



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

*24 Thinraathin St, Pormpuraaw QLD 4892*

*Ph: (07) 40 604 600 or (07) 40 328 221*

*Email: [ceo@pormpuraaw.qld.gov.au](mailto:ceo@pormpuraaw.qld.gov.au)*

**An Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council will be held on Wednesday 26<sup>th</sup> Apr 2023 at the Pormpuraaw Council Chambers - 24 Thinraathin St, Pormpuraaw, commencing at 10:00am.**

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

### **Agenda Council Meeting Date: Wed, 26 Apr 2023 at 10.00am.**

- 1. Present:**
- 2. Apologies:**
- 3. Declaration of any Conflict, any perceived or other Potential Conflict of Interest to be declared prior to meeting by Councillors ( Sect 150EL and Sect 150EQ of LGovt Act 2009 ):**
- 4. Related Party Declaration Form , (Sect 150EP of LGovt Act 2009):**  
Confirmation of any changes to Related Party Declaration Form by Councillors & Senior Managers:
- 5. Matters arising from the Minutes:** That Council confirm the Minutes of the meeting dated Wed, 29 Mch 2023 as true & correct.  
**Moved:..... Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/04/.....**
- 6. Delegations/Guests:**

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

8. **Reports:**

8.1 Mayor's Report:

- **8.1.1:**

8.2 CEO's Report:

- **8.2.1: Attendance Certificate:** see Attendance Certificate dated 26 Apr 2023 and approved for payment at \$1,533.11 each for Cr Koo-Aga, Cr Kingi & Cr Conrad.
- **8.2.2: Budget 2022-2023 Amended, re 11A Ngunninn St Bathroom Upgrade:** As per SPR the sum of \$30,000.00 is to be amended for the above work.  
**Motion:** That Council acknowledges & ratifies the SPR for allocation.  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/04/.....**
- **8.2.3: Budget 2022-2023 Amended, re 11B Ngunninn St Bathroom Upgrade:** As per SPR the sum of \$30,000.00 is to be amended for the above work.  
**Motion:** That Council acknowledges & ratifies the SPR for allocation.  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/04/....**
- **8.2.4: Discounts against Schedule of Fees:** As per SPR, Council approves the CEO to give a 10% Discount to NPF for accommodation for a month or longer. n  
**Motion:** That Council confirms, notes & approves this SPR.  
**Moved:.....Seconded:.....**

**CARRIED.**

**Resolution: 2023/04/.....**

- **8.2.5 Operations Plan 2022-2023 ( Review Jly 2022 -Mch 2023 ):** see SPR detailing Review of Status of Operations, Jly 2022- Mch 2023.

**Motion:** That Council accepts & ratify the SPR as tabled..

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

**CARRIED.**

**Resolution: 2023/04/.....**

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

- **8.3.1: Executive Manager Corporate Services:** see Special Purpose Report dated 18 Apr 2023 covering:  
General Finance,  
Grant Acquittals & Reporting,  
Current Corporate Service Project,  
WHS,  
HR,  
Admin Store,  
Accommodation.

**Motion:** That Council accepts the Special Purpose Report dated 18 Apr 2023 from EMCS.

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

**CARRIED.**

**Resolution: 2023/04/.....**

- **8.3.2: Financial Statement for Period Ended 31 Mch 2023:** Reports received for above covering Mth end 31 Mch 2023 :  
Financial Statement at a Glance,  
Capital Works Program,  
2022/2023 Capital Expenditure,  
Detailed Review of Revenue & Expenditure,  
Operating Revenue,  
Operating Expenses,  
Capital Expenditure,  
Council Cash Position  
Operating Surplus Ratio,

Council's Unconstrained Funds, 31 Mch 2023,  
Council Grant Review,  
Statement of Financial Position at 31 Mch 2023.  
**Motion:** That Council notes & accepts the Financial  
Statements for period ended 31 Mch 2023 as tabled.

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

**CARRIED.**

**Resolution: 2023/04/.....**

- **8.3.3: Strategic 3 Year Internal Audit Plan 2022-2023:** see docu re above which will focus on Review of Systems, Review of RISE Arrangements, Review of Asset Valuation.

**Motion:** That Council accepts & adopts the Strategic 3 Year Internal Audit Plan 2022-2023.

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

**CARRIED.**

**Resolution: 2023/04/.....**

- **8.3.4: WHS Report Mch:** as SPR dated 31 Mch 2023 Mch WHS Report received.

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

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

**CARRIED.**

**Resolution: 2023/04/.....**

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

- **8.4.1: Operation Executive Manager Report (OEMR):** see Report dated 20 Apr 2023 received from Operation Mgr covering:
  - Work for Month,
  - Waste n Recycling,
  - Workshop,
  - Main Roads,
  - Parks & Garden,
  - Water Supply & Sewer,
  - Plumbing,
  - Housing,
  - Airport,
  - Special Projects.

**Motion:** That Council notes & accepts the OEMR as tabled.

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

**CARRIED.**

**Resolution: 2023/04/....**

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

• **8.5.1: Community Service Executive Manager**

**(CSEM):** See Report for Apr 2023 covering:

Aged Care,  
Justice Group,  
Post Office,  
Customer Service,  
Centrelink,  
Library,  
Pormpuraaw Cottages  
Community Safe Plan,  
Don't Buy Sly,  
Thriving Communities,  
PUBSC,  
Bakery,  
Hall,  
Disaster Management,  
Events.

**Motion:** That Council accepts Mch 2023 Report as tabled.

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

**CARRIED.**

**Resolution: 2023/04/.....**

**8.6** Environment Report:

- **8.6.1: Ranger: Land & Sea** ( joint Co-Ordinators of Clinton & Gavin ): see Special Purpose Report dated 14 Apr 2023 covering various activities.

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

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

**CARRIED.**

**Resolution: 2023/04/.....**

- **8.6.2: Public Health: Food Centres & Animal Control** ( covered by Glen & Ralph ). No Report received as the team covered Staff shortages in the Land & Sea Team.  
**Motion:** That Council notes the No Report & Staff Shortages .  
**Moved:.....Seconded:.....**  
**CARRIED.**  
**Resolution: 2023/04/.....**

**10.** Tenders & Quotations:

**11.** Notice of Motion:

**12.** Meeting Closed:

**13.** Next Ordinary Meeting: **Wednesday 31 May 2023.**



# Pormpuraaw Aboriginal Shire Council

## SPECIAL PURPOSE / MONTHLY REPORT

<b>TITLE</b>	Chief Executive Officer
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	16/4/2023
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### PURPOSE OF REPORT

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

**CEO's Summary Mthly Report to council.**

### RECOMMENDATION

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

**Council to note report.**

**Resolution required (make a decision)**

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

**That Council resolves...**

### Discussion

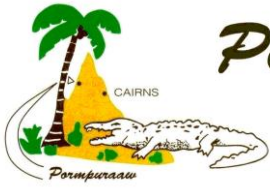
This information supports your recommendation to Council and the body of your monthly report is typed here.

- **Attendance Certificate.**
- **Budgets 2022-2023 Amend re 11 A Ngurrin St.**
- **Budgets 2022-2023 Amend re11B Ngurrin St.**
- **Discounts against Schedule of Fees.**
- **Operation Pan 2022-2023 ( Jly 2022- Mch 2023 Review ).**

<b>REPORT AUTHOR</b>	EDWARD A NATERA.
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<b>POSITON</b>	Chief Executive Officer.
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<b>PROGRAM AREA</b>	Management.
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# Pormpuraaw Aboriginal Shire Council

## SPECIAL PURPOSE / MONTHLY REPORT

<b>TITLE</b>	<b>Executive Manager Operations</b>
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	<b>20/4/2023</b>
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### PURPOSE OF REPORT

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

**Operations monthly report to council.**

### RECOMMENDATION

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

**Council to note report.**

**Resolution required (make a decision)**

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

**That Council resolves...**

### Discussion

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

#### Work for Month

- Qbuild works
- General duties
- Rewrite DWQMP as per state Govts review
- Preparation of 5 year budgets for –
  - Rangers
  - RnM
  - Pand G
  - Workshop
  - Water and Waste
  - Airport

#### Waste and Recycling

- Working on funding projects for containers for cash to see if its viable
- Generally, was business as usual with no disruptions to service

#### Workshop

- Business as usual
- Working to increase revenue by looking at repairing commercial entities vehicles in community eg PPAC and RISE
- Looking into the possibility of a new apprentice position in the next financial year





# Pormpuraaw Aboriginal Shire Council

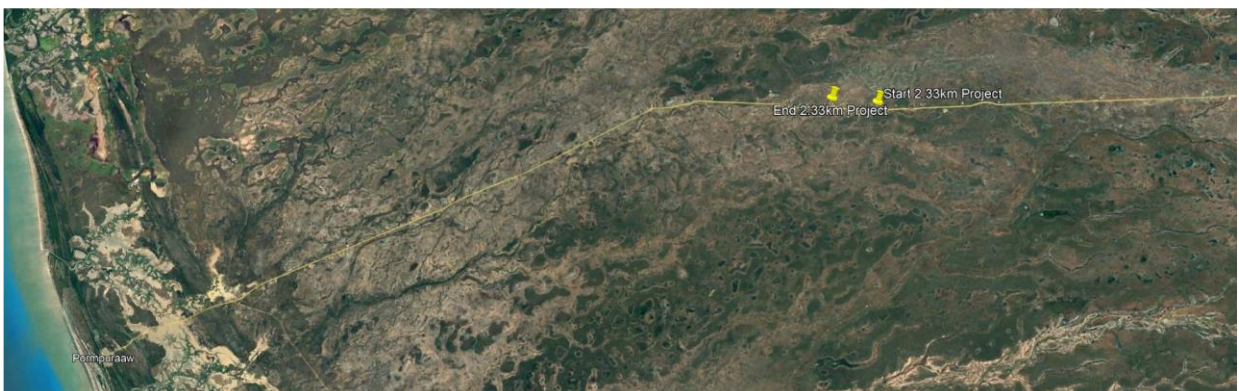
## SPECIAL PURPOSE / MONTHLY REPORT

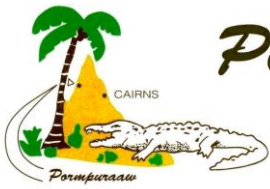
### Main Roads

- Due to the time of year not much has been happening although we have been discussing additional works with the department.
- We are looking at ways to improve the flow of water along the overland flow see below **UPDATE**- talking to the dept to see if its possible to fund the work



- Issues with the roads intown have temp fixes in place until the road can be dug up. We will need dry weather to fix these issues.
- We are gearing up for the road works for the dry season include selecting winning tender bidders allocating resources and looking at project timelines
- We submitted 2 project nominatiuons for the ATSI TIDS nominations and have been accepted for both this is double the work we would usually do however we are confident it will be competed within the nominated project schedules
  - **Strathgordon Road ,stabilise and seal 2.33km section**





# *Dormpuraaw Aboriginal Shire Council*

## **SPECIAL PURPOSE / MONTHLY REPORT**

- **Strathgordon Road ,stabilise and seal 2.57km section**



### **Parks and Gardens**

- Staff attendance has been better this month.
- We have hired 2 new part time worker
- We are finalising the hire for the position of dept manager
- We are looking at restructuring the dept to include concrete batching as well as re-starting can crushing
- The dept will also look at doing all Qbuilds vegetation maintenance
- The aim of the restructure is to create a dept generates its own income

### **Water supply and sewerage**

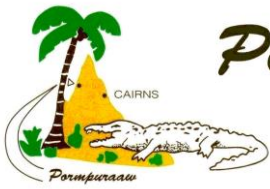
- Water usage and testing is being maintained. All test results presented well.
- Waterpark has been reopened.
- Operation of sewage treatment plant has been completed with no issues..
- From information gained at the symposium we are looking at a medium-term plan to increase our water quality and security-WIP
- We have started work on updating the water management process and procedures incorporating into this new treatment options as per the above- NOTE this is a 4 yr plan.

### **Plumbing**

- Ongoing Qbuild maintenance
- Cert 3 in water and sewer are continuing successfully.
- New plumber has started.
- Staff attendance has been mixed.
- Plumber had covid.

### **Housing**

- Working towards greater accountability for the external contractors to ensure work orders are completed to a high degree of quality and quickly.
- Clearing backlog of works.
- Gas compliance completed on several houses; this will be ongoing.
- Our aged job list for portal works is trending downwards.



# *Dormpuraaw Aboriginal Shire Council*

## **SPECIAL PURPOSE / MONTHLY REPORT**

- The new apprentice is doing well
- Focus is on completion of NAHA works before the end of the financial year
- Qbuild inspectors will be coming to community to inspect houses and generate work scopes 8-12<sup>th</sup> of May

### **Airport**

- Relief airport manager will be coming in to cover Wills leave
- Mock emergency drill has been completed
- Airport runway has been fixed and we are looking at possible opportunity to redo the airport runway to ensure this never happens again
- As per the Aerodrome Technical Inspection completed in Oct 22( available on request) we have a few corrective actions to attend to as per the corrective action plan. We are currently seeking funding. If unsuccessful I will be tabling a special report to make the funds available in May to complete the works ( CAR attached)

### **Special Projects**

- 5x2 social housing projects to the North and South side of town
- Council Chambers
- Have a meeting with the container exchange team with the aim of implementing a scheme here
- Staff housing
- Removal of cars and metal from tip

**REPORT AUTHOR**

**POSITON**

**Executive Manager Operations.**

**PROGRAM AREA**

**Operations**



## MONTHLY REPORT

<b>TITLE</b>	<b>Community Services Manager - Monthly Report</b>
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<b>DATE</b>	For the Month of <b>April 2023</b>
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<b>PURPOSE OF REPORT</b>
Please provide a one sentence summary (e.g. provide monthly report..., provide update..., and seek decision/approval...)
<b>Provide update to Council regarding Community Services operational activities for the reporting period</b>

### RECOMMENDATION

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

<input checked="" type="checkbox"/> <b>Council to note report.</b>	<input type="checkbox"/> <b>Resolution required (make a decision)</b>
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*If a decision is required from Council please draft the wording of the resolution;*

**Nil**

### Discussion

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

#### **Aged Care**

Photo- via Aged Care Today is from when Patti attended Rural & Remote Management training 2022

Coordinator and CSM attending the seminar in Cairns. 21<sup>st</sup> and 22<sup>nd</sup> April – regarding the new Aged Care funding model and an Aged Care COTA Diversity Forum. (see attached Aged Care Strategy and Reform Roadmap of tasks needing to take place in preparation for the new reform which at this time we have no clear information about what the new model will be. There is a lot of work that is going to need to completed to ensure we are compliant





# *Pormpuraaw Aboriginal Shire Council*

## MONTHLY REPORT

### **Justice Group:**

- Justice Coordinator Josephine has returned to work and looks the vision of health and wellbeing.
- Pormpuraaw Magistrates Court held 17.04.2023 supported by Sid Bruce Shortjoe,
- New Service Agreement is being drafted, Julie Cook is planning a trip to Pormpuraaw in early May to meet with Justice Coordinator, Justice Group, and HR to ensure all parties understand the responsibilities and requirements of each role
- Justice has requested to purchase a Toyota HiAce and is waiting for Julie to provide the DJAG approval to proceed.

### **Post Office**

Post Office has had to be closed with regular nonattendance from staff. A resignation has been received and the position will be advertised asap with main criteria that the person recruited will provide stable attendance ensuring the Post Office is opened daily

### **Customer Service Officer for Cashier and Post Office**

Position is currently being advertised. Very thankful for Jackson Ferris for assisting cover cashier 4 mornings a week.

### **Centrelink**

The Centrelink phones and self-service desktop computer are all off-line. Services Australia are aware of the issue, currently Gail is supporting by utilising the office phone and office computer and when she closes for the day the Library is available for support with phone, computer access and staff support. An NBN technician did attend to look at the fault but stated that the job card was wrong and there was nothing he could do. The last advice I have received is they are waiting for Telstra to attend the job.

### **Library**

Leara has the library open every day and is getting great attendance, every day the IKC is packed with children mums with babies, elders, and occasional teenagers.

Leara and Gail are endeavouring to promote and deliver a program (First Five Forever) for parents and young children to enhance early learning through fun and games, due to numerous other services such as playgroup 3 x weekly this program is not so far being successful.



# *Pormpuraaw Aboriginal Shire Council*

## MONTHLY REPORT

Opening hours over the School Holidays will be 9-12 1 – 4 pm

**Pormpuraaw Cottages** Four cottages (4,6,7,8,9,10) are now being utilised as additional guest accommodation.

The grounds with the wet season is needing much attention, Rangers have been requested to spray and Parks & Gardens to pull out young trees s

**Daniel Thore AACAP visited Pormpuraaw Cottages / Council to discuss 19.10.22 He will be contracting Cape and Gulf to oversee the fixing of identified faults. Please note no progress at this date**

### **Community Safety Plan**

Kerry-Lee Bird will be visiting the community in May when she will hold the next interagency stakeholder meeting

### **Don't Buy Sly**

A grant application has been submitted and **waiting on the outcome**, big thank you to Kerry-Lee Bird for assisting with this application.

### **Thriving Communities**

The CSP has been updated

### **PUBS**

Request by the club for Council to move forward with consultation with the Community Safety Group conduct a survey with the community with a view to the editing of the current carriage license to include wine put on hold with alcohol-related behaviours currently being experienced within Pormpuraaw

### **Bakery**

In progress

Review of stock in the Bakery against the purchase orders – all stock accounted for

**Hall** Pormpur Paanthu have renewed the lease of the Hall until **31/03/2024**.

### **Disaster Management**

LGA Comparative Analysis – Disaster Management Survey completed



## MONTHLY REPORT

### Events

#### CROCS SIGN-ON

Great attendance was received with approx. 30 applications, great will be arriving this week as part of the Deadly Sport and Rec grant with training gear with get them ready to win some games

#### Deadly Sport & Rec

Youth Week 11-14 April. CSM worked with PPAC to assist with delivery, PASC supported this event and organised Andre Moore to visit and deliver Basketball drills/ training and mentoring during this school holiday week, this was hugely successful with Andre delivering the program to youth, he also engaged with reaching out to the community with delivering Meals on Wheels and saying a personal hello to each and every one. There was good involvement from the youth with lots of basketballs flying around and shots being taken. Andre is sharing his visit with Government officials when he meets to discuss the upcoming Olympics in Brisbane





# *Pormpuraaw Aboriginal Shire Council*

## MONTHLY REPORT

### ANZAC Day 25/04/2023

Community Anzac Day will be MC'ed by Peter Cause Warrant Officer Class Two arriving Sunday 23.04.23 to prepare for the event. Council will be setting up and providing breakfast after the service

(see Anzac order of service attached)

### FISHING COMPETITION 23/06/2023

Letters have gone out asking for support of the event, Cairns Tackle World will be attending and sharing their fishing knowledge with the community in a very informal way, during the night before sign-on and during the day moving up and down the beach talking with locals.

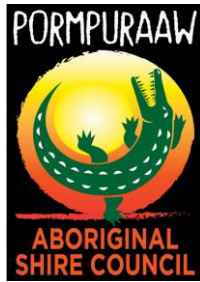
The initial planned event meeting is scheduled for the 26.04.23 3 pm

**Shelina Bartlett**

**Community Services Manager**

**Pormpuraaw Aboriginal Shire Council**





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

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

**AUTHOR:** Tracey Graham

**DATE:** 18 April 2023

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

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## Purpose of Report

To provide council with an update of the corporate services function to the 18 of April 2023.

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

- Finance Report as of 31 March 2023
- WHS Risk Monthly Report as of 31 March 2023
- Strategic 3 Year Internal Audit Plan for 2022-2025 including Detailed Internal Audit Plan for 2022-23 (Altius Advisors & Chartered Accountants).

## Discussion

### GENERAL FINANCE

- Finance Report as of 31 March 2023 is attached. The finance report in summary shows that Council has a net result of \$3.41M, however this is a negative variance of -\$8.27M to YTD budget forecast. This result is predominately due to capital works which were budgeted to be delivered in the 2022-23 FY however some of these capital works will need to be rolled over into 2023-24 FY due to not being delivered. Only 23% of our capital program budget has been delivered to date because of the wet season or the capital programs have had delays in being commenced such as Community Housing Construction, Office Rebuild, Staff Housing Duplex & Road Upgrades or Restoration. It is unlikely that Council will achieve 50% of its budgeted capital program for the 2022-23 FY. Operational Revenue and Expenditure is close to the budget targets. Council's cash position remains strong at \$47M, with \$34.4M in unconstrained funds. Community equity currently sits at \$182M. Monitoring our financial sustainability will continue to be a priority for the finance team.
- Council currently has \$376,232 in aged debtors owing of 60 days or more outstanding. Most of the debts outstanding are in relation to service levies, this is an ongoing work in progress with key stakeholders and will take more time to reach conciliation for all parties on these debts and the PACM debt that Council is carrying with no resolution at this stage-\$188,875 which equates to half of the outstanding debtor amount.
- Strategic 3 Year Internal Audit Plan for 2022-25 including detailed Internal Audit Plan for 2022-23 is attached. The internal audit focus for the current FY is detailed on pages 32 & 33 of the plan and will focus on the following areas:
  - Review of systems in place to record and manage carbon credit trading
  - Review of the arrangement and ongoing activities of the existing arrangement with RISE Ventures.

- Review of desktop valuation of property, plant & equipment (comprehensive valuations for Building, Water & Sewerage and indexation valuation for Other Infrastructure (Roads)).
- External audit interim visit (Crowe) will be conducted the week beginning 2<sup>nd</sup> May and the final audit visit will be conducted the week beginning 14<sup>th</sup> August 2022.
- Council is currently having a comprehensive asset valuation undertaken on Building, Water and Sewerage asset classes for the 2022/23 FY, Other Infrastructure (Roads) asset class will not be valued until the 2023/24 FY. The asset valuers (Australis) are in Pormpuraaw this week being 17 April 2023. Form 9 notices have been issued to all relevant lessees as required.
- Camping Bookings opened on the website successfully at 9am on Saturday 1 April 2023. There was a big influx of booking requests on the first day or two with approx. 80 booking requests being received in this time frame. The Cairns team is currently managing camping bookings, payments and issuing camping permits and these duties will be delegated to staff on the ground moving forward.
- FGTL has now had her position reclassified to Finance Manager and will commence managing the day-to-day finance function along with the staff within this department. This will allow for EMCS to focus on high level finance and governance matters along with supporting the other executive managers and provide a strong support arm for the CEO with his administrative duties.
- EMCS & FM attended a meeting with Local Buy to review Next Gen Overview and demonstration of the system. This is essentially a procurement management system which we don't feel at this time is required by Council. We will be looking to use the IT Vision Altus Procurement module moving forward which ties into Synergy. Finance can see no real benefits to opting into this system at this time.
- Grant Expenditure Reporting is being provided each month to the Executive Management Team to ensure that Managers are monitoring their program budgets.
- A fortnightly staff absenteeism report is provided to Executive Managers to monitor staff absenteeism and address this with their staff, the first 3 months of 2023 has shown an increase in absenteeism within some departments.

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

- ICCIP Monthly Reporting – March 2023
- W4Q R4 Quarterly Progress Reporting – January to March 2023
- LGGSP 2022-24 Quarterly Progress Reporting – January to March 2023
- RAU Airport Fencing Project Reporting - April 2023
- CDCP Program Quarterly Reporting – January to March 2023
- ATO GST Quarterly Reporting – January to March 2023
- ATO Monthly PAYG & STP Reporting – March 2023
- Survey on Conflict of Interests

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

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

## WHS

- WHS/Risk Report as of 31 March 2023 is attached.
- Work Health & Safety/Risk Officer has been working collectively with all departments to ensure we are identifying WHS & risk hazards and ensuring that our staff can go home safely each night to their loved ones and to have a zero tolerance of injury in the workplace. WHS formal register is being developed and software applications are being reviewed to be able to enable Council to have effective reporting tools for staff to use in relation to WHS & risk management.

## HR

- No HR Report provided this month.
- Absenteeism across Council continues to be an issue. For the FY there has been **9,533** hours of absenteeism recorded for the 2022-23 financial year to date (41 weeks). This equates to approx. **232.5 hours per week** and is the equivalent of **approx. 6.4 Full-time employees each week.**

## ADMIN STORE

- Admin Store has been quiet over the last month due to the wet season and no delivery trucks operating. Staff have been catching up on administrative duties with an electronic stock tracking spreadsheet being developed and utilised. Staff have also been undertaking clean up duties at the Admin Store.
- During the wet season, only emergent stock will be flown in by air. When the weather and road access allows, minor materials will be collected by works departments with job trucks or 4WD vehicles.
- Admin Store Team Leader has applied for a different role within Council, this transition will occur once a replacement Admin Store Team Leader can be secured and commenced.

## ACCOMMODATION

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

Kind Regards,



**Tracey Graham**  
Executive Manager of Corporate Services

# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023

## RECOMMENDATION:

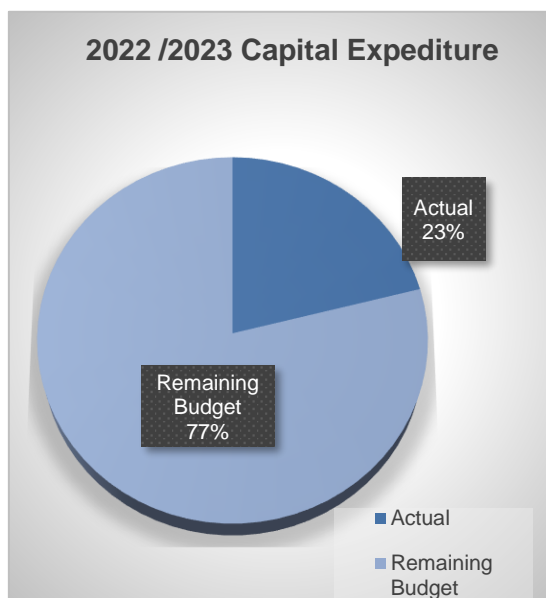
That Council notes and accepts the financial statements for the period ended 31 March 2023.

## EXECUTIVE SUMMARY:

This report contains the financial statements for the period ended 31 March 2023.

<b>FINANCIAL STATEMENTS AT A GLANCE To 31 March 2023</b>			
	Actual YTD \$	Budget YTD \$	Variance \$
Total operating revenue	11,986,127	12,355,892	-369,765
Total operating expenses	13,344,791	13,353,626	8,834
<b>Operating Position</b>	<b>-1,358,665</b>	<b>-997,734</b>	<b>-360,931</b>
Capital items	4,765,765	12,679,264	-7,913,499
<b>Net Result</b>	<b>3,407,100</b>	<b>11,681,530</b>	<b>-8,274,430</b>
<b>Capital Works Program</b>			
YTD - 2022/23 capital	5,242,456	23,239,516	17,997,061
Full project life capital costing	7,823,297	25,820,357	17,997,061

Council's net result at month end is \$3.41M, a negative variance of -\$8.27M to YTD budget forecast. This result is due to the timing of capital revenue as capital projects have been delayed due to the wet season.



Capital works expenditure at the end of March is \$5.24M, 23% complete to a budget of \$23.2M.

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

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

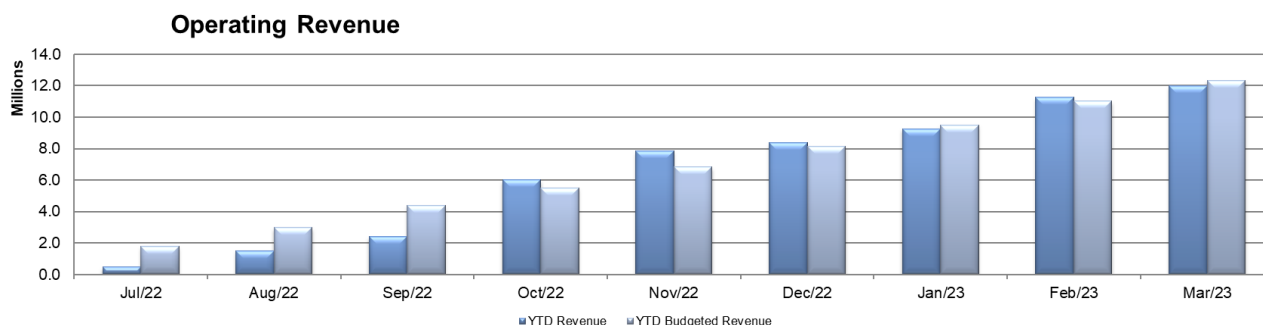
## DETAILED REVIEW OF REVENUE & EXPENDITURE

	ACTUAL YTD	ORIGINAL BUDGET YTD	VARIANCE	VARIANCE	ORIGINAL BUDGET FY 22/23
	\$	\$	\$	%	\$
<b>Recurrent Revenue</b>					
Levies & charges	396,042	401,930	-5,888	-1%	401,930
Fees & charges	321,898	538,050	-216,152	-40%	717,400
Rental income	746,448	847,500	-101,052	-12%	1,130,000
Interest received	886,169	253,125	633,044	250%	337,500
Sales revenue	3,892,286	3,932,213	-39,926	-1%	5,242,950
Other incomes	0	0	0	0%	738,260
Grants & Subsidies	5,743,283	6,383,075	-639,791	-10%	8,510,766
	<b>11,986,127</b>	<b>12,355,892</b>	<b>-369,765</b>	<b>-3%</b>	<b>17,078,806</b>
<b>Recurrent Expenditure</b>					
Employees costs	3,289,392	4,600,700	1,311,308	29%	6,134,266
Materials and services	4,966,330	4,166,099	-800,232	-19%	5,554,798
Finance costs	45,453	45,240	-213	0%	60,320
Depreciation	5,043,616	4,541,588	-502,029	-11%	6,055,450
	<b>13,344,791</b>	<b>13,353,626</b>	<b>8,834</b>	<b>0%</b>	<b>17,804,834</b>
<b>Operating Result</b>	<b>-1,358,665</b>	<b>-997,734</b>	<b>-360,931</b>	<b>-36%</b>	<b>-726,028</b>
<b>Capital</b>					
*Capital Revenue	0	0	0	0%	150,000
Capital Grants & Subsidies	4,742,129	12,679,264	-7,937,135	-63%	16,905,685
*Capital Expense	23,636	0	-23,636	0%	-2,400,000
	4,765,765	12,679,264	-7,913,499	-62%	14,655,685
<b>Result After Capital</b>	<b>3,407,100</b>	<b>11,681,530</b>	<b>-8,274,430</b>	<b>-71%</b>	<b>13,929,657</b>

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

### OPERATING REVENUE:

Council's recurrent revenue as at the 28<sup>th</sup> of March is \$12.0M, -3% within budget. The main factors driving the variance to budget are interest received (\$633K) that is being offset by grants (-\$639K) and fees & charges revenue (-\$216K).

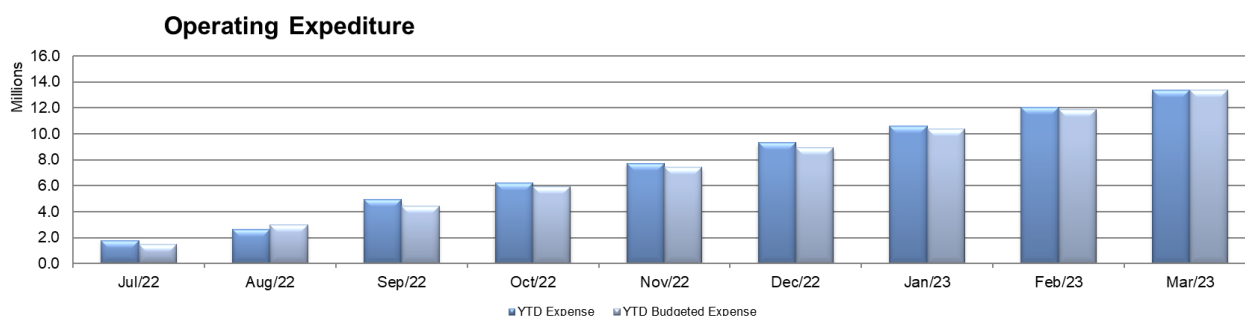


The favourable variance in interest received is due to the unforeseen aggressive rate rises in the RBA cash rate. The negative variance in grant revenue is due to the timing of payments, this expected to align as we move closer to June.

The -\$216K variance to budget for fees and charges is due to the timing of the payment for the RISE community contribution to Council. It is expected later in the year.

### OPERATING EXPENDITURE:

Council's operating expenditure at the end of March was \$13.3M, on target to budget.



Employee costs are less than forecasted by \$1.31M due to absenteeism, vacancies, and staff on unpaid leave due to illness without entitlements.

The unfavourable variance for materials and services (-\$800K) is mainly due to repairs & maintenance expense (-\$785K), costs of enterprise sales (-\$296K) and insurance (-\$199K) that has been offset by admin supplies (\$276K). The repairs and maintenance expense is mostly made up of expenses for private works which is recoverable. Materials and services expenditure include insurance which has been paid for in July, but the budget is spread over twelve months.

Depreciation is also more than budgeted by -\$502K.

### CAPITAL EXPENDITURE:

Capital expenditure for the 2022/23 financial year is just over \$5.24M at the end of March.

	YTD Actual	Budget 22/23	Overall Budget	WIP 21/22
Cairns Admin Office		35,000	35,000	
Aged Care	4,466	18,000	18,000	
CAT E Betterment	194,739	1,208,133	1,214,533	6,400
Concrete Batching		50,000	50,000	
Contractors Camp		40,000	40,000	
CYRP	1,202,833	3,040,000	4,018,116	978,116
DFV Program		40,417	40,417	
DHPW		4,073,260	4,103,023	29,763
DRFA	2,544,744	6,547,039	6,741,768	194,729
FNQ Monsoon	18,982	15,920	48,260	32,340
Guesthouse		30,000	30,000	
ICCIP	88,111	824,541	2,022,529	1,197,988
LGGSP	10,398	2,350,000	2,350,000	
LRCI	97,089	482,117	493,888	11,771
Plant & Equipment	425,302	496,000	530,625	34,625
R2R	6,285	246,944	246,944	
RAUP	245,578	435,364	468,447	33,083
Splashpark	44,809	-	-	
TIDS	202,399	506,781	568,808	62,027
W4Q Covid	104,902	-	-	
W4QR4	9,722	2,800,000	2,800,000	
Ranger	42,096	-	-	
<b>Total</b>	<b>5,242,456</b>	<b>23,239,516</b>	<b>25,820,357</b>	<b>2,580,841</b>

Capital works that have been planned for the year are as follows: TIDS and CYRP road projects, ICCIP water projects, Betterment Works, DRFA Restoration works, W4Q R4 Office Rebuild, DHPW Community Housing and LGGSP Staff Housing projects.

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

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

## **COUNCIL CASH POSITION**

### **Summary of Council's Aged Debt**

Council aims to minimise the amount of outstanding monies owed through regular review of debtor accounts. As at the end of March \$376,232 is outstanding over 60 days, 2% of our recurrent revenue.

Below is a snapshot of the significant aged debt:

\$188,875	For goods & services	Large construction project, validity of debt is being contested
\$138,353	For service levies	Four debtors are contesting the service levies, the charge for one property being reviewed by Council's legal team.
\$4,596	Rent	Two commercial properties are in arrears.

## Council's Cash Coverage Review

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

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

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

$\$34.43\text{M} / \$1.01\text{M} = 34 \text{ Months}$

Council's unconstrained funds as at the 31 of March would cover a forecasted 34 months of operating expenses.

## Operating Surplus Ratio – A Measure of Sustainability

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

This ratio is calculated by dividing the Operating Result (-\$1.36M) by the total Recurrent Revenue (\$12.00M), being principally Operating grants, Sales revenue, Interest and Rental income.

The target ratio is between 0% and 10%.

The operating surplus ratio is -11% for the month ended 31 March 2023.

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

## Council's Unconstrained Funds

### Pormpuraaw Aboriginal Shire Council As at 31 March 2023

	\$	\$
<b>Cash At Bank</b>	859,596	
<b>QTC - Investment</b>	<u>46,232,700</u>	47,092,296
<b>Trade Debtors</b>	1,533,356	
<b>Provision Doubtful Debts</b>	<u>-</u>	1,533,356
<b>Less: Trade Creditors</b>		(3,629,543)
<b>Less: Tied Grant Funds</b>		(4,799,959)
<b>Less: Current Commitments</b>		(5,761,788)
<b>Total Unconstrained Funds</b>		<u><u>34,434,363</u></u>

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



## COUNCIL GRANT REVIEW

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 31 March 2023

	Balance 30/06/2022	Revenue	Council Contribution	Expense	Balance
	\$	\$	\$	\$	\$
<b>Commonwealth Government Grants</b>					
<b>Department of Infrastructure, Transport, Regional Development &amp; Communications</b>					
<i>Financial Assistance Grant</i>	-	915,390	-	(915,390)	-
<i>Roads to Recovery</i>	(3,060)	13,434	3,060	(6,285)	7,149
<i>Local Roads &amp; Community Infrastructure Program - Phase 1</i>	(60,902)	-	800	-	(60,102)
<i>Local Roads &amp; Community Infrastructure Program - Phase 2</i>	(57,319)	56,052	1,267	-	-
<i>Local Roads &amp; Community Infrastructure Program - Phase 3</i>	(11,771)	-	-	(97,089)	(108,860)
<b>Total</b>	<b>(133,052)</b>	<b>984,876</b>	<b>5,127</b>	<b>(1,018,763)</b>	<b>(161,813)</b>
<b>Department of Health</b>					
<i>CHSP Home Support Programme (HACC)</i>	-	265,271	-	(476,216)	(210,944)
<i>Indigenous Employment Initiative (IEI) - Aged Care</i>	366,280	674,393	-	(420,610)	620,063
<b>Total</b>	<b>366,280</b>	<b>939,664</b>	<b>-</b>	<b>(896,826)</b>	<b>409,119</b>
<b>Department of Industry, Science, Energy &amp; Resources</b>					
<i>Airport Fencing Upgrade</i>	294,830	-	-	(267,998)	26,832
<b>Total</b>	<b>294,830</b>	<b>-</b>	<b>-</b>	<b>(267,998)</b>	<b>26,832</b>
<b>Services Australia</b>					
<i>Centrelink Agency</i>	-	34,134	-	(34,489)	(355)
<b>Total</b>	<b>-</b>	<b>34,134</b>	<b>-</b>	<b>(34,489)</b>	<b>(355)</b>
<b>Total - Commonwealth Govt Grants</b>	<b>528,058</b>	<b>1,958,674</b>	<b>5,127</b>	<b>(2,218,076)</b>	<b>273,783</b>
<b>State Government Grants</b>					
<b>Department of Environment &amp; Science</b>					
<i>QIL&amp;S Ranger Program</i>	158,198	734,466	-	(558,284)	334,380
<b>Total</b>	<b>158,198</b>	<b>734,466</b>	<b>-</b>	<b>(558,284)</b>	<b>334,380</b>
<b>Queensland Fire and Emergency Services</b>					
<i>State Emergency Services</i>	-	13,551	-	(4,242)	9,309
<b>Total</b>	<b>-</b>	<b>13,551</b>	<b>-</b>	<b>(4,242)</b>	<b>9,309</b>
<b>Department of Justice &amp; Attorney-General</b>					
<i>Community Justice Group</i>	528,285	173,145	-	(113,462)	587,968
<i>CJG DJV Funding</i>	40,417	-	-	-	40,417
<i>Gambling Community Benefit Fund</i>	375	-	-	(375)	-
<b>Total</b>	<b>569,077</b>	<b>173,145</b>	<b>-</b>	<b>(113,837)</b>	<b>628,385</b>
<b>State Library of Queensland</b>					
<i>Indigenous Libraries</i>	12,567.25	8,704	9,416	(24,743)	5,944
<i>First Five Forever Program</i>	6,817	3,000	-	(1,095)	8,722
<b>Total</b>	<b>19,384</b>	<b>11,704</b>	<b>9,416</b>	<b>(25,837)</b>	<b>14,666</b>
<b>Department of Transport and Main Roads</b>					
<i>ATSI TIDS Projects</i>	(97,027)	280,517	-	(202,399)	(18,909)
<i>CYRP Community Works Program - Phase 1</i>	(316,645)	1,516,333	-	(1,202,833)	(3,145)
<i>CYRP Community Works Program - Phase 2</i>	-	-	-	-	-
<b>Total</b>	<b>(413,672)</b>	<b>1,796,850</b>	<b>-</b>	<b>(1,405,232)</b>	<b>(22,054)</b>
<b>Queensland Health</b>					
<i>ATSI Public Health Program</i>	-	141,766	-	(132,443)	9,323
<b>Total</b>	<b>-</b>	<b>141,766</b>	<b>-</b>	<b>(132,443)</b>	<b>9,323</b>

Pormpuraaw Aboriginal Shire Council

Tied Grants by Project

For the Month Ended 31 March 2023

	Balance 30/06/2022 \$	Revenue \$	Council Contribution \$	Expense \$	Balance \$
<b>State Government Grants</b>					
<b>Queensland Reconstruction Authority</b>					
<i>DRFA - CAT D Flood Warning Infrastructure</i>	(16,085)	16,085	-	-	-
<i>DRFA - CAT E Betterment Program</i>	356,040	-	-	(194,739)	161,301
<i>DRFA 2022 Emergent Works</i>	(1,798)	-	1,798	-	-
<i>DRFA 2023 Emergent Works</i>	-	-	-	(26,396)	(26,396)
<i>DRFA 2021 Restoration</i>	1,804,283	-	-	(2,544,744)	(740,461)
<i>Get Ready Qld</i>	(678)	6,102	-	(6,780)	(1,356)
Total	2,141,761	22,187	1,798	(2,772,660)	(606,913)
<b>Department of Agriculture &amp; Fisheries</b>					
<i>Fishing Grant</i>	5,000	-	-	-	5,000
Total	5,000	-	-	-	5,000
<b>Department of Education, Skills &amp; Employment</b>					
<i>First Start Program</i>	-	15,000	-	-	15,000
Total	-	15,000	-	-	15,000
<b>Department of Seniors, Disability Services and Aboriginal &amp; Torres Strait Islander Partnerships</b>					
<i>Splashpark</i>	-	262,500	-	(211,900)	50,600
<i>DAT Pormpuraaw AMP Community Safety Plan 2020</i>	6,448	-	-	(6,448)	-
<i>DAT Pormpuraaw AMP Community Safety Plan 2021-23</i>	-	85,000	-	(123,175)	(38,175)
<i>Local Thriving Communities (LTC)</i>	10,000	-	-	-	10,000
Total	16,448	347,500	-	(341,522)	22,425
<b>Department of Communities, Housing &amp; Digital Economy</b>					
<i>Qld Community Support Scheme</i>	-	41,715	-	(26,538)	15,177
<i>Community Transport</i>	-	27,774	-	(57,897)	(30,123)
<i>Community Housing Program</i>	(29,763)	1,110,889	-	(10,398)	1,070,728
<i>FNQ-NQ Monsoon Trough R2 Funding</i>	80,701	4,936	1,322	(86,959)	-
Total	50,938	1,185,314	1,322	(181,792)	1,055,782
<b>Department of Tourism, Innovation &amp; Sport</b>					
<i>Deadly Active Sport &amp; Recreation Program</i>	-	66,025	-	(30,809)	35,216
Total	-	66,025	-	(30,809)	35,216
<b>Department of State Development, Infrastructure, Local Government and Planning</b>					
<i>State Government Financial Aid</i>	-	1,611,280	-	(1,611,280)	-
<i>Revenue Replacement Program</i>	-	477,000	-	(477,000)	-
<i>Indigenous Employment Development</i>	-	80,000	-	(80,000)	-
<i>LGGSP - New Staff Duplex Complex</i>	-	423,000	-	-	423,000
<i>Works for Queensland 2019-2021</i>	(144,000)	144,000	-	-	-
<i>Works for Queensland COVID</i>	(20,007)	139,000	2,294	(121,287)	-
<i>Works for Queensland 2021-2024</i>	800,000	-	-	(9,722)	790,278
<i>ICCIP</i>	596,695	68,113	-	(88,111)	576,698
Total	1,232,688	2,942,393	2,294	(2,387,400)	1,789,975
<b>Total - State Govt Grants</b>	<b>3,779,822</b>	<b>7,449,901</b>	<b>14,830</b>	<b>(7,954,058)</b>	<b>3,290,495</b>
<b>Other Grant Providers</b>					
<b>Cape York Natural Resource Management</b>					
<i>Nest to Ocean (Turtle Program) CY333 R7</i>	57,428	18,000	-	(75,428)	-
Total	57,428	18,000	-	(75,428)	-
<b>Total Other Grant Providers</b>	<b>57,428</b>	<b>18,000</b>	<b>-</b>	<b>(75,428)</b>	<b>-</b>
<b>Total Grants</b>	<b>4,365,308</b>	<b>9,426,575</b>	<b>19,957</b>	<b>(10,247,562)</b>	<b>3,564,277</b>
<b>Add back negative (unclaimed ) grant balances</b>	<b>759,055</b>				<b>1,235,681</b>
<b>Unspent grant revenue</b>	<b>5,124,363</b>				<b>4,799,959</b>

## APPENDIX A: STATEMENT OF FINANCIAL POSITION

**Pormpuraaw Aboriginal Shire Council**  
**Statement of Financial Position**  
As at 31 March 2023

	<b>2022/23</b>
	<b>\$</b>
<b>Current assets</b>	
Cash At Bank	859,596
Cash - Trust Account	35,959
Cash - QTC Account	46,232,700
Receivables	1,533,356
Inventories	531,678
Other financial assets	-
<b>Total current assets</b>	<u>49,193,290</u>
<b>Non-current assets</b>	
Property, plant and equipment	123,521,678
Other financial assets	13,752,353
<b>Total non-current assets</b>	<u>137,274,031</u>
<b>Total assets</b>	<u>186,467,320</u>
<b>Current liabilities</b>	
Payables	3,629,543
Provisions	571,905
<b>Total current liabilities</b>	<u>4,201,447</u>
<b>Non-current liabilities</b>	
Payables	-
Provisions	205,204
<b>Total non-current liabilities</b>	<u>205,204</u>
<b>Total liabilities</b>	<u>4,406,651</u>
<b>Net community assets</b>	<u>182,060,669</u>
<b>Community equity</b>	
Asset revaluation surplus	102,476,088
Retained surplus	79,584,582
<b>Total community equity</b>	<u>182,060,669</u>