



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

*24 Thinraathin St, Pormpuraaw QLD 4892*

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**An Ordinary Meeting of the Pormpuraaw Aboriginal Shire Council was held on Wed, 31 Jly 2024 at the Pormpuraaw Council Chambers - 24 Thinraathin St, Pormpuraaw, commencing at 10.00am.**

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

### **Minutes DRAFT Council Meeting Date: Wed, 31 Jly at 10.05am.**

- 1. Present:** Mayor Ralph Kendall, DMayor/Cr Tim Koo-Aga, Cr Keith Barney, Cr Romena Edwards, Cr Lucy Foote.
- 2. Apologies:** No
- 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):** Nil
- 4. Related Party Declaration Form , (Sect 150EP of LGovt Act 2009):**  
Confirmation of any changes to Related Party Declaration Form by Councillors & Senior Managers: Nil
- 5. Matters arising from the 12 Jly Meeting:** That Council confirm the Minutes of Special Budget Meeting dated Fri, 12 Jly 2024 as true & correct.  
**Moved:** Mayor R Kendall. **Seconded:** DMayor/Cr T. Koo-Aga.  
**CARRIED.**  
**Resolution: 2024/07/01.**

**6. Matters arising from the 27 Jne Meeting:** That Council confirm the Minutes of Council Meeting dated Thurs, 27 Jne 2024 as true & correct noting that Resolution 2024/06/06 for Local Govt Mutual Scheme Insurance Payment is to the value of \$871,641.05 ( incl GST ) and is to be paid.

**Moved:** Mayor R. Kendall. **Seconded:** Cr K .Barney.

**CARRIED.**

**Resolution: 2024/07/02.**

**7. Delegations/Guests:** Kerry-Lee Bird ( DATSIP ) & Debbie Dixon-Searle presented on the Club Governance Training, Club Issues & Interim Summary of AMP Survey that was undertaken during visit from 29 Jly to 01 Aug.

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

**9. Reports:**

**9.1** Mayor's Report:

- **9.1.1: Deed of Variation of Employment Contract- CEO: Edward A Natera:** The Deed of Variation confirms that all current employment conditions as per previous signed contract applies to end date of 31 Oct 2024 subject to a placement & can be varied past this date if a placement is not secured.

**Motion:** That Council acknowledge & approves the signing of the Deed of Variation of Employment.

**Moved:** Cr R. Edwards. **Seconded:** Cr K. Barney.

**CARRIED.**

**Resolution: 2024/07/03.**

- **9.1.2: Deed of Separation, CEO Edward A Natera:** In Dec 2023 the former Council agreed to release the incumbent CEO ( Resolution: 2023/12/03 ) and in Apr 2023 the new Council supported the decision ( Resolution: 2024/04/03). Both have approved payout of Personal Leave accrued during his 16 years tenure in recognition of service to Pormpuraaw noting that the vehicle component of Resolution 2024/04/03 is rescinded as not required. The CEO was excused from 10.20am to 10.46am while Council discussed the

Deed of Separation.

**Motion:** That Council acknowledge & approves the signing of the Deed of Separation.

**Moved:** Mayor R. Kendall. **Seconded:** DMayor/Cr T. Koo-Aga.

**CARRIED.**

**Resolution: 2024/07/04.**

## 9.2 CEO's Report:

- **9.2.1: Attendance Certificate:** see Attendance Certificate dated 31 Jly 2024 and approved for payment at \$1,594.44 each for Cr Keith Barney, Cr Romina Edwards & Cr Lucy Foote.
- **9.2.2: Audits 2023-2024, Annual Reports received from Mayor, CEO, Executive Mgr Community Services & Executive Mgr Operations:** Reports received for Audits 2023-2024 attachment from Mayor, CEO & Executive Mgr Community Services & Executive Mgr.  
**Motion:** That Council acknowledge & accept the above Reports as table.  
**Moved:** DMayor/Cr T. Koo-Aga. **Seconded:** Cr L. Foote.  
**CARRIED.**  
**Resolution: 2024/07/05.**
- **9.2.3: Inspector-General Emergency Management ( IGEM ) 2024 Disaster Management Plan Assessment Observation Collection Tool:** see docu re IGEM Observation Collection Tool undertaken on Fri, 26 Jly with Mayor, CEO, Executive Mgr Community Service Mgr & Emergency Management.  
**Motion:** That Council acknowledge & accept the above docu as table.  
**Moved:** Mayor R. Kendall. **Seconded:** DMayor/Cr T.Koo-Aga.  
**CARRIED.**  
**Resolution: 2024/07/06.**

- **9.2.4: Pormpuraaw Local Disaster Management Plan 2024-2025 ( PLDMP):** The PLDMP was reviewed over the week of 08 Jly with a series of Meetings & Refresh Sessions with Emergency MEnt Coordinator & members of the PLDMG.  
**Motion:** That Council acknowledge & accept the above docu as table.  
**Moved:** DMayor/Cr T. Koo-Aga. **Seconded:** Cr Keith Barney.  
**CARRIED.**  
**Resolution: 2024/07/07.**
- **9.2.5: Pormpuraaw Operations Plan 2023-2024, Review ( POP ):** Operations Plan 2023-2024 has been reviewed as per SPR and tabled for Council adption.  
**Motion:** That Council acknowledge & accept the above SPR as tabled.  
**Moved:** Cr L. Foote. **Seconded:** DMayor T. Koo-Aga.  
**CARRIED.**  
**Resolution: 2024/07/08.**
- **9.2.6: Sportsfield Amenities ( Sewer, Septic connection ):** see SPR on the work to the facilities noting that because the W4Q 2024-2025 Funding Application is still WIP that Council will use its own funds on the planned works to be approx \$10,000.00.  
**Motion:** That Council acknowledge & accept the above SPR as tabled.  
**Moved:** DMayor/Cr T. Koo-Aga. **Seconded:** Cr Romena Edwards.  
**CARRIED.**  
**Resolution: 2024/07/09.**
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### 9.3 Executive Manager Corporate Services (EMCS) Report:

- **9.3.1: Executive Manager Corporate Services:** see Special Purpose Report dated 27 Jly 2024 covering: General Finance,

Grant Acquittals & Reporting,  
Current Corporate Service Project,  
WHS,  
HR,  
Admin Store,  
Accommodation

**Motion:** That Council accepts the Special Purpose Report dated 27 Jly 2024 from EMCS.

**Moved:** Mayor R. Kendall. **Seconded:** Cr Keith Barney.

**CARRIED.**

**Resolution: 2024/07/10.**

- **9.3.2: Financial Statement for Period Ended 30 Jne**

**2024:** : Reports received for above Mth end 30 Jne 2024 covering :

Financial Statement at a Glance,  
Capital Works Program,  
2023/2024 Capital Expenditure,  
Detailed Review of Revenue & Expenditure,  
Operating Revenue,  
Operating Expenses,  
Awarded Contracts > \$200,000.00 to July 2024,  
Capital Expenditure,  
Council Cash Position as at 30 Jne 2024 ,  
Summary of Council's Aged Debt,  
Financial Sustainability Statement,  
Council Controlled Revenue-An Indicator of Financial Flexibility,  
Operating Surplus Ratio-A measure of Sustainability,  
Operating Cash Ratio,  
Unrestricted Cash Expenses Cover Ratio  
Council Grant Review,  
Statement of Financial Position as at 30 Jne 2024.

**Motion:** That Council notes & accepts the Financial Statements for period ended 30 Jne 2024 as tabled.

**Moved:** DMayor/Cr T. Koo-Aga. **Seconded:** Cr Cr K. Barney.

**CARRIED.**

**Resolution: 2024/07/11.**

- **9.3.3: Procurement Policy (P001-V6):** Procurement Policy has been reviewed and updated in accordance

with Section 198 of the LG Regulation 2012, which requires Council to review and adopt this policy annually. There has been no significant changes to this policy.

**Motion:** That Council notes & accepts the Procurement Policy (P001-V6) as tabled.

**Moved:** Cr L. Foote. **Seconded:** DMayor /Cr T. Koo-Aga.

**CARRIED.**

**Resolution: 2024/07/12.**

- **9.3.4: Debt Policy (D001-V13):** Debt Policy has been reviewed and updated in accordance with Section 192 of the LG Regulation 2012, which requires Council to review and adopt this policy each financial year.

There has been no significant changes to this policy.

**Motion:** That Council notes & accepts the Debt Policy (D001-V13) as tabled.

**Moved:** Mayor R. Kendall. **Seconded:** DMayor/Cr T. Koo-Aga.

**CARRIED.**

**Resolution: 2024/07/13.**

- **9.3.5: Supplier Code of Conduct Policy (S001-V1):** Supplier Code of Conduct Policy is a new administrative policy for Council and has been drafted to outline the expectations of suppliers that conduct business with Council. This policy will be referenced in the RoPS Tender for Operational Services & Wet/Dry Plant Hire.

**Motion:** That Council notes & accepts the Supplier Code of Conduct Policy (S001-V1) as tabled.

**Moved:** Cr Keith Barney. **Seconded:** Cr L. Foote.

**CARRIED.**

**Resolution: 2024/07/14.**

- **9.3.6: Works for Qld (W4Q) 2024-27 Project Application Submission:** Funding Application Report to confirm the submission of projects for W4Q2024-27. Projects have been submitted in alignment with Corporate Plan, Capital Budgets and Specialist Reports from Dept of Environment & Tropical Health Unit.

**Motion:** That Council notes & accepts the W4Q2024-27 project application document as tabled.

**Moved:** DMayor/Cr T.Koo-Aga. **Seconded:** Cr K. Barney.

**CARRIED.**

**Resolution: 2024/07/15.**

**9.4** Operations Executive Manager's Report:

- **9.4.1: Vacant Position** ( Duties taken up by CEO for interim with quality assistance from the Executive Mgr Corporate Services ). See ATSI TIDS Project for Jly Report 2024.

**Motion:** That Council notes & accepts the above Report.

**Moved:** Mayor R. Kendall. **Seconded:** Cr K. Barney.  
**CARRIED.**

**Resolution: 2024/07/16.**

- **9.4.2: Orion Project Consulting ( Order 40315 ):** **\$574,926.00.** See Order 40315 for \$574,926.00 procure under Local Buy arrangement LB279. This is over the CEO's Financial Delegation & requires Council's approval.

**Motion:** That Council notes & approves Order 40315 as table.

**Moved:** Mayor R. Kendall. **Seconded:** DMayor/Cr T. Koo-Aga.

**CARRIED.**

**Resolution: 2024/07/17.**

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

- **9.5.1: Executive Manager Community Services (EMCS):** See Special Purpose Report for Jne 2024 received covering:  
Aged Care,  
Justice Group,  
Post Office,  
Customer Service Officer for Cashier & PO,

Centrelink,  
Library,  
Disaster Management,  
PUB,  
Bakery,  
Hall,  
Events,

**Motion:** That Council acknowledge & accepts the June Comm Service Report as tabled.

**Moved:** Cr K. Barney. **Seconded:** Cr L.Foote.

**CARRIED.**

**Resolution: 2024/07/18.**

- **9.5.2: Aged Care Services, Jne Report:** See Data Report outlining Aged Care Services for Jne.

**Motion:** That Council acknowledge & accepts the June Comm Service Report as tabled.

**Moved:** Cr K. Barney. **Seconded:** Cr L. Foote.

**CARRIED.**

**Resolution: 2024/07/19.**

## 9.6 Environment Report:

- **9.6.1: Ranger: Land & Sea** ( joint Co-Ordinators of Clinton & Gavin ): Jne Report received covering Ranger activities:

Croc Nest Survey,  
Campgrounds RnM at Chapman & Mungkan,  
Weed Control,  
Sewer Pond Maintenance,  
Equipment RnM,  
Landfill Inspection & Maintenance,  
Tree Lopp.

**Motion:** That Council acknowledge & accepts Jne Report as tabled.

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

**CARRIED.**

**Resolution: 2024/07/....( held over to Aug, Report not received on time ).**

## 9. Tenders & Quotations:

10. Notice of Motion: **Nil.**

11. Meeting Closed: **1.35pm**

12. Next Ordinary Meeting: **28 Aug 2024.**

**Minutes accepted as true & correct.**

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**Mayor: Ralph Kendall.**

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**CEO: Edward A Natera: 31 Jly 2024**

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