenditure is less than budget by \$435K. -Repairs & Maintenance is \$359K less than forecasted. -Other materials & services is \$175K less than budget. -Insurance was less than expected by \$146K. -Cost of Fuel is -\$149K more than expected. -Consultants are -\$139K more than budget.

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

In accordance with *Local Government Regulation 2012* section 224(4), Council is required to disclose details of any large-sized contractual arrangements entered into during the reporting period.

For the month of December 2025, Council entered into the following contractual arrangements:

Contract Amount	Supplier	Contract #	Nature of Works
\$221,595	Edmonds Transport	PASC2024-T02	Plant Hire Services
\$226,617	TJ Microsystems	LB308	ICT Solutions

This report provides transparency in line with legislative requirements, ensuring that Council's procurement activities remain open, accountable, and publicly reported.

The full listing of awarded contracts can be found in the Register of Awarded Contracts \$200,000, located on Council's website.

COUNCIL CASH POSITION**Council's Unconstrained Funds**

Pormpuraaw Aboriginal Shire Council
As at 31 December 2025

	\$	\$
Cash At Bank	1,125,537	
QTC - Investment	<u>78,267,062</u>	79,392,600
Trade Debtors	1,434,644	
Provision Doubtful Debts	<u>(284,783)</u>	1,149,861
Less: Trade Creditors		(547,290)
Less: Tied Grant Funds		(20,019,388)
Less: Current Commitments		(6,952,965)
Adjustment for major commitments of tied grant funds		<u>694,938</u>
Total Unconstrained Funds		<u><u>53,717,755</u></u>

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

CAPITAL EXPENDITURE:

In December, significant progress was made across key capital projects. Council's capital works program for 2025/26 is as follows:

- Airport: New fuel facility, windsock upgrades & transformer replacement (WIP)
- Aged Care: Replacement of combi oven (Completed)
- Guesthouse: Replacement of solar hot water system (WIP)
- ICCIP: Sewer bank stabilisation work (Completed)
- Contractor Camp: Ablution unit and donga renewals (WIP)
- DRFA: Restoration of Roads 2025 Wet Weather Events (WIP)
- DRF R1: Airport Upgrade (Practical Completion)
- R2R: Road Upgrades (Yet to start)
- RCF: Schedule 4: Addition of 4 self-contained units (WIP)
Schedule 5: 6 new 2-bedroom extensions to social housing (WIP)
- Water: Refurbish plumbing shed & racking (Yet to start)
Upgrade water supply for increased housing (Yet to start)
- Staff Houses: Build of 3 staff duplexes (WIP)
Upgrade & renewal works including solar hot water (Yet to start)

- Property Leases: Kiosk refurbishment (**Yet to start**)
Sports Club refurbishment (**WIP**)
- TIDS Strathgordon Rd - Install 40M concrete floodway (**Practical Completion**)
- 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 Sports field with amenities upgrades (**WIP**)
- Council Build a new Council Office (**WIP**)
Build a new Aged Care Building (**WIP**)
Build a structure over the batching plant (**Yet to start**)
- Admin Store Concrete hardstand at the Admin Store (**Yet to start**)
Construct a shed at the Admin Store (**Yet to start**)
- Plant: Upgrade Fuel bowser (**WIP**)
Purchase of a Vacuum Tank (Skid Mounted) (**Ordered**)
Purchase of large & medium sized Tippers (Auto) (**Ordered**)
Purchase a Concrete Agitator Truck 6m3 (**Ordered**)
4x4 Ute (**Delivered**)
Mower, Tractor & Grader repairs (**WIP**)
- Workshop: Park drainage works, from Community Hall to Workshop (**Yet to start**)
Fence line renewals at the Workshop (**Yet to start**)

	YTD Actual	Budget 25/26	Overall Budget	WIP 24/25
Admin Store	-	195,000	195,000	-
Aged Care	19,885	35,000	35,000	-
Airport	17,386	204,000	204,000	105
CJG	5,382	-	-	-
Contractors Camp	30,450	112,040	239,743	144,832
Council	8,520	3,800,000	20,300,000	-
DRF R1	12,374,826	13,451,587	13,917,375	-
DRFA	871,442	2,500,000	2,500,000	-
Fuel	-	38,500	38,500	-
Guesthouse	11,928	17,000	17,000	-
ICCP	104,707	-	-	-
LRCI	38,553	-	-	72,506
Plant Capital	514,854	1,442,616	1,442,616	-
Property Leases	11,870	1,031,160	1,031,160	-
QILSR	79,900	-	-	-
R2R	-	368,139	2,173,111	-
RCF	176,685	-	-	-
Sewerage	-	172,385	172,385	-
Staff Housing	9,158	3,899,608	3,899,608	-
TIDS	188,076	361,407	361,407	-
W4Q5	149,541	1,931,076	2,010,000	-
Water	-	3,188,369	3,188,369	54,496
Workshop	-	330,000	330,000	-
Grand Total	14,613,162	33,077,887	52,055,274	271,938

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 December 2025, \$307,592 is outstanding over 60 days.

Below is a snapshot of the significant aged debt:

\$20,000	For service levies & rent	The tenant had their lease terminated and the Council premise is vacant. Negotiations have recently led to an agreement to settle the debt. Resolution 2025/163 wrote off \$71,026 with the debtor expected to pay the remaining debt. Payments received in December and January.
\$13,140	For accommodation	A contractors debtor account for accommodation is in arrears exceeding 60 days. \$6,695 was paid in January.
\$63,307	For service levies & rent	A commercial property is in arrears for both rent & service levies. A payment plan had been agreed for service levies, however the debtor has not honoured this agreement and no payments have been made on the account since March 2025.
\$65,904	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. The matter is still progressing as at 31 December 2025.
\$116,955	For service levies	This debt relates to the service levies for local homeownership lessee properties within community.

FINANCIAL SUSTAINABILITY STATEMENT

The Department of Local Government, Water and Volunteers financial sustainability ratios have been provided as an indication of Council's performance against key financial sustainability criteria.

There are eight ratios that review sustainability measures across the categories of:

- Financial capacity
- Operating Performance
- Liquidity
- Asset management

The three asset management ratios and the population growth ratio will be presented to Council at end of year.

Below is an overview of Pormpuraaw's sustainability measures for December 2025.

Type	Measure	Target	Actual 25/26	5-Year Average
Financial Capacity	Council Controlled Revenue Ratio	No target	3.19%	3.34%
Operating Performance	Operating Surplus Ratio	Greater than 0%	9.3%	2.69%
Operating Performance	Operating Cash Ratio	Greater than 0%	31.7%	35.73%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	38 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 December 2025**

	Balance 1/07/2025	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
Commonwealth Government Grants					
Commonwealth Government Allocation					
Financial Assistance Grant	-	1,307,671	-	(1,307,671)	-
Total	-	1,307,671	-	(1,307,671)	-
Department of Infrastructure, Transport, Regional Development, Communications, Sport & The Arts					
Roads to Recovery	26,080	-	-	-	26,080
Local Roads & Community Infrastructure Program - Phase 4	(109,902)	-	38,553	(38,553)	(109,902)
Total	(83,823)	-	38,553	(38,553)	(83,823)
Department of Health & Aged Care					
CHSP Home Support Programme (HACC)	56,051	287,488	-	(175,203)	168,336
Support at Home - Thin Market Grant	-	91,396	-	-	91,396
Support at Home & New Aged Care Act Transition Funding	10,000	-	-	(10,000)	-
Indigenous Employment Initiative (IEI) - Aged Care	654,149	(574,329)	-	(387,190)	(307,369)
Total	720,200	(195,445)	-	(572,392)	(47,637)
Department of Climate Change, Energy, the Environment and Indigenous Protected Areas (IPA) Program					
	321,716	116,282	-	(85,387)	352,611
Total	321,716	116,282	-	(85,387)	352,611
Department of Industry, Science and Resources					
Community Energy Upgrades Fund R2	-	77,021	-	-	77,021
Total	321,716	77,021	-	-	77,021
Services Australia					
Centrelink Agency	-	31,978	-	(36,878)	(4,900)
Total	-	31,978	-	(36,878)	(4,900)
National Indigenous Australians Agency					
RJED - Culture & Land Management Officers	-	218,785	-	-	218,785
RJED - CJBF Culture & Land Management Officers	-	29,302	-	-	29,302
RJED - Local Food Choices for Local People	-	131,732	-	-	131,732
RJED - CJBF Local Food Choices for Local People	-	14,353	-	-	14,353
Total	-	394,172	-	-	394,172
Total - Commonwealth Govt Grants	958,094	1,731,679	38,553	(2,040,881)	687,444
State Government Grants					
Department of Environment, Tourism, Science & Innovation					
QIL&S Ranger Program	118,557	705,373	-	(441,181)	382,748
Total	118,557	705,373	-	(441,181)	382,748
Queensland Police Service					
State Emergency Services	-	14,011	-	(10,068)	3,944
Total	-	14,011	-	(10,068)	3,944
Department of Justice					
Community Justice Group	17,060	186,309	-	(204,240)	(871)
Community Justice Group - Approved Surplus	108,000	-	-	(11,737)	96,263
Total	125,060	186,309	-	(215,976)	95,393
State Library of Queensland					
Indigenous Knowledge Centres	3,473	23,000	-	(32,176)	(5,704)
First Five Forever Program	1,997	3,000	-	(1,569)	3,428
Growing IKC	-	25,340	-	-	25,340
Total	5,470	51,340	-	(33,745)	23,065
Department of Transport and Main Roads					
ATSI TIDS Projects	-	-	-	(188,076)	(188,076)
Total	-	-	-	(188,076)	(188,076)
Queensland Health					
ATSI Public Health Program	-	106,974	-	(92,559)	14,415
Total	-	106,974	-	(92,559)	14,415

Pormpuraaw Aboriginal Shire Council**Tied Grants by Project****For the Month Ended 31 December 2025**

	Balance 1/07/2025	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
State Government Grants					
Health and Wellbeing Queensland					
<i>Discrete Communities Planning Funding</i>	50,870	-	-	(50,870)	-
Total	50,870	-	-	(50,870)	-
Department of Trade, Employment and Training					
<i>First Start Program</i>	-	15,000	-	-	15,000
Total	-	15,000	-	-	15,000
Queensland Reconstruction Authority					
<i>DRFA 2025 Restoration - Kowanyama Rd</i>	-	571,405	-	(871,442)	(300,037)
<i>DRFA 2025 Restoration - Northern Rd</i>	-	433,464	-	-	433,464
<i>Qld Resilience & Risk Reduction Fund</i>	(112,954)	-	-	(8,034)	(120,988)
<i>DRF Aerodrome Upgrade</i>	4,473,379	-	-	(13,307,034)	(8,833,655)
<i>DRFA 2025 Emergent Works</i>	(34,978)	-	-	-	(34,978)
<i>Get Ready Qld</i>	(1,356)	3,784	2,996	(6,098)	(674)
Total	4,324,092	1,008,653	2,996	(14,192,608)	(8,856,868)
Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism					
<i>Splashpark</i>	(87,500)	175,000	-	(103,910)	(16,410)
<i>Qld Community Support Scheme</i>	-	39,450	-	(18,807)	20,643
<i>Qld Community Support Scheme Training</i>	-	3,750	-	-	3,750
<i>Community Transport</i>	-	20,960	59,414	(101,334)	(20,960)
<i>Naidoc Week</i>	-	1,500	171	(1,671)	-
<i>Service Enhancement Plan</i>	(20,000)	20,000	-	-	-
<i>Don't Buy Sly Grog Initiative</i>	7,244	-	1,315	(8,559)	-
Total	(100,256)	260,660	60,900	(234,280)	(12,977)
Department of Housing					
<i>Forward Remote Capital Program - 7 Social Houses</i>	(159,390)	-	-	(216,170)	(375,560)
<i>Remote Capital Program - 3 Social Houses</i>	16,359	-	-	-	16,359
<i>Remote Capital Funding Schedule 4</i>	900,000	-	-	(92,077)	807,923
<i>Remote Capital Funding Schedule 5</i>	1,350,000	-	-	(84,609)	1,265,391
Total	2,106,969	-	-	(392,855)	1,714,114
Department of Sport, Racing and Olympic and Paralympic Games					
<i>Deadly Active Sport & Recreation Program</i>	-	29,925	-	(25,895)	4,030
Total	-	29,925	-	(25,895)	4,030
Department of State Development & Planning					
<i>Residential Activation Fund</i>	14,821,108	-	-	-	14,821,108
Total	14,821,108	-	-	-	14,821,108
Department of Local Government, Water and Volunteers					
<i>Indigenous Council Funding</i>	-	2,729,449	-	(2,729,449)	-
<i>LGGSP - New Staff Duplex Complex</i>	(948,970)	948,970	-	-	-
<i>Works for Queensland 2021-2024</i>	(160,000)	160,000	-	-	-
<i>Works for Queensland 2024-2027</i>	1,145,504	-	-	(149,541)	995,963
<i>ICCI/P</i>	(156,643)	142,840	-	(104,707)	(118,511)
Total	(120,109)	3,981,258	-	(2,983,697)	877,452
Total - State Govt Grants	21,331,760	6,359,503	63,896	(18,861,810)	8,893,348
Other Grant Providers					
Cape York Natural Resource Management					
<i>Nest to Ocean R8 (Turtle Program) CY411</i>	(20,000)	69,000	-	(49,000)	-
Total	(20,000)	69,000	-	(49,000)	-
Total Other Grant Providers	(20,000)	69,000	-	(49,000)	-
Total Grants	22,269,854	8,160,182	102,449	(20,951,691)	9,580,793
Add back negative (unclaimed) grant balances					10,438,595
Unspent grant revenue					20,019,388

APPENDIX A: STATEMENT OF FINANCIAL POSITION

Pormpuraaw Aboriginal Shire Council
Statement of Financial Position
As at 31 December 2025

	2025/26
	\$
Current assets	
Cash At Bank	1,125,537
Cash - Trust Account	250,465
Cash - QTC Account	78,267,062
Receivables	1,149,861
Contract Asset	10,256,828
Inventories	624,972
Total current assets	91,674,726
Non-current assets	
Property, plant and equipment	176,564,574
Other financial assets	14,191,844
Total non-current assets	190,756,418
Total assets	282,431,145
Current liabilities	
Payables	547,290
Contract Liability	18,280,452
Provisions	864,551
Total current liabilities	19,692,293
Non-current liabilities	
Provisions	259,642
Total non-current liabilities	259,642
Total liabilities	19,951,935
Net community assets	262,479,210
Community equity	
Asset revaluation surplus	140,293,283
Retained surplus	122,185,927
Total community equity	262,479,210

12.2 STRATEGIC INTERNAL AUDIT PLAN 2026-28 AND DETAILED INTERNAL AUDIT PLAN 2025-26 SPECIAL REPORT

Author: **Tracey Graham (Executive Manager of Corporate Services)**

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: 1. PASC Strategic Internal Audit Plan 2026-28 FINAL [12.2.1 - 55 pages]

EXECUTIVE SUMMARY

To provide Council with the Strategic Three-Year Internal Audit Plan for 2026-2028 and the Detailed Internal Audit Plan for the 2025/26 financial year.

RECOMMENDATION

That Council resolves to receive, endorse and adopt the Strategic Three-Year Internal Audit Plan for 2026-2028 and the Detailed Internal Audit Plan for the 2025/26 financial year, noting the three (3) key project focus areas for the current financial year as attached and tabled.

Strategic Internal Audit Plan 2026–2028

The Strategic Internal Audit Plan 2026–2028 outlines a program of high-risk, priority audit activities focused on strengthening governance, financial sustainability, asset management, cybersecurity, procurement, risk management, and compliance.

Across the three-year period, Council will undertake targeted reviews of key operational and financial risks—including recruitment and retention, AI governance, asset valuation, procurement effectiveness, cyber risk, sustainability reporting, legislative compliance, and infrastructure management—to ensure robust internal controls, improved accountability, and alignment with the Council's strategic objectives.

Detailed Internal Audit Plan 2025–2026

Visit 1 – Follow up Organisational Structure Review & Develop Investment Strategy

This visit will assess Council's current cash and investment practices, governance, and liquidity needs.

Key work includes:

- Documenting existing cash and investment processes and compliance requirements.
- Assessing investment performance and risks.
- Reviewing liquidity requirements and working capital levels.
- Developing options for a structured Cash Management and Investment Strategy.
- Consulting with elected members and management to align investment direction with strategic priorities.

Outcome: Strengthened governance, enhanced transparency, and improved long-term investment sustainability.

Visit 2 – Review of AI Implementation and Regulation

This audit will examine Council's current and emerging use of artificial intelligence and automated tools.

Work will focus on:

- Identifying existing and planned AI use across Council.
- Evaluating governance frameworks and decision-making processes.
- Reviewing controls for vendor selection, data handling, and user access.
- Assessing oversight practices, training, and risk mitigation measures.

Outcome: Recommendations supporting safe, ethical, and compliant adoption of AI technologies.

Visit 3 – Comprehensive Review of Asset Valuation

This review will cover buildings, housing, water, and sewerage assets and assess compliance with valuation standards.

Key audit tasks include:

- Reviewing valuation reports, methodologies, and assumptions.
- Verifying alignment between the valuer's asset register and Council's updated register.
- Testing unit rates, useful lives, and benchmarking against other councils.
- Reviewing valuation calculations, significant movements, and supporting documentation.
- Assessing treatment and documentation of QBuild works on Council-owned assets.

Outcome: A comprehensive internal audit report confirming accurate valuation, compliant financial reporting, and strengthened asset management controls.

REPORT ATTACHED



PORMPURAAW ABORIGINAL SHIRE COUNCIL

**Strategic three-year Internal audit
plan (2026-2028) and Detailed audit
plan (2025-2026)**

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Disclaimer

The services provided in connection with the engagement comprise an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently, no opinions or conclusions intended to convey assurance are expressed. This internal audit report has been prepared based on the scope requested by the Pormpuraaw Aboriginal Shire Council Audit Committee.

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures operate that are subject to the procedures we performed, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. The procedures performed were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout the period and the tests performed on the control procedures were on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. The key strategic risks of Pormpuraaw Aboriginal Shire Council noted within its internal audit plan reflect the perceptions, at a point in time, of the Audit Committee of Pormpuraaw Aboriginal Shire Council involved in the process. Altius Accountants and Advisors Pty Ltd provides no warranty regarding the accuracy or completeness of the information. All opinions, conclusions, forecasts or recommendations are reasonably held at the time of compilation but are subject to change without notice by Altius Accountants and Advisors Pty Ltd. Altius Accountants and Advisors Pty Ltd assumes no obligation to update this document after it has been issued. Except for any liability which by law cannot be excluded, Altius Accountants and Advisors Pty Ltd, its Directors, employees and agents disclaim all liability (whether in negligence or otherwise) for any error, inaccuracy, or omission from the information contained in this document or any loss or damage suffered by the recipient or any other person directly or indirectly through relying upon the information.

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EXECUTIVE SUMMARY



Objective

The objective of the internal audit plan is to identify and document areas of significant financial and operational risk to the Council, with the aim of providing practical recommendations for improvement.

The Council aims to establish and maintain a system of independent, objective appraisal to examine and evaluate its activities, serving both the Council and the Community.



To provide a systematic and proactive assessment of the effectiveness and reliability of Council's internal controls and processes.



To respond to potential policy breaches, investigate and provide recommendations to management.



Assist in ensuring that the Council are achieving ongoing improvements through a risk-based approach, via performance audits.



To ensure compliance with legislation and Council policies and procedures.



EXECUTIVE SUMMARY



Key areas to be considered over the next three-year period

Internal audit is an essential element of all Councils' governance frameworks. The internal audit function monitors the Council's risk management, internal control and compliance with both state and federal legislation. Furthermore, per the *Local Government Regulation 2012*, Council must endorse an internal audit plan.

Internal audit is an essential element of all Councils' governance. It is planned that the internal audit function will also include an assessment and evaluation of the control measures that the Council has adopted, or is to adopt, to manage the financial and operational risks to which its operations are exposed.

Council has determined that the most effective form of internal audit will be delivered via the appointment of an external consultant. It is proposed that a minimum of two discrete engagements will be performed every financial year during the period 1 July 2025 to 30 June 2028. The proposed internal audit plan outlines the relevant risks, a summary of the scope and the timing of the proposed projects.

Year	Internal Audit Area to be considered	Risk Rating	Proposed date
2025-26 Visit 1	Follow-up on organisational structure review including focus on investment strategies and assisting with implementing a clear investment policy	High	Jan 2025 – Feb 2026
2025-26 Visit 2	Review of implementation and regulation of Artificial Intelligence use	High	Jan 2025 – Feb 2026
2025-26 Visit 3	Review of asset valuations, including Qbuild works for non-40-year housing assets	High	To be agreed
2026-27 Visit 1	Review of efficiency and effectiveness of procurement process	High	To be agreed
2026-27 Visit 2	Review of asset valuation	High	To be agreed
2027-28 Visit 1	Review of cyber risks and data security	High	To be agreed
2027-28 Visit 2	Review of asset valuation	High	To be agreed

Strategic Internal audit plan (2026-2028)

12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL

EXECUTIVE SUMMARY



Summary of past internal audit projects

Council's Internal Audit function has completed the following represent the Internal Audit Projects in previous years:



FY2020-2021	<ul style="list-style-type: none">• Rise ventures• QAO Financial Statement preparation self-assessment• Review of asset valuation
FY2021-2022	<ul style="list-style-type: none">• Carbon credits• Review of asset valuation
FY2022-2023	<ul style="list-style-type: none">• Rise ventures• Carbon credits• Review of asset valuation
FY2023-2024	<ul style="list-style-type: none">• Implementation of the New Financial Sustainability Framework• Review of asset valuation
FY2024-25	<ul style="list-style-type: none">• Organisational and HR review• Review of asset valuation

EVALUATION OF RISKS



The benefit of the internal audit process is dependent on an effective and comprehensive operational risk assessment being performed. It is planned that an ongoing review will provide the Council and its management with an assessment of the key risks that must be controlled or mitigated to enable Pormpuraaw Aboriginal Shire Council to achieve its strategic objectives.

The operational risks and, therefore, the scope of the internal audit function has been determined from:



SUMMARY OF RISKS



HIGH RISKS

1. Retention and recruitment of key personnel
2. Alignment of strategic and operational risks with the Corporate Plan
3. Fraud
4. Cyber risk and data security
5. Efficiency and effectiveness of procurement process
6. Risk management strategies
7. Asset valuation
8. Asset management
9. AASB 13 Fair value measurement
10. Impairment of infrastructure assets
11. Climate change and natural disasters
12. Carbon credit trading
13. Profit share arrangement
14. Waste, water and sewerage management
15. Management of infrastructure projects
16. Legislation and Local Government registers
17. Land Holding Act leases
18. Existing and future houses under 40-year lease housing arrangements
19. Qbuild capital additions to housing on Council asset register
20. Local Government sustainability framework
21. Financial management and monthly financial reporting
22. Related party transactions
23. Lack of adherence to policies and procedures
24. Unregulated implementation of Artificial Intelligence (AI)
25. Effective investment policy and cash management strategy
26. Monitoring of grants receipts, spending, and reporting



HIGH / MODERATE RISKS

27. Code of conduct and conflicts of interest
28. Treatment of DRFA funding
30. Global pandemics
31. Stores and inventory management
32. Credit card receipts documentation
33. Changes in superannuation legislation



MODERATE RISKS

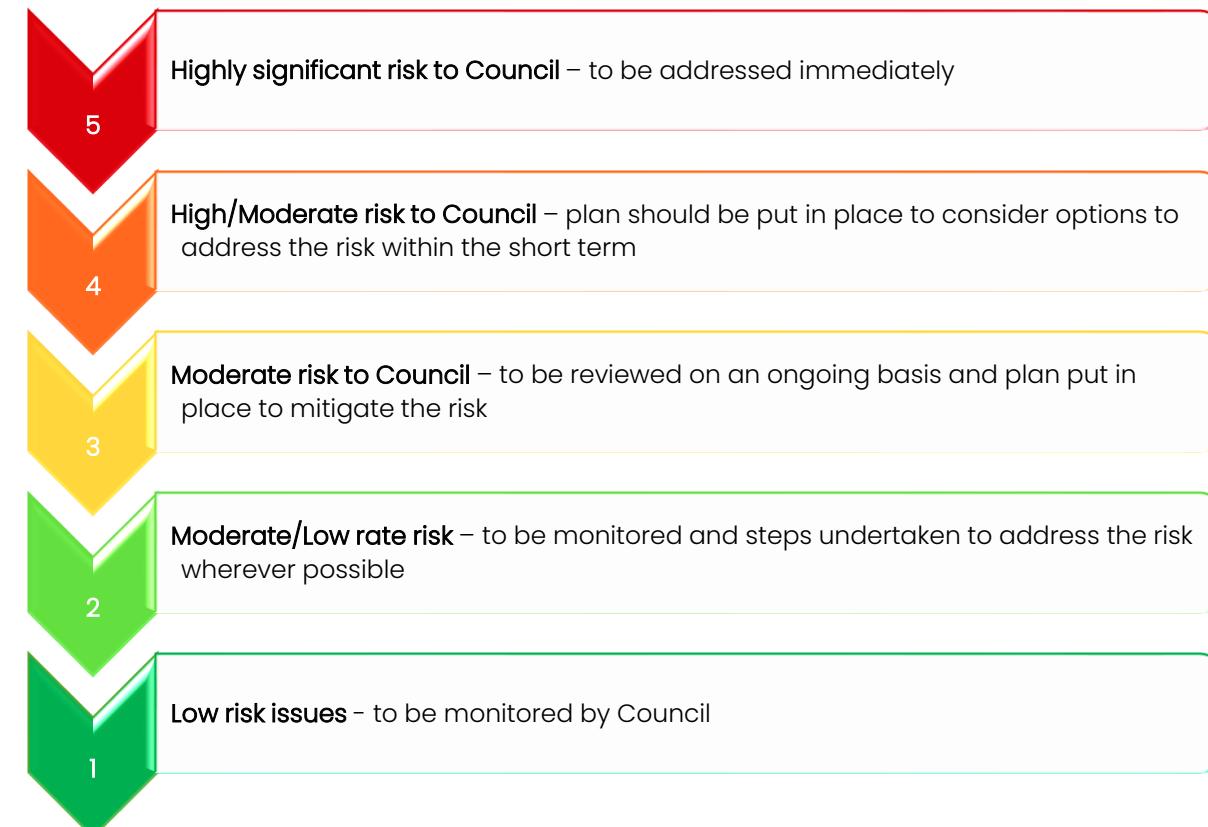
34. Debtors monitoring and recovery
35. Climate and sustainability reporting
36. Landfill provision
37. Complex and new accounting standards
38. Council's ongoing strategic direction
39. Risk management and workplace health & safety
40. Computer maintenance and support
41. Changes in Government Policy that will impact on funding
42. Financial sustainability



MODERATE / LOW RISKS

43. Ineffective financial management
44. Strategic planning and reporting
45. Communication

RISK RATING KEY



FINANCIAL AND OPERATING RISKS



1. Retention and recruitment of key personnel

As in many remote communities, the retention and recruitment of key management personnel pose significant risks to the ongoing success of Council. The ability to attract and retain skilled staff is critical for a community to remain vibrant, self-sufficient, and sustainable into the future. Recent turnover in key management roles has heightened risks to operational stability and continuity, potentially affecting the achievement of strategic objectives and the consistent delivery of services.



Potential consequence of risk:

- Functional operational structure is required in enable Council to achieve its key objectives.
- Loss of key personnel due to excessive workloads.
- Loss of funding opportunities if key positions are not filled by people with the necessary level of expertise.
- Challenges in replacing key positions with people with the necessary level of expertise.
- High employee turnover and difficult to recruit suitably qualified staff.
- Council is at risk of not being able to deliver its core services.
- Ineffective planning and missed opportunities.



Plan to mitigate the risk:

- Compliance with all relevant employment legislation, competitive remuneration packages, good working conditions.
- Effective employment practices, policies and procedures in accordance with statutory requirements are in place.
- Long term planning (including succession planning and removal of single points of failure)
- Review of position descriptions and competitive remuneration packages.
- Greater emphasis on local up-skilling, considering 'skills audit' of the community.
- Overall review of the organisational structure and human resources, including investment strategies was performed as part of the internal audit program for the financial year 2024-25.

Strategic Internal audit plan (2026-2028)

12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL

FINANCIAL AND OPERATING RISKS



2. Alignment of the strategic and operational risks and direction with the new corporate plan

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. This 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.



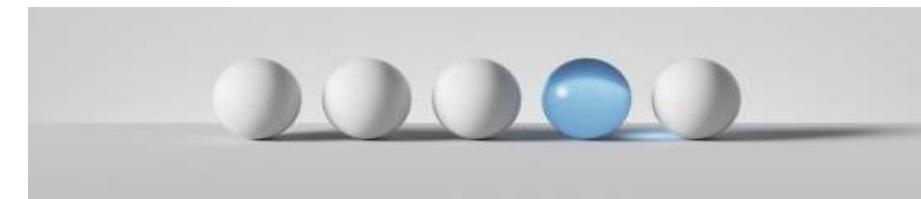
Potential consequence of risk:

- Inability to achieve strategic objectives due to misalignment between initiatives and identified risks.
- Wastage of resources and missed opportunities for risk mitigation, exposing the organisation to potential threats.
- Damage to stakeholder confidence and potential legal, financial, and reputational issues from ineffective risk management.



Plan to mitigate the risk:

- Conduct a thorough review of the strategic and operational risks as part of the annual planning and risk management cycle, ensuring they are directly linked to the Corporate Plan's objectives.
- Regularly update the risk register that maps strategic objectives to operational risks and assign responsibility for monitoring and mitigating these risks.
- Overall review of the organisational structure and human resources, including investment strategies, was performed as part of the internal audit program for the financial year 2024-2025.



Strategic Internal audit plan (2026-2028)

12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL

FINANCIAL AND OPERATING RISKS



3. Fraud

Fraud arises when circumstances exist that create opportunity, incentive, or rationalisation for dishonest conduct. Threats can originate from both inside and outside Council, but the likelihood of fraud decreases significantly where strong controls, effective detection measures, and clear consequences are in place. Recent fraud attempts within the Queensland public sector emphasise the importance of Council implementing robust fraud prevention and control strategies to protect its resources, reputation, and community trust.



Potential consequence of risk:

- Direct financial losses and misstatement of financial results.
- Loss of public trust in the Council and its management. Reduced staff morale and culture of mistrust within the Council.
- Operational disruption due to investigations and corrective actions.
- Legal and regulatory penalties for non-compliance.
- Financial, reputational and legal damage to the Council.
- Inability to conduct core business.



Plan to mitigate the risk:

- Create fraud risk mitigation strategy with robust anti-fraud processes and procedures.
- Use of external IT consultant to assist with protection and ongoing mitigation strategies around the evolving risks.
- Constant staff training in code of conduct, procurement policy, cash handling, petty cash and record keeping obligations.
- Routine evaluation and update of definition of fraud.
- Access controls and tracking of electronic documents.
- It is noted that a full upgrade to cybersecurity processes is planned with funding to enhance and test controls.
- A detailed review of fraud was performed in previous years by internal audit. A follow up review is to be performed as part of the internal audit program for the financial year 2027-28.

FINANCIAL AND OPERATING RISKS



4. Cyber risk and data security

Cyberattacks on critical infrastructure are increasing in frequency and sophistication, posing significant risks to Councils. A proactive approach to cybersecurity is essential, focusing on prevention rather than reacting after a breach occurs. As threats continue to evolve, Council must ensure that internal controls, IT processes, and data security measures are regularly reviewed and strengthened to protect information, maintain service continuity, and safeguard community trust.



Potential consequence of risk:

- Reputational damage leading to reduced stakeholder trust.
- Legal liability from breaches of privacy and data protection laws.
- Business disruption and downtime affecting service delivery.
- Unauthorised access, loss, or theft of confidential or personal information.
- Financial losses from fraud, ransomware, or regulatory fines.



Plan to mitigate the risk:

- Identify and monitor IT risks. Update disaster recovery and business continuity plans for recent IT changes.
- Budget for ongoing software and hardware upgrades.
- Implement multi-layered cybersecurity measures (firewalls, intrusion detection, endpoint protection).
- Enforce strong password policies, multi-factor authentication, and access controls.
- Provide regular staff training on phishing and secure data handling.
- Regularly back up data and test disaster recovery plans.
- Foster communication with IT experts for proactive advice.
- A detailed review of fraud was performed in previous years by internal audit. Follow up review of cyber risk and data security is to be performed as part of the internal audit program for the financial year 2025-26.

FINANCIAL AND OPERATING RISKS



5. Efficiency and effectiveness of the procurement process

Procurement is a critical function for the success of Council, directly impacting service delivery, financial sustainability, and community outcomes. Without proactive oversight and regular review, inefficiencies and compliance risks may develop over time, leading to higher costs, delays, or reduced value for money. Strengthening procurement practices ensures transparency, accountability, and the efficient use of public resources.



Potential consequence of risk:

- Increased costs due to limited competition, poor contract management, or ineffective supplier negotiations.
- Delays in delivery of goods and services, affecting project timelines and operational performance.
- Reputational and regulatory risk from non-compliance with procurement policies or legislative requirements.
- Increased likelihood of fraud, conflicts of interest, or favouritism in supplier selection.
- Reduced stakeholder confidence in the procurement function..



Plan to mitigate the risk:

- Strengthen procurement policies and governance to align with best practices and regulations.
- Implement effective supplier evaluation, contract management, and performance monitoring.
- Enhance staff training on procurement processes and compliance.
- Set clear approval thresholds and conduct periodic internal reviews.
- Regularly benchmark outcomes against industry standards for improvement opportunities.
- Council is also exploring the potential adoption of EFTsure to further enhance supplier verification and payment controls as part of its continuous improvement efforts.
- Detailed review to be incorporated in the 2026–27 internal audit program.**

FINANCIAL AND OPERATING RISKS



6. Risk management strategies

Effective risk management requires a structured framework supported by comprehensive policies, regularly updated risk registers, and practical risk management plans. Councils must also implement clear processes to reduce or mitigate risks, ensuring resilience, compliance, and continuity of operations. A proactive approach not only protects assets and resources but also builds community confidence in Council's governance and service delivery.



Potential consequence of risk:

- Risk that Council will not be prepared when adverse events occur.
- Non-compliance with the legislation may lead to fines and penalties.



Plan to mitigate the risk:

- Existing risk management framework to be reviewed and updated internally.
- A detailed risk management plan to be developed and a Risk Management Committee to be considered.
- **Project has been undertaken during the 2023-24 financial year with an external consultant to review management strategies.**

FINANCIAL AND OPERATING RISKS



7. Asset valuation

Asset valuation within Council is a complex and specialised process that requires professional expertise, robust methodologies, and sound judgement. Accurate valuation is essential to ensure compliance with accounting standards, maintain reliable financial reporting, and provide transparency in the fair presentation of Council's asset base. Engaging qualified valuers and applying consistent practices strengthens accountability and supports informed decision-making.



Potential consequence of risk:

- Misstatement of financial position in annual reports and statutory accounts.
- Non-compliance with accounting standards (e.g., AASB requirements).
- Poor decision-making on asset utilisation, disposal, or investment.
- Over- or under-insurance of assets, leading to financial exposure.
- Reduced stakeholder confidence in the Council's financial integrity.



Plan to mitigate the risk:

- Implement regular and timely revaluation of assets in accordance with accounting standards and policies. Engage qualified, independent valuers for high-value or complex assets.
- Maintain a centralised, up-to-date asset register with historical cost and fair value data.
- Establish clear policies and procedures for valuation, depreciation, and impairment testing.
- Conduct periodic internal audits to reconcile physical assets with valuation records.
- Impairment review of roads to be performed as a part of accounting assistance work.
- **A detailed asset valuation review is to be performed as part of the internal audit program for the financial year 2025-26.**

FINANCIAL AND OPERATING RISKS



8. Asset management

Assets are central to Council's ability to deliver services to the community, and a robust Asset Management Plan underpins strong governance and accountability. Comprehensive asset management is also critical to Council's long-term financial sustainability. Council has an obligation to manage existing assets efficiently and effectively, while ensuring that decisions on the acquisition, disposal, and maintenance of assets are undertaken through open, transparent, and responsible processes.



Potential consequence of risk:

- Ineffective management of organisational resources.
- Poor decisions regarding asset acquisition, replacement, or disposal.
- Increased operational costs from reactive maintenance and unplanned breakdowns.
- Asset failures leading to service disruptions, safety risks, or project delays.
- Inaccurate financial reporting that could result in non-compliance with regulations.
- Weakened ability to show responsible resource management to stakeholders



Plan to mitigate the risk:

- Develop, implement, and maintain a regularly updated Asset Management Plan aligned with organisational strategy.
- Establish a formal review cycle (e.g., annual or biennial) for updating the plan.
- Integrate asset management planning with budgeting, lifecycle costing, and capital works programs.
- Ensure an accurate and comprehensive asset register supports the plan.
- Conduct periodic audits of asset data, condition assessments, and utilisation.
- Assign clear responsibilities for maintaining and updating the plan and provide staff training on the importance and use of the Asset Management Plan.
- It is noted that the asset management plan is currently being updated. It is intended that this will be an ongoing project to continuously enhance and improve the existing asset management planning processes.
- **The process of updating Council asset management plans is currently in underway including input from the external valuers.**

FINANCIAL AND OPERATING RISKS



9. AASB 13 Fair value measurement

AASB 13 Fair Value Measurement outlines principles for measuring fair value, requiring Councils to use specified valuation methods and a hierarchy for input reliability. Proper adherence to these requirements is crucial for transparency and consistency in financial reporting, which fosters stakeholder confidence in asset valuations. There is a risk that assets and liabilities may be mismeasured or misrepresented due to incorrect valuation techniques, insufficient market data, or poor documentation and governance.



Potential consequence of risk:

- Misstated financial statements reduce the accuracy and reliability of reported results. Preparing statements on an incorrect basis poses a high risk.
- Non-statutory reporting obligations, exposing the organisation to audit qualifications or regulatory penalties.
- Increased scrutiny from auditors, regulators, and funding bodies as a result of inadequate disclosure in the financial statements.
- Poor decision-making from reliance on inaccurate fair value information.
- Reduced stakeholder confidence in governance, financial integrity, and transparency.



Plan to mitigate the risk:

- Develop and maintain clear accounting policies and procedures aligned with AASB 13 requirements.
- Engage independent and qualified valuers to ensure fair value measurements are robust and defendable.
- Ensure valuation techniques are consistent, transparent, and appropriately classified under the fair value hierarchy (Level 1, 2, 3).
- Maintain comprehensive documentation of valuation assumptions, inputs, and methodologies.
- Provide training for finance staff and management on AASB 13 obligations and practical application.
- Conduct periodic internal audits and external reviews of fair value measurement processes.
- **A detailed asset valuation review is to be performed as part of the internal audit program for the financial year 2025–26.**

FINANCIAL AND OPERATING RISKS



10. Impairment of infrastructure assets

In recent years, Council has experienced significant weather events that have caused extensive damage to infrastructure assets. While various claims have been approved by the Queensland Reconstruction Authority (QRA) and restoration works are ongoing, these events have resulted in substantial year-end impairment adjustments in the financial statements.

This will remain a key focus for external audit and presents an ongoing challenge to ensure that any decreases in asset fair value are accurately assessed, recognised, and disclosed.



Potential consequence of risk:

- Misstatement of asset values in the financial statements.
- Non-compliance with accounting standards (e.g., AASB 136 – Impairment of Assets).
- Poor decision-making regarding asset renewal, replacement, or disposal.
- Financial exposure due to delayed recognition of losses.
- Reduced confidence from auditors, regulators, and stakeholders in asset reporting practices.



Plan to mitigate the risk:

- Establish and implement clear policies and procedures for impairment assessment in line with AASB 136.
- Conduct regular condition assessments and asset performance reviews to identify impairment indicators early. Perform periodic internal audits to test compliance with impairment policies and accounting standards.
- Engage qualified valuers or technical experts to assess complex impairment cases.
- A thorough review of current QRA claims and the impact of recent weather events will be conducted. An analysis of DRFA funding will identify emergent works and asset replacements, with applicable funding classified as capital. Ensure that any capital expenditures account for relevant impairment losses before capitalising subsequent spending.
- **A detailed review of impairment of assets will be performed as part of the internal audit program for the 2025–26 financial year.**

FINANCIAL AND OPERATING RISKS



11. Climate change and natural disasters

Increased focus on challenges and risks as a result of climate change such as frequent natural disasters. Council operations are exposed to the risk of natural disasters such as cyclones and flooding.



Potential consequence of risk:

- Damage to assets, loss of documents and data.
- In event of emergencies no ability to communicate with outside world.
- Failure to deliver essential services during above events, e.g., Aged Care, water and sewer etc.
- Delay in community recovery and financial loss



Plan to mitigate the risk:

- Natural disaster plan in place.
- External backup of data currently done in Cairns and Pormpuraaw with one person taking home the backup disk each night.
- Council to manage the community's expectations in terms of what are the processes should a natural disaster occur – consider a booklet/information system.
- Council to continuously review available solutions relating to natural disaster scenarios.



FINANCIAL AND OPERATING RISKS



12. Carbon credit trading

In recent years Council have received revenue from the generation and sale of carbon credits. The risk exists that this process will not be adequately monitored or reported in the financial statements.

This is a complex and emerging field with processes, legislation and accounting views being developed. At present, there is no available accounting standard to provide clear guidance on carbon accounting.

Council is also investigating options for new arrangements, and as a result, the appropriate accounting treatment may change in 2025–26.



Potential consequence of risk:

- Incorrect accounting treatment in the financial statements.
- Document and regularly monitor risk management strategies, including in-house and external expertise, legislative changes, and the Council's strategies for abatement contracts and sales. Ensure systems are in place to track the generation and sale of credits.



Plan to mitigate the risk:

- Review the existing processes in place to ensure appropriateness.
- External consultant to assist with the correct year-end accounting treatment for any unsold credits as at 30 June, and also review the treatment of revenue generated in the year to ensure the treatment is correct.
- A detailed review was performed as part of the 2022–23 internal audit program. Follow up on the implementation of recommendations to be done. As carbon accounting is still an emerging field, developments for the 2025–26 will be reviewed and incorporated into the year-end processes.



FINANCIAL AND OPERATING RISKS



13. Profit share arrangement

Since 2019, Council has been in a profit share arrangement with Jobfind Centres Australia Pty Limited, trading as RISE Ventures as part of an ongoing partnership to improve the education, training, and employment outcomes for jobseekers in relation to the delivery of Community Development Program ("CDP") services in the Porpuraaw community. It is noted that throughout the arrangement Council raised several concerns around with RISE such as failing to provide financial reports on prescribed time, inaccurate reports, unexplainable expenses in financial report and absence of proper communication channels.

The contract has been renewed in 2025, and it is intended that Council undertake a full review of the new contractual arrangements to ensure the appropriate accounting treatment, compliance obligations, and financial reporting impacts are clearly understood and properly reflected.



Potential consequence of risk:

- Incorrect accounting treatment and the disclosure requirements in Council's financial statements, depending on the prescribed requirements in the MOU.
- Potential missed financial reward if the relationship is not set up and monitored appropriately.
- Underpayment of profit share from RISE to Council.



Plan to mitigate the risk:

- Ongoing - activities to be monitored by Council and any share of profit to be pursued on a timely basis.
- A proper communication channel is to be established to ensure access to timely and accurate financial reports.
- A detailed review was performed as part of the 2022-23 internal audit program. This process documented existing procedures, provided recommendations on profit share arrangements, and highlighted several concerns about the financial information provided by RISE.
- Consideration of the new arrangement will be given as part of the year end accounting assistance work.

FINANCIAL AND OPERATING RISKS



14. Waste, water and sewerage management

Local governments manage waste, water, and sewerage systems to meet regulatory and community standards. Inadequate services can harm public health, the environment, and community trust. Effective governance and maintenance are essential for ensuring service delivery and protecting community wellbeing.



Potential consequence of risk:

- Risk of endangering public health.
- If Council fails to effectively manage waste throughout the community it risks creating adverse impacts on the environment.



Plan to mitigate the risk:

- Manage and maintain council's water infrastructure and distribution network as required by law and regulation.
- Manage and maintain council's sewerage infrastructure network at an acceptable environmental standard.
- Manage effective and efficient waste collection and recycling services.



15. Management of infrastructure projects

Council delivers a range of major infrastructure projects that often involve substantial funding and extend across multiple years. Effective management of these projects is essential to ensure they are delivered on time, within budget, and to the required standard. Strong project governance, risk management, and stakeholder engagement are critical to achieving maximum value and long-term benefits for the community.



Potential consequence of risk:

- Selection of infrastructure projects which do not best match the needs of the Community.
- Projects not being implemented in the most efficient or effective way, causing loss of contracts, financial insolvency or harm to the Council's reputation.



Plan to mitigate the risk:

- Implementation of project management planning and training in conjunction with risk assessments.
- Ongoing maintenance of projects and implementation of project management systems.

FINANCIAL AND OPERATING RISKS



16. Legislation and local government regulations

Councils struggle to maintain compliance with the Local Government Regulation Act 2012 and other legislation. Evolving governance practices increase the risk of non-compliance. Incorrectly prepared financial statements and failure to meet legislative obligations can damage accountability, governance, and the Council's reputation. Non-compliance may result from poor monitoring, lack of awareness, or weak control frameworks.



Potential consequence of risk:

- Financial penalties, fines, or legal action from regulatory bodies.
- Suspension or loss of licences, permits, or approvals required to operate.
- Project delays or stoppages due to regulatory non-compliance.
- Damage to organisational reputation and reduced stakeholder trust.
- Increased scrutiny from regulators, resulting in higher compliance costs.



Plan to mitigate the risk:

- Legislative and WH&S compliance allocated to appropriate personnel.
- Maintain an up-to-date compliance register covering all relevant legislation and local government requirements.
- Conduct regular compliance reviews and audits to identify gaps.
- Provide ongoing training and awareness programs for staff on regulatory obligations.
- Engage with legal and regulatory experts to interpret complex or changing requirements.
- Implement robust document control and approval systems to ensure compliance evidence is available.
- Establish a monitoring mechanism for legislative updates and promptly adjust internal policies and procedures.
- **Project was undertaken during the 2023-24 financial year with an external consultant to review governance and policies.**

FINANCIAL AND OPERATING RISKS



17. Land Holding Act leases

It was noted that in recent years a number of residential houses have been transferred to beneficiaries under the Land Holding Act 2013 "the Act".

Under the arrangement, the correct accounting treatment for the residential houses transferred under the Act, should be the removal of the houses from the Council assets register.



Potential consequence of risk:

- Misstatement of balance of property, plant and equipment and the related capital expense as a result of the transfer of the houses to a third party.



Plan to mitigate the risk:

- Confirmation to be sought during the year end accounting from the Aboriginal and Torres Strait Islander Housing Unit, Department of Housing and Public Works to confirm the status of houses in relation to the LHA leases.
- **This was identified and rectified during the 2022-23 financial year and will be monitored as part of accounting assistance role moving forward.**



18. Treatment of existing and future houses under 40-year lease housing arrangements

Ensure all new lease agreements are accurately recorded in financial statements. In the 2022-2023 financial year, the Department of Housing made a retrospective rent and rates adjustment from 1 July 2022. A notification email sent on 30 June 2023 was identified only after the financial statements were signed, highlighting poor communication and a risk of misstatement.



Potential consequence of risk:

- Loss of revenue source for Council.
- Incorrect accounting treatment resulting in potential management letter issues or qualifications.
- Untimely communication around the change in rates.



Plan to mitigate the risk:

- **Ongoing review. To be addressed as part of the 2025-26 year-end accounting assistance.**
- Timely communication with the department and implementing the current rate based on the effective date implied in the issued report.

FINANCIAL AND OPERATING RISKS



19. Qbuild capital additions to housing on Council asset register

While most QBuild works relate to properties under 40-year leases (and are therefore treated as operating expenditure), some projects relate to housing assets owned by Council. For these Council-owned assets, expenditure must be assessed in line with cost recognition standards to determine whether it should be expensed or capitalised. QBuild-completed housing works should be fully captured, correctly classified, or recorded with supporting documentation.



Potential consequence of risk:

- Assets understated or misstated in the financial statements
- Incorrect depreciation calculations
- Incorrect accounting treatment resulting in potential management letter issues or qualifications.



Plan to mitigate the risk:

- Ongoing review. To be addressed as part of the 2025-26 internal audit program.
- Implement a reconciliation process between QBuild completion reports, invoices, and Council's asset register.



FINANCIAL AND OPERATING RISKS



20. Local Government sustainability framework

The Financial Management (Sustainability) Guideline 2023 was introduced for the 2023–24 financial reporting period and the 2024–25 budget process. It expands financial sustainability measures from three to nine, covering areas like financial capacity, operating performance, liquidity, asset management, and debt servicing. The Department has categorised each Council for these reports, classifying Pormpuraaw ASC as Tier 8 Indigenous, with specific target measures to be established. This framework aims to enhance transparency and provide a thorough assessment of long-term financial sustainability.



Potential consequence of risk:

- Council not implementing a system and of review and monitoring to calculate and understand the new Sustainability Framework on a timely basis.



Plan to mitigate the risk:

- Key measures will be documented and assessed and presented on a monthly basis at the Council meetings.

Strategic Internal audit plan (2026-2028)

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21. Financial management and monthly financial reporting

Effective financial management depends on clear delegations, strong internal controls, and disciplined budget oversight. Weak financial delegations or insufficient monitoring of forward estimates, life-cycle costs, and long-term sustainability measures can lead to misinformed decisions and financial risk. Timely and accurate monthly financial reporting is therefore essential, supporting informed governance, transparency, and sustainable financial outcomes.



Potential consequence of risk:

- Overly complex, inaccurate or out of date monthly financial information can lead to poor or inappropriate decisions being made.
- Lack of clear understanding of the financial information presented if reports are not in a user-friendly format.



Plan to mitigate the risk:

- Regular budget reviews and monthly reporting
- 10-year financial modelling
- Asset valuations performed in accordance with financial standards and QAO recommendations.
- Timely reporting and accurate monitoring around grant revenue and expenditure.

FINANCIAL AND OPERATING RISKS



22. Related party transactions

Amendments to AASB 124 Related Party Disclosures have extended reporting requirements to not-for-profit public sector entities, including Councils. This creates a risk that Council may fail to fully meet disclosure obligations if related party transactions are not properly identified, recorded, and reported. Robust processes and oversight are essential to ensure compliance, transparency, and accountability in financial reporting.



Potential consequence of risk:

- Non-compliance with accounting standards resulting in potential qualification of financial statements.
- Penalties may be applied for non-compliance with the Local Government Act 2012.



Plan to mitigate the risk:

- Consideration of workshop with new Councillors after the election to provide an understanding around the importance and requirements around disclosing related party information.
- Update the related party register on frequent manner and monitor changes frequently.
- Ensure ongoing and year end processes are in place to record related party transactions prepare comprehensive and accurate disclosures in the financial statements.

Strategic Internal audit plan (2026-2028)

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23. Lack of adherence to policies

In recent years, Council has made significant progress in updating policies and procedures across its operations. However, it is equally important that these policies and procedures are consistently followed by all staff. Failure to adhere to them increases the risk of inefficiencies, non-compliance, and reputational damage, undermining the effectiveness of Council's governance framework.



Potential consequence of risk:

- Breaches of legislation, health and safety risks, potential audit issues



Plan to mitigate the risk:

- Ongoing internal monitoring,
- Annual training to be prioritised to ensure responsible Officers are fully up to date with legislation

FINANCIAL AND OPERATING RISKS



24. Unregulated implementation of AI

As artificial intelligence (AI) continues to rapidly evolve, its integration into Council operations offers opportunities for efficiency and innovation.

However, unregulated or poorly managed implementation poses significant risks. Without robust governance, clear policies, and ethical guidelines, AI systems may lead to biased decision-making, compromised data privacy, or operational disruptions. Establishing a structured framework for AI adoption is therefore essential to ensure alignment with legal, ethical, and organisational standards while safeguarding community trust.



Potential consequence of risk:

- Ethical concerns, such as biased decision-making or discrimination, leading to reputational damage and loss of public trust.
- Legal and regulatory non-compliance, resulting in fines, sanctions, or lawsuits.
- Data privacy violations, potentially exposing sensitive information and damaging relationships with clients and stakeholders.
- Inefficiencies or operational disruptions if AI systems malfunction or are improperly integrated into existing processes.



Plan to mitigate the risk:

- Implementation of an AI governance framework, ensuring AI applications align with ethical standards, legal requirements, and best practices.
- Regular audits and reviews of AI systems to assess compliance, transparency, and effectiveness.
- Staff training on the ethical use of AI, promoting awareness of potential risks and responsibilities.
- Establish clear guidelines for AI usage, ensuring that all deployments undergo risk assessments and receive proper oversight before being fully implemented.
- A detailed review of the implementation of AI to be considered for future years.

FINANCIAL AND OPERATING RISKS



25. Effective investment and cash management strategy

Section 47 of the SBFA Act mandates local governments to invest funds prudently. Effective investment and cash management are vital for the organisation's financial sustainability and liquidity to meet commitments. A balanced strategy should align with long-term goals, comply with regulations, and manage risk. Without a strong framework, the organisation may face financial loss, liquidity issues, and reputational harm, especially in volatile economies. Good governance, clear policies, and regular monitoring are essential to protect public funds and inform decisions.

Potential consequence of risk:

- Reduced financial sustainability from low investment returns.
- Liquidity shortages affecting operational and capital commitments, leading to missed growth opportunities.
- Increased financial risks from market volatility, interest rate changes, or counterparty defaults.
- Non-compliance with regulations and internal policies.
- Reputational damage due to mismanagement or perceived imprudent investments.

Plan to mitigate the risk:

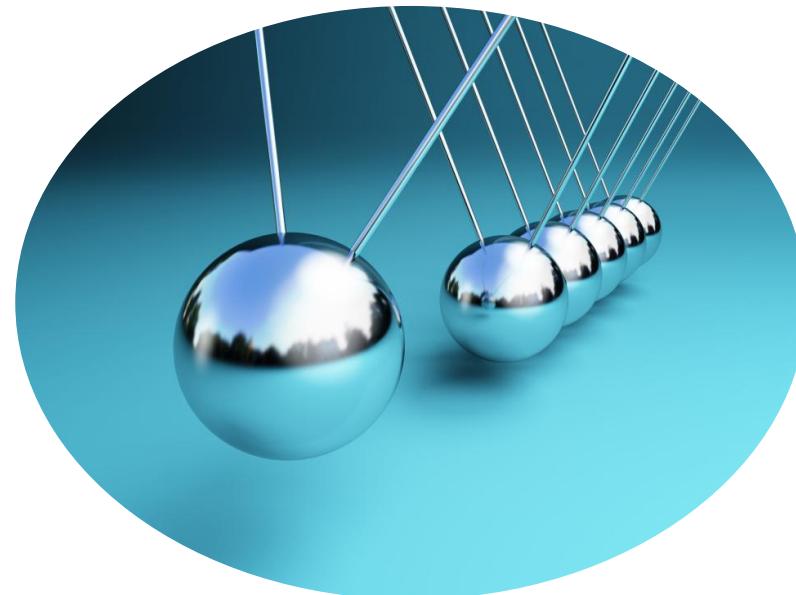
- Establish and uphold a strong investment and cash management policy.
- Conduct regular cash flow forecasts and stress tests for liquidity assurance.
- Perform ongoing reviews of investment performance and compliance.
- Ensure segregation of duties in cash handling and investment decisions.
- Regularly report to senior management on investment performance and cash status.
- A review of Council's investment strategy and cash management approach will be undertaken as part of the FY 2025-26 internal audit, which will include follow-up work on the organisation structure, HR review, and investment strategy.

FINANCIAL AND OPERATING RISKS



26. Monitoring of grant receipts, spending and reporting

One of the primary functions of Council is to facilitate the efficient and effective utilisation of various grants. The Council bears the responsibility of closely monitoring and reporting the grants receipts and expenditures. To ensure transparency and accountability, the Council needs to establish clear and consistent reporting guidelines. Unavailability of adequately skilled people and well-defined processes in place can potentially compromise the accountability.



-  **Potential consequence of risk:**
 - Financial loss and loss of public trust in the Council and its management.
 - Disruption to operations and inability to conduct core business.
 - Financial, reputational and legal damage to the Council.
-  **Plan to mitigate the risk:**
 - Establish robust policies and procedures to address grant monitoring.
 - Constant staff training including succession planning.

FINANCIAL AND OPERATING RISKS



28. Code of conduct and conflicts of interest

In small and remote councils, employees often have personal connections with local suppliers, increasing the risk of perceived or actual conflicts of interest. If not properly managed, these conflicts can compromise decision-making and expose the Council to fraud, corruption, and reputational damage. Maintaining a strong code of conduct and transparent conflict management practices is essential for upholding integrity, fairness, and public trust.



Potential consequence of risk:

- Reputational damage to Council and loss of community trust. Legal and regulatory penalties for non-compliance with local government legislation.
- Compromised integrity of procurement, planning, or decision-making processes. Increased risk of fraud, corruption, or favouritism. Erosion of workplace culture and staff morale.
- Escalation of complaints, investigations, and oversight by regulators or integrity bodies.



Plan to mitigate the risk:

- Maintain and enforce a comprehensive Code of Conduct and Conflict of Interest Policy.
- Require councillors, staff, and contractors to make timely and transparent declarations of interests. Maintain registers of interests, gifts, and benefits, with regular audits and public reporting where required.
- Provide regular training and awareness programs on ethical behaviour and integrity obligations.
- Encourage a strong ethical culture supported by leadership tone at the top. Provide confidential reporting channels (e.g., whistleblower mechanisms) for suspected breaches.

FINANCIAL AND OPERATING RISKS



29. Treatment of DRFA Funding

Inconsistencies among Councils in handling Disaster Recovery Funding Arrangements (DRFA) risk misreporting of revenue and expenditure. Consistent application of accounting standards and clear disclosures are essential for accurate and compliant financial reporting.



Potential consequence of risk:

- Incorrect accounting treatment of DRFA income and expenditure.
- Distortion of the sustainability ratios.
- Potential audit qualification.



Plan to mitigate the risk:

- Full analysis to be prepared of DRFA funding during the year to identify all emergent works and replacement of assets. Funding to be classified as capital where appropriate.
- Where expenditure is considered capital in nature, ensure that the relevant impairment loss has been adjusted and the subsequent expenditure is then capitalised.



FINANCIAL AND OPERATING RISKS



30. Global pandemics

The COVID-19 outbreak highlighted the extensive impacts of global pandemics, leading to major economic, social, and political disruption. Councils face significant challenges in service delivery, community wellbeing, and financial sustainability. To mitigate future impacts, building resilience through proactive planning, flexible service models, and strong risk management is essential.



Potential consequence of risk:

- Disruption to operations. Lack of adequate disclosure in the financial statements around the known impacts on Council activity.
- Loss of revenue due to travel restrictions and lockdowns. Delays in certain grant funding streams. Delays in completion of capital projects as a result of travel restrictions, labour and materials shortages.
- Increased IT risks as a result of staff working from home. High levels of absenteeism and increased levels of sick leave pay.



Plan to mitigate the risk:

- Business continuity plan to be reviewed and updated on an ongoing basis.
- Consider financial implications – cash flow management is critical where there is a loss or delay in revenue streams.
- Close liaison with IT providers to ensure remote access is set up correctly.
- Protect the health of staff by ensuring staff advice and management actions are clear, relevant, timely and accurate. Develop a communications strategy for employees, customers, funding bodies and suppliers.



Strategic Internal audit plan (2026-2028)

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FINANCIAL AND OPERATING RISKS



3.1. Stores and Inventory management

Effective stores and inventory management is critical to the success of Council operations. Without proactive oversight and regular review of procurement processes, inefficiencies may develop over time, leading to increased costs, stock imbalances, and reduced service delivery. Strong controls and monitoring ensure resources are managed efficiently, support accountability, and safeguard Council's operational effectiveness.



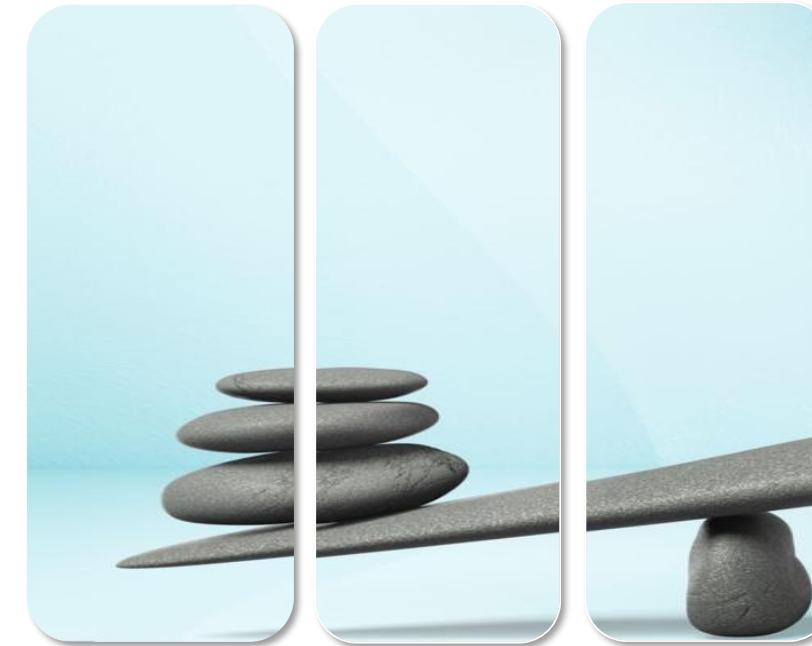
Potential consequence of risk:

- External audit matters arising issues.
- Issues from stores not accurately recorded. Inventory losses not identified.
- Inefficiencies in purchasing processes where inventory records are not up to date.



Plan to mitigate the risk:

- Perform detailed process review. Document and understand the process control environment to evaluate the efficiency and effectiveness.



FINANCIAL AND OPERATING RISKS



32. Credit card receipts documentation

To maintain transparency and accountability, individual receipts must be available for all credit card transactions. Proper documentation ensures that expenditure is legitimate, compliant with Council policies, and able to withstand audit scrutiny. Strong controls around credit card use safeguard against misuse, support accurate financial reporting, and uphold public trust.



Potential consequence of risk:

- Lack of transparency due to a lack of supporting documentation and the absence of regular credit card reconciliations.
- Uninformed decisions. Failure to comply with legal requirements.
- Potential risk of fraud.



Plan to mitigate the risk:

- Ongoing – Council to continue to formalise processes around support for transactions spent on corporate credit cards.
- The use of credit cards will be reviewed, and a policy will be established and updated. Additionally, verification of statements will be undertaken.
- A review of fraud controls and risk management, including credit card policy, will be conducted in the financial year 2027-28.



FINANCIAL AND OPERATING RISKS



33. Changes in superannuation legislation

On 18 September 2024, the Australian Government announced details of the Payday Super legislation, set to take effect on 1 July 2026. This reform requires employers to make superannuation guarantee (SG) contributions concurrently with salary payments, replacing the current quarterly system.

Key changes include a seven-day contribution window, updated superannuation guarantee charge (SGC) mechanisms, and enhanced reporting obligations through Single Touch Payroll (STP) and SuperStream. The Small Business Superannuation Clearing House (SBSCH) will be decommissioned, and fund choice rules will be updated to simplify employee onboarding.

Potential consequence of risk:

- Exposure to SGC, interest, and penalties due to late or missed super contributions.
- Financial penalties, reputational damage, and system stress from non-compliance with the seven-day contribution window.
- Disruption to super payments following SBSCH decommissioning.
- ATO compliance action and administrative burden from inaccurate STP reporting.
- Employee complaints and inefficiencies from delayed or incorrect super allocations.
- Increased human error and inconsistent compliance due to lack of awareness.
- Administrative delays and employee dissatisfaction from non-alignment with choice of fund rules.

Plan to mitigate the risk:

- Strengthen payroll processes, controls, and staff awareness to ensure timely and accurate super payments.
- Update systems and workflows to meet the seven-day payment window and new reporting requirements.
- Prepare for SBSCH decommissioning and ensure reliable alternative payment and onboarding processes.
- Implement clear procedures to manage data accuracy, employee fund choice, and any allocation issues promptly.

FINANCIAL AND OPERATING RISKS



34. Debtors monitoring and recovery

It appears that Council has experienced challenges in effectively monitoring receivables and ensuring timely debt recovery. Prolonged outstanding balances have required substantial provisions, impacting financial performance and cash flow. Strengthening debtor management processes and recovery practices is essential to safeguard revenue, reduce financial risk, and maintain Council's long-term sustainability.



Potential consequence of risk:

- Difficulty to recover aged balances from the debtors leading to financial loss.
- Unreconciled / uncleared accounts at period end resulting differences in debtors, internal sales and bank reconciliation.



Plan to mitigate the risk:

- Establish policies and procedures to monitor recording and collecting of receivables.
- To be included as part of the internal audit overall review of Council operations.
- Ongoing internal monitoring.

Strategic Internal audit plan (2026-2028)



35. Climate and sustainability reporting

Ensuring long-term sustainability is crucial for Council in addressing climate challenges and changing government policies impacting revenue. To achieve financial stability and meet corporate objectives, it must incorporate climate and sustainability considerations into its planning and reporting. A thorough review of enterprise opportunities and sustainable practices will help manage risks, secure funding, and enhance resilience for future growth.



Potential consequence of risk:

- The complexity of the accounting and reporting requirements. Lack of understanding of new reporting requirements.
- Additional resources may have to be allocated to align with the reporting requirements.
- Potential delays in finalisation of financial statements and annual audits.



Plan to mitigate the risk:

- Draft policies and procedures, for upcoming ESG reporting requirements.
- Conduct awareness programme for importance of ESG reporting and establish foundation for reporting channels.
- Ongoing internal monitoring for yearend preparation of financial statements.
- Obtain assistance of the experts, if required.

FINANCIAL AND OPERATING RISKS



36. Landfill provision

Accounting for landfills is complex, and their valuation involves significant judgment and estimates. The provision can be material, and the correct measurement and treatment are essential to ensure fair presentation in the statements.



Potential consequence of risk:

- Incorrect accounting for rehabilitation, monitoring and aftercare costs.



Plan to mitigate the risk:

- Ongoing - to be overcome via the use of an external consultant to provide advice on the calculation of the provision for future landfill rehabilitation.



Strategic Internal audit plan (2026-2028)

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37. Complex and new accounting standards

Australian Accounting Standards are frequently updated, adding complexity for Councils. To ensure compliance, Councils need strong internal accounting systems to effectively implement changes in year-end financial statements. This proactive approach minimizes misstatement risks and enhances transparency in financial reporting.



Potential consequence of risk:

- Non-compliance with accounting standards resulting in potential qualification of financial statements.
- Challenge exists to ensure that processes for revenue and other complex accounting are in place.



Plan to mitigate the risk:

- Controls need to be in place as part of the year-end accounting process. Enhance documentation of accounting policies, judgements, and assumptions for transparency.
- Conduct impact assessments of new standards early and integrate into planning cycles.
- Communicate significant changes and impacts to senior management and provide ongoing technical training and professional development for finance staff.

FINANCIAL AND OPERATING RISKS



38. Council's ongoing strategic direction

Councils are placing greater emphasis on maximising own-source revenue streams to strengthen financial sustainability. With financial sustainability ratios becoming increasingly critical, these measures now influence future funding eligibility. A clear and focused strategic direction ensures that Council can balance service delivery with long-term fiscal responsibility, while positioning itself to access external funding opportunities.



Potential consequence of risk:

- Future losses and a resulting decrease in the cash surplus position of Council.
- Negative impact on the Council's financial sustainability ratios.
- Loss of employment opportunities within the Community.



Plan to mitigate the risk:

- To maximise the changes in legislation, new business opportunities/funding streams/own use revenue to be investigated and/or progressed.

Strategic Internal audit plan (2026-2028)

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39. Risk management and workplace health & safety

It is essential that Council establishes formal procedures to manage risk and uphold workplace health and safety. A strong safety culture, supported by regular training of key personnel, reinforces the importance of personal responsibility and collective accountability. By embedding these practices across the organisation, Council ensures compliance, reduces incidents, and promotes a safe and resilient working environment.



Potential consequence of risk:

- Potential injury to Council employees/community members.
- Significant risk of potential legal action should any issues arise.
- Potential fees and penalties
- Adverse publicity



Plan to mitigate the risk:

- Develop, implement and manage a risk management plan
- Management of Environmental Risk Assessments (ERA) and investigation of environmental incidents
- Suitably qualified staff
- Utilise Workplace Health & Safety Officer to ensure adherence to health and safety and ensure enough budget has been allocated for improvements in this area.

FINANCIAL AND OPERATING RISKS



40. Computer maintenance and support

Operational risks for the Council include the correct use of computer systems, data integrity, and backup adequacy. Effective maintenance and support are crucial to safeguard information, ensure business continuity, and minimise disruptions to critical services. Implementing robust processes and timely updates can reduce vulnerabilities and maintain operational security.



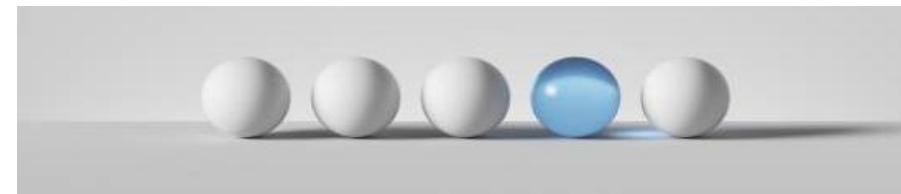
Potential consequence of risk:

- Critical business operations can be disrupted by system outages or failures.
- Hardware breakdowns or unresolved technical issues may lead to data loss or corruption.
- Staff productivity decreases, resulting in higher operational costs.
- Outdated software and unpatched systems create cybersecurity vulnerabilities.
- Emergency repairs and unplanned system replacements drive up costs.



Plan to mitigate the risk:

- Establish a proactive IT maintenance and support framework with scheduled servicing.
- Maintain data backup systems and test restoration processes regularly.
- Conduct periodic internal audits of IT maintenance and support practices.



FINANCIAL AND OPERATING RISKS



41. Changes in Government Policy impact on funding

An ongoing operational risk for all Councils is the potential for changes in Government policy affecting funding streams and programs. Such changes can alter the availability, scope, and conditions of funding, impacting Council's ability to plan, deliver services, and maintain financial sustainability. Proactive monitoring and adaptive strategies are essential to mitigate these risks and ensure continuity of operations.



Potential consequence of risk:

- Current funding sources will be lost.
- Council will not be eligible for replacement new programs.



Plan to mitigate the risk:

- Ongoing collaboration with State and Commonwealth departments to keep Council informed of actual and proposed developments.



42. Financial sustainability

Ensuring financial sustainability is crucial for the Council amid changing government policies affecting revenue. To secure funding for services and future growth, the Council should review enterprise opportunities and adopt innovative revenue generation strategies. Strong financial management is essential for stability and achieving long-term objectives.



Potential consequence of risk:

- Future losses and a resulting decrease in the cash surplus position of Council. Negative impact on the Council financial sustainability ratios.
- Loss of employment opportunities within the Community.



Plan to mitigate the risk:

- Maintain communication with State and Commonwealth departments to keep the Council updated on all developments.
- Explore and advance new business opportunities, funding streams, and revenue from legislation changes.

FINANCIAL AND OPERATING RISKS



43. Ineffective financial management

Ineffective financial management within Council can significantly undermine its ability to deliver services, maintain infrastructure, and achieve strategic objectives. Poor planning, inadequate oversight, or weak reporting practices may result in budget overruns, misallocation of resources, and reduced public trust. Addressing these risks requires strong governance, transparent processes, and sound financial controls to ensure accountability and long-term sustainability.



Potential consequence of risk:

- Risk of fraud and financial losses.
- Financial, reputational and legal damage to the Council.
- Disruption to operations.
- Loss of public trust on the Council and its management



Plan to mitigate the risk:

- Regular budget reviews and monthly reporting.
- 10-year financial modelling
- Asset valuations performed in accordance with financial standards and QAO recommendations.
- Suitably qualified professional staff

Strategic Internal audit plan (2026-2028)

12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL



44. Strategic planning and reporting

Strategic planning and reporting help the Council set direction, align resources, and monitor progress. Clear objectives and transparent reporting ensure accountability and informed decisions. A detailed implementation plan with specific measures is essential for tracking progress.



Potential consequence of risk:

- Risk of developing meaningless strategic goals and objectives, resulting in programmes being either over- or under-resourced.



Plan to mitigate the risk:

- Further training for Councillors and employees
- Strong adherence to endorsed policies and strategies

FINANCIAL AND OPERATING RISKS



45. Communication

Effective communication within the Council is essential for collaboration, transparency, and efficient decision-making. By promoting clear information sharing at all levels, we ensure alignment of objectives, timely responses, and strong working relationships that enhance governance and service delivery.

In previous years, there appeared to be concern over poor communication throughout the existing Council structure.



Potential consequence of risk:

- Poor communication in any organisation can result in ineffective or inappropriate decisions being made.
- Lack of harmony within the workforce.



Plan to mitigate the risk:

- Consider monthly managers' meetings to discuss overall strategic issues.
- Ongoing internal monitoring.
- **Included as part of the internal audit program in 2024-25 in the overall review of Council organisational structure.**



REVIEW OF STATUS OF PREVIOUS RECOMMENDATIONS



The internal audit program will commence in the financial year 2025-26, and its recommendations and progress will be monitored in the table below.



Year	Internal Audit Area	Risk Rating	Recommendations	Status	Follow up review
2024-25	Review of asset valuation	High	All issues identified were resolved with the valuer as part of the internal audit process. Valuations confirmed as satisfactory via external audit process. (Comprehensive FY2022-23, FY2023-24, Indexation – 2020-21, 2021-22, 2024-25)	Completed for the year ends of 30 June 2021, 2022, 2023, 2024, and 2025.	To be reviewed on an annual basis.
2024-25	Organisational structure and HR review	High	<ul style="list-style-type: none"> Community values – Update to reflect true and current goals via consultation with workforce and community. Policies and procedures – Formalise and update for each area and communicate clearly to employees. Community engagement – Update Corporate Plan to reflect community input and priorities. Communication – Improve communication at leadership level. More connection within the entire organisation. Digital transition – Investigate options to move away from manual to efficient systems. Shared knowledge – Local employees mentored by corporate services department with aim to share knowledge and upskill local workforce 	Final	To follow-up on status on FY25-26.

REVIEW OF STATUS OF PREVIOUS RECOMMENDATIONS



Year	Internal Audit Area	Risk Rating	Recommendations	Status	Follow up review
			<ul style="list-style-type: none"> Workforce – Better conditions, positive incentives and development opportunities. Corporate services department – Continued visibility and input into community-level matters. Executive management – Consider joint leadership training program and increased understanding of each others' roles Capital expenditure – Assess needs for capital investments such as community meeting places, sports facilities, playgrounds, continued housing projects, new Council office, environmental initiatives. Town beautification – Upgrades, beautification and upkeep of community spaces, including installation and showcasing of local artworks. Investment strategy – Higher level of investment back into the community and workforce. Asset management plan – Review and update plan for future infrastructure needs and investment. 		

REVIEW OF STATUS OF PREVIOUS RECOMMENDATIONS



Year	Internal Audit Area	Risk Rating	Recommendations	Status	Follow up review
2023-24	Review of the Implementation of the New Financial Sustainability Framework	High	<ul style="list-style-type: none"> Review and update the asset management plan regularly to ensure regulatory compliance and incorporate new requirements from the financial sustainability framework. Integrate new sustainability ratios into strategic documents such as the Budget and Council financial reports. Continue recruitment for the Executive Manager Operations position using national and international job portals, and offer attractive incentive packages to attract qualified candidates. Implement a succession plan for executive management to ensure organisational stability by developing internal talent for leadership roles. Enhance the Audit Committee's function by encouraging more comprehensive reviews of financial reports. Council should enhance current practices to preserve operational efficiency and maintain its operating surplus ratio. Engage with funding bodies for balanced asset renewal funding. Implement a comprehensive asset management plan to assess asset condition, enabling informed investment and maintenance decisions, and monitor the asset sustainability ratio. 	Final	Ongoing

Strategic Internal audit plan (2026-2028)

REVIEW OF STATUS OF PREVIOUS RECOMMENDATIONS



Year	Internal Audit Area	Risk Rating	Recommendations	Status	Follow up review
			<ul style="list-style-type: none"> Categorise capital expenditure as renewal or upgrade to ensure accurate sustainability ratio calculations. Review cash management strategies and implement an investment strategy for long-term financial sustainability. Consider project timelines when budgeting to reduce variances between budgeted and actual revenues due to timing discrepancies. Incorporate cash management strategies and investment plans in long-term cash forecasts for effective resource management. Continue monitoring the budget to promote transparency and informed decision-making. Ensure all necessary information for sustainability ratios is prepared for the financial year ending June 30, 2024, including a comprehensive budget for fixed assets and population growth forecasts. Planned capital expenditures for FY2027-28 should also be included. Monitor and report these ratios to Council members for timely action on sustainability goals. Calculate new contextual ratios in line with the 2024 Guidelines to provide insights into financial capacity and asset management, even though they aren't required to be audited. Maintain consistent account classification across budgets, financial statements, and ratio calculations. 		

Strategic Internal audit plan (2026-2028)

REVIEW OF STATUS OF PREVIOUS RECOMMENDATIONS



Year	Internal Audit Area	Risk Rating	Recommendations	Status	Follow up review
2021-22, 2022-23	Review of systems in place to record and manage carbon credit trading	High	<ul style="list-style-type: none"> Develop a policy for guiding employees on the trading of carbon credits, ensuring compliance with regulations while maximising returns. Create a documented process for consistent communication, management, and monitoring of burning activities, including obtaining necessary permits and adhering to imposed conditions. Recognise the sale of carbon credits as revenue and measure the cost of generating ACCUs according to AASB 102. 	Completed the 2022-23 internal audit.	Completed
2020-21 2022-23	Review of the arrangement and ongoing activities of the existing arrangement with RISE Ventures	H/M	<ul style="list-style-type: none"> 2020-21 New Memorandum of Understanding drafted and signed in the prior year. 2022-23 Rigid monitoring for transparency and timeliness of financial statements, profit share and payment 	<ul style="list-style-type: none"> Continued into the 2021-22 and 2022-23 financial internal audit programs with a focus on review of financial information available from third party to support the profit share calculations. Report sent out in draft for client comment. 	<ul style="list-style-type: none"> 2020-21 Completed 2022-23 Ongoing

REVIEW OF STATUS OF PREVIOUS RECOMMENDATIONS



Year	Internal Audit Area	Risk Rating	Recommendations	Status	Follow up review
2020-21	Review QAO Financial Statement preparation self-assessment to be implemented in 2020-21	Moderate/Low (prior year)	<ul style="list-style-type: none"> No recommendations necessary – self-assessment completed and discussed with external audit/QAO 	<ul style="list-style-type: none"> To be completed on an annual basis 	N/A



Strategic Internal audit plan (2026-2028)

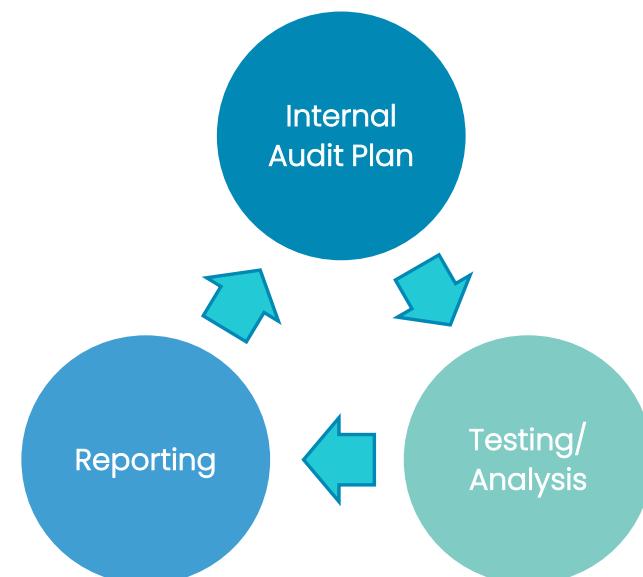
12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL

DETAILED APPROACH FOR 2025-26 INTERNAL AUDIT



Delivery approach

In order to implement our internal audit plan in an efficient and timely manner, our annual engagement process will be integrated via three key phases.

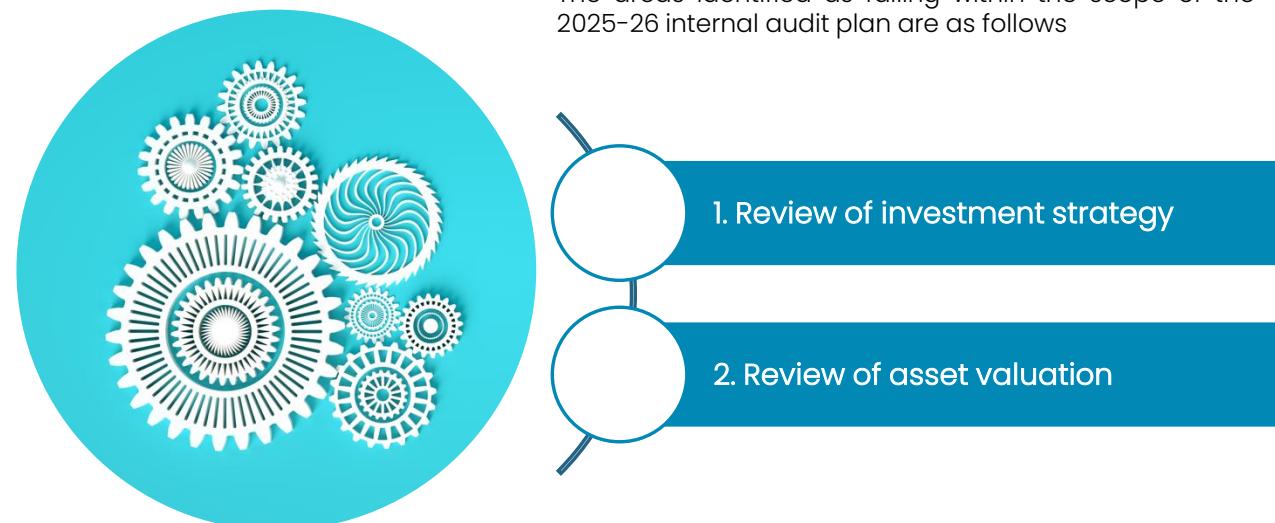


Strategic Internal audit plan (2026-2028)

12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL



The areas identified as falling within the scope of the 2025-26 internal audit plan are as follows



DETAILED APPROACH FOR 2025-26 INTERNAL AUDIT



First visit – Follow-up on organisational structure review including focus on investment strategies and assisting with implementing a clear investment policy

Action plan	Outcome
<ul style="list-style-type: none">Understand and document Council's current cash and investment practices, including governance, controls, monitoring processes, and compliance with legislative requirements.Assess the performance, risks, and suitability of existing investments and analyse Council's cashflow and liquidity needs to determine appropriate working capital levelsDevelop and outline potential options for an updated cash management and investment strategy, including alternative investment approaches available to Queensland local governments.Commence initial consultation with elected members, management, and relevant community representatives to gather early input on strategic direction and priorities.Provide recommendations for the long-term implementation of a structured investment strategy, covering risk management, diversification, liquidity, reporting improvements, and a practical roadmap for adoption.	<ul style="list-style-type: none">Identify any weaknesses and risk areas in the current process and provide recommendations for improvements, including potential areas to be improved.

Strategic Internal audit plan (2026-2028)

12.2.1 PASC Strategic Internal Audit Plan 2026-28 FINAL

DETAILED APPROACH FOR 2025-26 INTERNAL AUDIT



Second visit – Review of implementation and regulation of AI

Action plan	Outcome
<ul style="list-style-type: none">Identify and document current and planned uses of AI or automated tools, including any informal practices, to understand how they support Council operations and community outcomes.Review governance and guidance over AI adoption, assessing whether decision-making processes, policies, and oversight reflect Council's size, capability, cultural context, and legislative obligations.Assess key controls for selecting, implementing, and using AI tools, including vendor checks, data protection, user access, and safeguards to minimise errors or biased outcomes.Evaluate how AI risks are monitored, including staff capability, human oversight, incident management, and processes for responding to incorrect or inappropriate outputs.Identify practical improvement opportunities to strengthen safe, transparent, and culturally appropriate use of AI technologies within Council.	<ul style="list-style-type: none">Identify any weaknesses and risk areas in the current process and provide recommendations for improvements, including potential areas to be improved.

DETAILED APPROACH FOR 2025-26 INTERNAL AUDIT



Third visit – Review of asset valuation (Comprehensive – Buildings, Housing, Water and Sewerage)

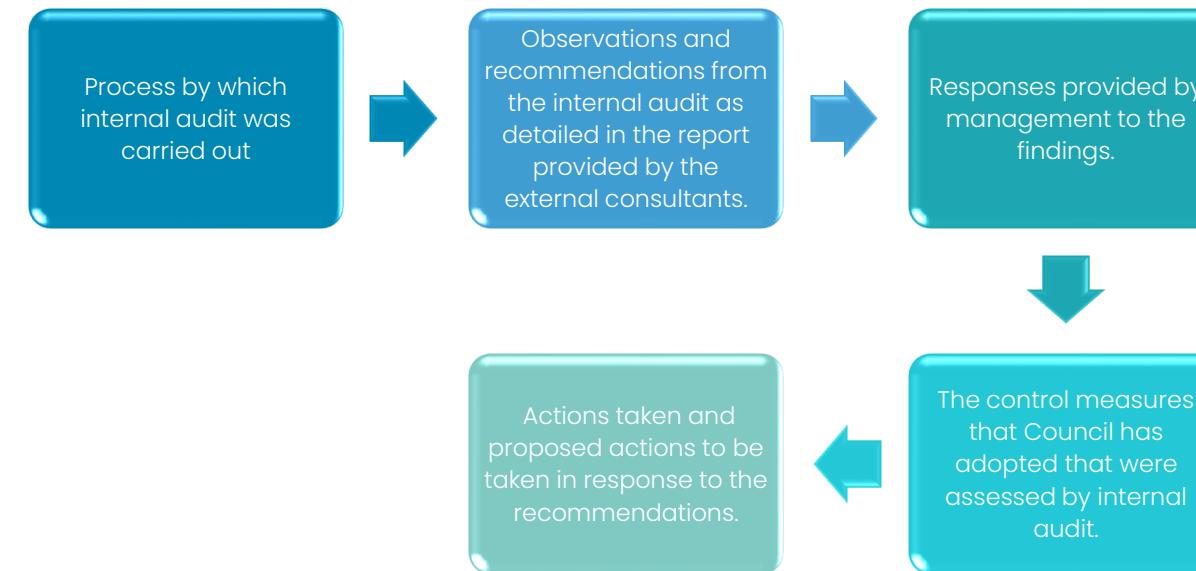


Action plan	Outcome
<ul style="list-style-type: none"> Review relevant comprehensive valuation and indexation report and ensure methodology and assumptions were appropriate in accordance with the instruction to the valuer. Ensure that the asset register used by the valuers for the comprehensive valuation aligns with the updated asset register. Review and check the reasonableness of the unit rates used by the valuers by selecting samples on each asset categories. Ensure unit rates applied at 30 June 2025 are supported by actual data and/or estimates and if they appear reasonable. Use of industry available information and benchmarking against other councils. Review and check assumptions and approach for the useful lives and remaining lives via use of industry available information and benchmarking against other councils. Perform checks on formulas and calculations Review all significant movements and obtain explanations to ensure the movements are reasonable. Review of Qbuild works on housing assets on Council asset register to ensure if they are completely captured, correctly classified, or recorded with supporting documentation 	<ul style="list-style-type: none"> Prepare internal audit report that analyses all revaluation movements, documents work performed and provides explanations for all material movements. Review any impairment of assets and ensure that the accounting treatment is correct.

INTERNAL AUDIT PROGRESS REPORT



An internal audit progress report will be prepared after each of the internal audit visits. This will outline all the risks identified in this plan and provide an ongoing status update on each of the risks. This will outline the following:



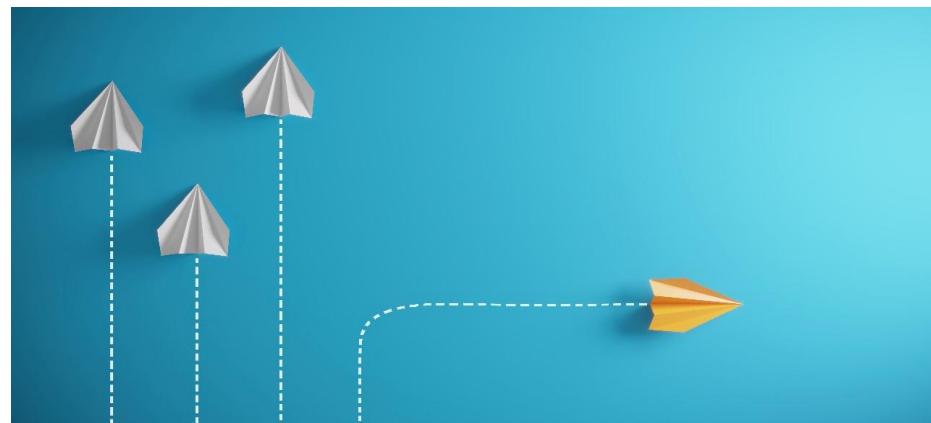
Progress reports will be prepared for Audit Committee meetings to provide an update on the status of each internal audit project for the year.

ALTERNATIVE INTERNAL AUDIT PROJECTS



During the formulation of the Internal Audit Plan, a range of potential audit projects was carefully evaluated to ensure alignment with the Council's strategic objectives and emerging risk landscape. While several projects were prioritised for inclusion in the approved plan, a number of other areas were identified as relevant and beneficial for potential future consideration.

These alternative projects, although assessed as lower priority at this stage, remain valuable in strengthening governance, operational efficiency, compliance, and sustainability. They are presented below as potential substitutes that may be initiated should Council priorities shift, resources become available, or new risks emerge that warrant Internal Audit attention.



Strategic Internal audit plan (2026-2028)

The alternative projects identified include:



13 EXECUTIVE MANAGER OF OPERATIONS REPORTS

Nil

14 EXECUTIVE MANAGER OF COMMUNITY SERVICES REPORTS

14.1 DONATION FOR 2026 FISHING COMPETITION

Author: **Janelle Menzies (Chief Executive Officer)**

Authorisers: **Shelina Bartlett – Executive Manager Communities**

Attachments: **Nil**

EXECUTIVE SUMMARY

For Council to consider a donation for the 2026 Fishing Competition

RECOMMENDATION

That Council resolve to contribute \$20,000 to the Community Fishing Competition.

BACKGROUND

The 2026 Community Fishing Competition will be held on Friday 17 April 2026.

Last year Council contributed \$15,000 towards the event.

Councils' contribution will go towards the first prize – Boat.

LEGISLATION / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

There is a \$30,500.80 contribution in the budget. There has only been \$1,485.48 expenditure leaving \$29,015.32 unallocated.

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
Not enough funds to purchase the major prize boat	There is an allocation of contribution in the current budget	Community will not have a major prize	Likely	Moderate	High	Low

14.2 AGED CARE WHEEL CHAIR BUS

Author: **Janelle Menzies (Chief Executive Officer)**
Authorisers: **Shelina Bartlett – Executive Manager Community Services**
Attachments: 1. Deal 64217 Quotation [14.2.1 - 2 pages]

KEY OUTCOME

Strategic Priority: 1. Community - the way we want to live together
5. Organisation - developing our character

Objective: 1.6 Launch an operational community bus service that provides reliable and accessible transportation for residents.
5.7 Ensure the Asset Management Strategy is in place and effectively managing assets.

EXECUTIVE SUMMARY

For Council to consider bringing forward a Budget for 2026/27 for an Aged Care Wheel Chair Bus

RECOMMENDATION

That Council resolve to

1. To include a budget for \$102,558.55 for a HiAce Bus SLWB 2.8 L Turbo Diesel in the 3year capital budget for 2026/07.
2. Allow the purchase order for \$102,558.55 to be brought forward and issued in January or February 2026 due to the 6-9 month lead time for the new bus.

BACKGROUND

Aged Care bus V47 (2011 Toyota HiAce Minibus) is 15 years old, the Air Conditioning does not work making it too hot for client transport or meal delivery. The Hoist is well overdue a service to make it safe mechanically.

Request to PASC to pre- approve purchase for 2026 Budget the purchase of a new replacement vehicle for Aged Care (wait time for delivery of replacement vehicle – 6-9 months)

Quote from John Cole Toyota Atherton \$102,558.55 - HiAce Bus SLWB 2.8L T Diesel Automatic 9633060 005 fitted with lift / flooring for wheelchair

CONSULTATIONS (Internal/External)

PASC Aged Care

PASC Workshop

INTERESTED PARTIES

Nil

LEGISLATION / LEGAL IMPLICATIONS

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

2026/27 Budget to be updated

ASSET MANAGEMENT IMPLICATIONS

Replacement of V47.

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			<i>Refer to risk calculator provided above for measures</i>			
Example: Insufficient funding	None	Delays to purchasing	C Possible	4 Major	High	Ensure funding approvals obtained at start of project
Too hot to transport food	Not yet	Food spoilages	B Likely	3 Moderate	High	Order vehicle now and undertake repairs as a temporary measure

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

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

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



J & E Cole Pty Ltd
7813 Kennedy Highway,
Atherton QLD, 4883
PO Box 118 Atherton QLD, 4883

BSB: 084 512 ACC: 51 819 0099
ABN: 40 010 944 206 ACN: 010 944 206
MVRB: 4652 ARC: AU01447 DL: 1402483

QUOTATION

QUOTATION FOR :

Pormpuraaw Aboriginal Shire Council
Po Box 15120
Edge Hill QLD 4870
E: ap@pormpuraaw.qld.gov.au P: 0740604600

DATE : 23/01/2026
QUOTE : 64217 (1) CUSTOMER : 1475
DEPT : 110 New Toyota Sales – Atherton
REP : Alexander Garth
STOCK No :

QUOTATION DETAILS

PRICE

MOTOR VEHICLE

Hiace Bus SLWB 2.8L T Diesel Automatic 9633060 005
Approved Govt \$70,596.36 Factory Option (G1)
\$4,650.00–

ACCESSORIES / OPTIONS

FACTORY OPTIONS

Vehicle Colour – French Vanilla No Charge
Vehicle Trim – Grey Fabric No Charge
SLWB Commuter Turbo Diesel No Charge (Factory Fitted Option)

NON-GENUINE ACCESSORIES

VAS Wheelchair Conversion \$22,120.00

DEALER CHARGES

Complimentary Full Tank of Fuel No Charge
Dealer Delivery – Retail \$1,722.73
PD SafeTstop Brake Test No Charge

TOTAL PRICE (Excl. GST)

\$89,789.09

ON ROAD COSTS

CTP – Business Utes/Trucks & Vans Class 6 (See CTP Policy for GST) \$480.20
Additional freight charge \$2,800.00
Rego Bus 12mth 4 cyl \$510.35

Total GST

\$8,978.91

TOTAL PAYABLE

\$102,558.55

BALANCE PAYABLE

\$102,558.55

PLEASE NOTE:



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BSB: 084 512 ACC: 51 819 0099
ABN: 40 010 944 206 ACN: 010 944 206
MVRB: 4652 ARC: AU01447 DL: 1402483

QUOTATION

QUOTATION FOR :	QUOTE DETAILS
Pormpuraaw Aboriginal Shire Council Po Box 15120 Edge Hill QLD 4870 E: ap@pormpuraaw.qld.gov.au P: 0740604600	DATE : 23/01/2026 QUOTE : 64217 (1) CUSTOMER : 1475 DEPT : 110 New Toyota Sales – Atherton REP : Alexander Garth STOCK No :
QUOTATION DETAILS	PRICE
Prepare Vehicle For Modifications 1.00 Supply & fit 1 x AVA-Group Evolution Series E-7000-VSP – Vertical Split Platform – Internally Rear or Side Mounted Fully Automatic Vehicle Access Lift complete with Manual Back Up Pump, Front and Rear Roll Stops, Automatic Folding Hand Rails, Flashing Safety Lights & Automatic Platform Safety Lock. 1.00 Strip Van Seats, Fuel Tank, Remove & Modify Rear Bumper If required, Remove & Relocate Spare wheel 1.00 Supply & Fit a Full Floor Insert & Vinyl Matting – Toyota Commuter – Base / GL Model 1 Supply & Fit Under Floor Plating to suit – 1 W/Chair Position – Small Bus 1.00 Supply & Fit 120 KG Slide & Click Restraint System C/W Removable Sash 1.00 Supply & Fit Techsafe Double Folding Aftermarket Seat, H300 Commuter Middle Row – Cloth Trim with handle to aisle Side Seat (Driver Side) 1.00 Supply & Fit Techsafe Double Folding Aftermarket Seat, H300 Commuter Over Wheelarch – Cloth Trim (Driver Side) 1.00 Refit Single Seats Into Standard Positions 2.00 Refit Double Seats Into Standard Positions 1.00 Remove & Relocate Fire Extinguisher 1.00 Remove & Close Off Heater & Hoses – Large Bus 1.00 Supply & Fit an Internal Manual Folding Step at Side Door Entry Point – Walk Through Type – Commuter 1.00 Supply & Fit Left Hand Side Safety Yellow Hand Rails at Side Door Entry of Commuter Bus 1.00 Remove & Refit RH Existing Handrail Powdercoated In Safety Yellow 1.00 Supply & Fit a Metal Lockable Storage Box –SMALL 1.00 Supply & Fit Emergency Exit Shade Cover 1.00 Spray Anti Corrosion Underbody Paint to all worked surface areas under vehicle – Small Bus 1.00 Pre-Delivery, Inspection & VAS Engineers Certificate – QLD 1.00	

*NOTE – This quotation is valid for 7 days if signed by a manager and is subject to manufacturers price increases.

Alexander Garth
Sales Manager

Authorised Manager

14.3 ELIGIBILITY GUIDELINE FOR LEASE AGREEMENTS - INDEPENDENT LIVING FACILITY

Author: **Janelle Menzies (Chief Executive Officer)**

Authorisers: **Shelina Bartlett – Executive Manager Community Services**

Attachments: Nil

KEY OUTCOME

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

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

EXECUTIVE SUMMARY

For Council to give guidance on the criteria to be eligible to move into the Independent Living Facility on a Lease Agreement

RECOMMENDATION

That the Council resolve to adopt the following eligibility criteria to move into the Independent Living Facility and an application form to be developed to include the following :-

1.

BACKGROUND

The Independent Living Facility is ready to take its first two tenants who were identified by Council.

Council has had several enquiries for aged care clients wishing to move into the independent living facility.

An application form with eligibility criteria needs to be development and requires council's guidance on the eligibility.

Persons requesting to utilise ILF must complete an application form to be submitted at a Council meeting for approval, Council will review applications on a best endeavours basis, considering all relevant information.

Identification of interested parties and assessment of eligibility will be conducted transparently and fairly.

Eligibility Requirement Suggestions

Age Requirement – for older adults suggested for 50 years old and over Receiving Aged Care Services to support with ongoing needs (meal provision, transport, domestic assistance/ laundry, social support)

Level of Independence – Must be able to manage daily activities independently. This includes:

- Self-care (personal hygiene, dressing, feeding)
- Managing medications
- Mobility within the unit and communal areas
- Preparing meals and maintaining the living space

Health - facility remains appropriate for those who are generally well and able to live independently.

Financial Eligibility – Capable of budgeting to committing to paying rent of \$150 weekend inclusive of power

Community Connection - Priority may be given to individuals with a strong connection to the local area and with family or social ties in the community.

Behaviour and Social Considerations - Applicants should demonstrate the ability to live harmoniously within a community environment, respecting neighbours and facility policies

Bond – Should tenants pay a bond

CONSULTATIONS (Internal/External)

Council

LEGISLATION / LEGAL IMPLICATIONS

Residential Tenancies and Rooming Accommodation Act 2008

POLICY IMPLICATIONS

Criteria to be developed

FINANCIAL AND RESOURCE IMPLICATIONS

Bond maybe collected and paid to the Residential Tenancy Authority

ASSET MANAGEMENT IMPLICATION

An entry inspection will be undertaken before the tenant moves in.

The tenant is required to ensure all furniture listed is still located at the unit upon departure or termination of agreement. The tenant is responsible for any damage caused.

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Refer to risk calculator provided above for measures			
Example: <i>Insufficient funding</i>	None	Delays to purchasing	C Possible	4 Major	High	Ensure funding approvals obtained at start of project
Property Damage	Regular inspections (3 monthly) tenant agreement	Cost of repairs, loss of assets	C Possible	3 Moderate	High	Conduct 3 monthly inspections, enforce lease teams
Tenant / visitor behaviours	Strict Lease Rules in agreement, council monitoring	Safety risk to staff / tenants' complaints	C Possible	3 Moderate	High	Enforce lease terms
Financial Risk	Eligibility screening, support services in place, regular review of payment status	Financial loss, need for replacement possible disputes	C Possible	3 Moderate	Medium	Inventory check at entry and exit. Clear documentation on lease.
Tenant unable to live independently	Eligibility screening support services	Increased care needs, safety risk	C Possible	3 Moderate	Medium	Clear documentation on lease

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

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

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

15 TENDERS & QUOTATIONS

15.1 SOLE SUPPLIER - HARBROW MENTORING

Author: {authors-names-with-position}

Authorisers: Janelle Menzies, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Strategic Priority: 1. Community - the way we want to live together
5. Organisation - developing our character

Objective: 1.1 Enhance community engagement and participation in diverse programs that cater to the community's needs and interests.
5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

For Council to consider Harbrow Mentoring as a sole supplier for the purposes of expending the 2026 Health and Wellbeing Grant of \$18,000.

RECOMMENDATION

That Council resolve to

1. accept the quote from Harbrow Mentoring are the sole supplier for the 2026 Health and Wellbeing Grant for the purpose of expending the grant.
2. The Council is reasonably satisfied there is only one supplier who is reasonably available to undertake the job as the grant application for the 2026 Health and well being was based around this quote.

BACKGROUND

The Section 235 Other Exceptions of the Local Government Regulations 2012 states.

A local government may enter into a medium-sized contractual arrangement without first inviting written quotes or tender if

- (a) The local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) The local government resolves that, because of the specialised or confidential nature of the services that are being sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) A genuine emergency exists; or
- (d) The contract is for the purchase of goods and is made by auction or

REPORT

As part of the grant application, Harbrow Mentoring supplied a detailed quote of delivering a Fuel and Burn program over 10 months with 4 visits throughout 2026. This activity program was accepted as part of the grant approval.

Please approve Harbrow Mentor program as a Sole Supplier for the Health and Wellbeing Grant and include as a Council Pre-qualified Supplier.

LEGISLATION / LEGAL IMPLICATIONS

Section 235 of the Local Government Regulations 2012

POLICY IMPLICATIONS

N/A

FINANCIAL AND RESOURCE IMPLICATIONS

Approved Grant for the expenditure

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			<i>Refer to risk calculator provided above for measures</i>			

Example: <i>Insufficient funding</i>	None	<i>Delays to purchasing</i>	C Possible	4 Major	High	<i>Ensure funding approvals obtained at start of project</i>
Non Compliance with the LG Regulations	Controls in procurement process	Not following procurement Policy	C Possible	2 Minor	Medium	To ensure that procurement policy is adhered to

HUMAN RIGHTS CONSIDERATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Human Rights Act 2019 requires public entities to only limit human rights in certain circumstances. The human rights protected under the Human Rights Act 2019 are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

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

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

15.2 SOLE SUPPLIER AND PRE-QUALIFIED SUPPLIER ARRANGEMENT

Author: {authors-names-with-position}

Authorisers: **Janelle Menzies, Chief Executive Officer**

Attachments: Nil

KEY OUTCOME

Strategic Priority: 5. Organisation - developing our character

Objective: 5.1 Ensure Council operates with integrity and transparency in all areas of business, decision making, and reporting.

EXECUTIVE SUMMARY

To request Council to approve Sole Supplier Status for MBH Constructions

RECOMMENDATION

That the Council resolve to

1. Accept the quotes from MBH Constructions as a supplier supplier on this occasion, due to the being the same fencer that our Pre-Qualified supplier will engage and include a mark up amounting to :-
 2.
 - a. \$89,900 ex GST for Fencing to Staff Housing
 - b. \$37,800 ex GST for Fencing around the batching plant
 3. Go out to tender for our Pre-Qualified supplier arrangement in January 2026 and invite the above supplier to apply.

BACKGROUND

We have requested quotes from MBH to provide fencing for Works 4 Queensland funding project Fencing and Fencing around the Batching plant.

\$89,900 ex GST for Fencing to Staff Housing

\$37,800 ex GST for Fencing around the batching plant

MBH Constructions has been construction fences in Pormpuraaw for over 15 years. Council has a number of projects involving fencing and provides a high level of finished product.

Council has a 2 x two-bedroom duplex is requires maintenance while both units are vacant including painting internally and externally. The duplex is used for staff housing.

It is reasonable to satisfy that there is only one supplier who is reasonably available to undertake the job as MBH is the same contractor that will be engaged by our pre-qualified supplier but with an additional markup.

CONSULTATIONS (Internal/External)

CEO

LEGISLATION / LEGAL IMPLICATIONS

The Section 235 Other Exceptions of the Local Government Regulations 2012 states.

A local government may enter into a medium-sized contractual arrangement without first inviting written quotes or tenders if

- (a) The local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) The local government resolves that, because of the specialised or confidential nature of the services that are being sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) A genuine emergency exists; or
- (d) The contract is for the purchase of goods and is made by auction or
- (e) The contract is for the purchase of second-hand goods; or
- (f) The contract is made with, or under an arrangement with, a government agency.

POLICY IMPLICATIONS

N/A

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating – additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
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Example: Insufficient funding	None	Delays to purchasing	C Possible	4 Major	High	Ensure funding approvals obtained at start of project

Non Compliance with the LG Regulations	Controls in procurement process	Not following procurement policy	C Possible	2 Minor	Medium	To ensure that procurement policy is adhered to
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HUMAN RIGHTS CONSIDERATIONS

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7. Freedom of expression;
8. Peaceful assembly and freedom of association;
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10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
15. Right to liberty and security of person;
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23. Right to health services.

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

16 LATE ITEMS

17 CONFIDENTIAL ITEMS*

17.1 PERMISSION TO RESIDE

18 NOTICE OF MOTION

19 NEXT MEETING

20 CLOSE OF MEETING