

KOWANYAMA ABORIGINAL SHIRE COUNCIL
Council Meeting Minutes

July 25 2018 | 10:17am – 2.58pm

Cairns Board Room and Kowanyama
Chambers Room (via Videoconference)

Minutes of the July Ordinary Meeting of the Kowanyama Aboriginal Shire Council

Present:

Councillors

Mayor Michael Yam (Chair)

Deputy Mayor Territa Dick

Cr Aaron Teddy

Cr Wendy Wust

Cr John Fry

Executive

Fabian Williams

Chief Executive Officer (CEO)

Katherine Wiggins

Executive Manager Governance & Operations (EMGO)

Aruna Rodrigo

Executive Manager Finance (EMF)

Guests

Nil

Apologies

Christine Delaney

Executive Manager of Human Resources (EMHR)

Michelle Vick

Executive Manager Community Services (EMCS)

Tom Corrie

Executive Manager Infrastructure, Works and Projects (EMIWP)

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting.

The Mayor welcomed Aruna Rodrigo, Executive Manager to Council

2) Updates to Councillor Register of Interest or Related Parties

Cr Dick is no longer the Treasurer at the Sports and Recreation Association.

Cr Dick is undertaking a private business cooking meals for some contractors

Action Item

Cr Dick to update her Register of Interest and send to EMGO

3) Minutes from Previous Council Meetings

RESOLUTION – Minutes Minutes for June 2018 Council Meeting That the minutes of the ordinary June 2018 Council meeting be adopted as true and accurate.	Moved Cr Teddy Mayor Yam MOTION CARRIED, All in favour
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RESOLUTION – Minutes Minutes for Special June 28 2018 Council Meeting That the minutes of the Special June 2018 Council meeting be adopted as true and accurate.	Moved Cr Teddy Mayor Yam MOTION CARRIED, All in favour
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RESOLUTION – Minutes Minutes for Special July 11 2018 Council Meeting That the minutes of the Special July 2018 Council meeting be adopted as true and accurate.	Moved Cr Teddy Mayor Yam MOTION CARRIED, All in favour
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4) Action Items from last Executive Meeting

CEO presented through the actions from the previous meeting.

Action Item

EMGO to proceed with correspondence to the Abm Elgoring Ambung PBC for collaboration in future projects.

Action Item

EMGO to contact Price Waterhouse Coopers to request an update on the cattle company.

5) Departmental Updates

a) CEO Update

Council's focus is to finalise the end of financial year results and reports.

Work for Queensland

Council has had a successful month in finalising works for Queensland projects. The Rider safe park is near completion with line marking and signage to be completed. Landscaping is being planned for the area. Council will be working with Rise to deliver the landscaping to the area.

Council has completed art work in the area and will scope further projects.

Men's Shed

Ceo of Kowanyama Council met with DATSIP to discuss the plans for the Mens shed. Funding arrangements have been confirmed and planning will now commence for the infrastructure and program delivery.

Women's Meeting Place

Ceo of Kowanyama Council met with DATSIP to discuss the plans for the Womens Meeting Place. Funding arrangements have been confirmed and planning will now commence for the infrastructure and program delivery. Consultation will take place with local women in regards to the needs of community.

Road Works

Kowanyama has delivered its ATSI TIDS works prior to the EFY.

Work on the Topsy creek landing has commenced. The project is on schedule as per the plans submitted to council. Haulage of rock has commenced to site

Critical equipment for Kowanyama Aboriginal Shire Council

Council has developed a business plan that incorporates critical equipment to deliver service to the Kowanyama community. Council is finalising the purchase arrangements and hopes to take delivery of equipment in the next two months.

- Equipment Requirements
- Out Front Mower
- Tractor with Bucket
- Grader
- Loader
- Skid Steer
- Backhoe
- Roller
- Watercart

- Excavator

A further report will be submitted during Closed Business from the CEO

b) **Finance**

Aruna Rodrigo, EMF, presented the monthly Finance report for the month of May 2018

Key points from the report are as follows:

- The 17/18 year to date original budgeted (expected) net **income** was \$34,383,056
- The 17/18 year to date revised budgeted (expected) net **income** was \$28,545,964
- The 17/18 year to date actual net **income** is \$27,813,133

- The 17/18 year to date original budgeted (expected) **expenditure** was \$34,323,093
- The 17/18 year to date revised budgeted (expected) **expenditure** was \$30,261,248
- The 17/18 year to date actual **expenditure** is \$24,979,919

Our interim net result is a \$2,835,214 surplus, which will change with additional adjustments arising from year-end accounting process.

This significant shift has occurred due to the capitalization of \$1,326,311 of costs to assets in the balance sheet and receipt of Financial Assistant Grants (FAGs) and Indigenous Councils Critical Infrastructure Program (ICCIP) grants.

c) **Governance & Operations**

Ms Wiggins, EMGO presented the monthly update for Governance and Operations.

Leases

The draft Apunipima lease is now with Apunipima for comment – this is for the Social and Emotional Well Being Centre

Governance

Attended the First Nations Governance Forum on 2-4 July Canberra. The purpose of the conference was to debate possible political governance models in Australia, following the 2017 Uluru statement. The conference heard from international experiences across New Zealand, Canada and Sweden.

The idea of multiple treaties with Indigenous nations across Australia were discussed. It was not well known that in the Cape and Torres many local governments are Indigenous, this was raised. Awaiting the summary of the conference discussions.

Operational Plan 2017-2018 year review and new 2018-2019 Operational Plan

To be presented today.

Housing

Correspondence has been sent to the Minister for Housing to clarify house sale prices methodology and Katter Lease entitlements, awaiting a response.

Telecommunications

Telstra has advised that further works are required to connect 4G to the council office. The cost will be \$10,000 however Telstra will reimburse Council. We are now awaiting an updated timeframe for when the works will be conducted.

Logo

We will be officially launching the new logo on 1 August 2018. Changes will appear to our website, Facebook page and email signatures. Stationary will also be updated. Human Resources will be managing the roll-out of the uniforms.

Action Items

EMGO presented the current outstanding action items.

d) Infrastructure Works & Projects

Nil report presented.

e) Community Services

Overview

There is constant movement in Community Services activity with new staff commencing in positions, newly created positions and routine positions for Aged Care advertised on our website and with Rise.

Aged Care – Shelina Bartlett commenced as the Aged Care Manger on Monday 16 July and is settling in well. In addition to this we have successfully recruited for food safety and cooking mentor – Justin Chamberlain will arrive on the 30 July and will providing 6 months onsite development and training to our staff. Justin will be instrumental in implementing our food safety, menu planning and reintroduction of weekend packs.

We are continuing to undertake organisational and governance improvements to meet Quality review with further items ticked of our list including the ability to produce client statements for our HCP clients. These will be produced at the commencement of August for July 18. We have been advised by Susan Turner (AACQA) that they have rescheduled another visit for mid-August 2018.

Current physical improvements underway at aged care including the upgrade of our food storage area – new floor coverings, sealing the room, new food grade shelving being installed. We recently planted new gardens in the courtyard. Our Elders are busy watering and caring for the gardens. We have purchased an undercover area a fire pit and outdoor furniture to complete the setting. Rise have kindly built and donated two outdoor furniture settings.

Centrelink–New agreement for service provision for 2018 – 2019 financial year has been completed.

Playgroup:- Coordinator's position has been vacated. Position is currently being advertised. Parents/Children Attendance: The increase and decrease of numbers change due the dynamics of the community. Some days number are up to 12 children attend

playgroup other days the numbers range from 1 to 6 depending on various cultural/family circumstances or the school holidays where families go out camping. Parents now have a clear understanding of playgroup functions staff are always informing parents which makes it more clear of playgroups requirements, rules and expectations when attending playgroup with their children. All Staff plan day's activities and committed to planning programs for parents to be involved in.

Women's Shelter : Coordinator's position has been vacated. Position is currently being advertised.

Statistical Data Report

1st June – 30th July 2018

ACCESS	April 2018	May2018	June2018
Statistical Data	7 Adults & 6 children	6 Adults & 5 children	6 Adults & 2 children
Intake	9.3 hrs	6.3hrs	8.10hrs
Recording in book	9.3hrs	4.2hrs	5.4hrs
Case Consult	9.3hrs	6.3hrs	8.10hrs
Settle client in	6.2hrs	4.2hrs	5.4
Record data Ship2Shore	186hrs	186hrs	186hrs
Prep food for clients	186hrs	186hrs	186hrs
SUPPORT			
Addressing clients' needs	9.3hrs	6.3hrs	8.10hrs
Facilitating connection to local supports	6.2hrs	105hrs	135hrs
Counselling support	186 hrs	126hrs	162hrs
DV connect Support	186hrs	126hrs	162hrs
Clinical support	186hrs	126hrs	162hrs
Ongoing support everyday support	9.3hrs	6.3hrs	8.10hrs
Encouraging client to be self-reliant by providing skills	6.2hrs	6.3hrs	5.4hrs
TOTAL HOURS	809.1hrs	768.9hrs	879.6hrs
SUPPORTED ACCOMODATION			
Places	13	11	8
Short Term accommodation	7	5	5
Transition into long Term accommodation	6	6	1
TOTAL	31	21	27

Post Office – No changes have been implemented at this time.

Disaster Management Coordination – Nadine Oosen has assisted with updating KASC Disaster Management Plan and Sub Plans for 2018 -2019. A visit is being planned for mid-August.

Sport and Recreation – A breath of fresh air has been breathed into the sports and recreational program with Kevin Bell at its helm. Structured programs are in place and we are seeing participation levels rise with participants responding well to an increase in variety and availability. Kevin is working closely with staff to re-implement discos to the list of activity available

Programs Age 4-12 13-18 19-40 Elders Males Females Total

After School Sport	195	160	64	2	257	164	421
Evening Sport (Soccer over 17s) (only had once)	0	0	15	0	15	0	15
Community Disco (only had one)	34	25	10	5	44	30	74
School Sport (rec)	196	187	59	7	274	176	450
Footy Kowanyama Men's	0	20	62	3	85	0	85
Gym community use	0	0	6	0	6	0	6

Programs Conducted: 6

Future Programs planned

- Women's softball
- Young Men's Group (14-18 years of age)
- Community Fitness classes (two nights a week)
- Kiddies Gymnastics (One day a week with play group)

Complaints:

Not enough discos/disco duration to short,

Compliments:

Structured programs and more involvement from other community orgs (rise, police, school, Apunipima, health)

Suggestions for improvement:

Form a disco committee, Put on more casual staff with in the sport and recreation team

f) Human Resources

Staff numbers: 112

Current advertised Vacancies: 8

Current Workers Compensation Claims: 1

Key Details

- Current vacancies:
 - Personal Assistant to CEO and Mayor
 - Building Services Manager
 - Workshop Manager
 - Accounts Receivable
 - Accounts Payable – *interviews scheduled*
 - Community Police
 - Youth Engagement Officer (*funded position*)
 - Aged Care Administration (*funded position*) – *interviewed & recommendation made*
- Appointments:
 - Aged Care Food Services Mentor (*funded position*) – *to commence 30/07/2018*
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	7	Airport	3
Kowanyama Admin	7 (1)	Batching Plant	(1)
Cairns Admin	6 (2)	Post Office	2
Building Services	9 (1)	Accommodation	7
Parks And Roads	3	Radio Station	2
Centrelink	1	Women's Shelter	5
Community Police	1 (1)	Child Care	6
Electrical	1	Multipurpose Centre	13
Essential Services	5	Aged Care Facility	15 (2)
Purchase Store	4	Environmental Health/Animal Control	2
Workshop	5 (1)	Land And Sea Office	11

Incident Report Register

Incident Number	Date	Type	Dept.	Details	Recommendations
01	08/01/2018	No Injury	Land & Sea	Crossed flooded creek in vehicle to check on community members who had a 7 month old baby with them	Training – assessing risks
02	30/01/2018	Near Miss	Community Bus	Community member drove around the corner of Chapman Road and Kowanyama Street on the wrong side of the road and almost collided with the bus	Line Marking and signage Seek advice from local police

NIL REPORTED IN FEBRUARY 2018					
NIL REPORTED IN MARCH 2018					
03	14/04/2018	Hazard	Aged Care	Tenant at the Aged Care Facility verbally abused and threatened visiting nurse and staff when medication was to be administered	Executive Manager Community Services has escalated to the police and is seeking an assessment by QLD Health
04	15/04/2018	Vehicle Damage	Community Bus	Reversing Bus and a community member was travelling behind the bus. The bus contacted the vehicle on the driver's side damaging several panels	Community bus to be checked for roadworthy status and ensure all rear view mirrors is in working order. CEO following up with Insurance company regarding repairs to community member vehicle.
05	16/05/2018	MTI	Essential Services	Insect bites after attending property to conduct repairs on a broken water pipe. Reaction to bites requiring medical treatment at clinic.	Review SWMS including PPE required eg personal insect repellent & use of ground sheet when required to lay on the ground
06	15/06/2018	Environmental	Building Services	Contractor spilt paint on roadway	Contractor cleaned and repainted roads to cover spill
07	18/06/2018	Plant Damage	Essential Services	Fuel Stolen from Tractor	Reported to police - security of vehicles and plant to be reviewed
08	19/06/2018	Plant Damage	Essential Services	Tractor Stolen from works area	Reported to police – tractor located – security of vehicles and plant to be reviewed

6) Agenda Reports

a) Operational Plan End of Year Update

Ms Wiggins, EMGO, presented the end of year Q4 Operational Plan progress. Ms Wiggins noted that as per the Local Government 2012 Regulations, every three months (a quarter) the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan. This is the final review of the 2017-2018 Operational Plan. Ms Wiggins stated that the progress was assessed by self-reporting of the Executive Managers.

Area	Ref.	Focus	Objective	Key Performance Indicator (KPI)	Final end of year progress	% Achieved	Status
Office of the CEO	1	Budget	Ensure the Office of the CEO department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.	Monthly results reporting provided to CEO and Council.	100%	In progress
	2	Performance - CEO	CEO Key Performance Indicators	Achievement of CEOs Key Performance Indicators within specified timeframes	Final Review will be completed 9/06/2018	99%	Complete
	3	Performance - Employees	High-quality communication and performance of staff	<ul style="list-style-type: none"> Executive Team meetings, with Agendas, Minutes and Action Items, are held each month Summary of Executive Team Meeting discussions and key monthly activity provided to all staff and Council in monthly email and notice board updates 	Performance reviews with staff underway. # monthly performance reviews with line managers and EM to take place ongoing	100%	Complete
	4	Local Economy	Create a productive environment to encourage the growth of the local economy	<p>Work with community groups, and Local, State and Federal government departments to provide an environment to grow local business and attract private investment, including:</p> <ul style="list-style-type: none"> A healthy and trained workforce High-speed telecommunications A safe working environment Beautification of community spaces High-quality roads Frequent, high-quality cost effective air services Not to compete with local service providers when business opportunities arise 	4G Completed and working. Now working with Carpentaria Shire Mayor Jack to work through training for local Kowanyama people to undertake works in Kowanyama and Carpentaria shire council. First works to start in August 2018. ATSI Tides submissions into TMR and waiting outcomes. All NDRAA works completed	100%	Complete
	5	Customer Service	Provide user-friendly, respectful and proactive customer service delivery	<ul style="list-style-type: none"> Generate and implement complaints management process Customers are acknowledged within 2 minutes from arriving at reception Telephones are picked up within 7 rings Out of Office messages, containing accurate contact information, are used Telephone answer machine messages are up to date Telephone message banks are accessible All external emails are acknowledged within 48 hours 	Ongoing issues with communications with executive team members. Work to be done in this area	60%	In progress
	6	Carbon Footprint	Protecting the land for future generations	<ul style="list-style-type: none"> Reduce the carbon footprint of Council - including reduction of carbon omissions, waste, plastic, plus the utilisation of local products and services Utilisation of renewal energies - such as solar panels 	Solar review taking place and planned for July 2018 through Rise. Grant funding provided through the state government to re develop the landfill site. Green fleet carbon project successfully delivered in Kowanyama June 2018	100%	Complete
	7	Enterprise accommodation	Manage enterprise	<ul style="list-style-type: none"> Increase the supply of available, high-quality accommodation Receive, allocate and program repairs 	Additional room established in Kowanyama for lease. Workmen's	100%	Complete

			buildings to provide clean, safe and comfortable accommodation for stakeholders and visitors	<ul style="list-style-type: none"> • Maintain up to date inventories • Ensure houses are equipped with furniture, fittings and equipment • Coordinate arrivals, departures and payments • Ensure accommodation is clean • Provision of high-quality customer service • Ensure accommodation creates profit, inline or exceeding budget expectations 	camo accommodation upgraded in June 2018 providing 7 additional rooms. 89 rooms established at the Kowanyama Accommodation centre. Maintenance plans in place for housing and accommodation centre		
	8	Disaster Management	Disaster Management Planning	<ul style="list-style-type: none"> • Review Disaster Management Plan, including Airport emergency plan • Attendance of Local Disaster Management Group 	Review completed with QFES	100%	Complete
Community Services	9	Budget	Ensure the Community Services department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.	Budget planning completed in consultations with Grants Manager	80%	In progress
	10	Critical Mental Health	Improve the health outcomes of community members	<p>1) Urgently collaborate with community groups, and Local, State and Federal government departments to improve access to health services and close the gap in health outcomes, in particular:</p> <ul style="list-style-type: none"> • Suicide prevention and promotion of social and emotional well-being, including: <ul style="list-style-type: none"> * Indigenous Mental Health First Aid training * increasing locally based experienced workforce for mental health, social and emotional well-being, substance abuse and intellectual disability services and programs * provision of "healing on country" programs * Men's, women's and young people's services * Supporting the number of local community members undertaking mental health training /diplomas / degrees <p>2) Coordinate a strategic approach, driven by community, across all groups and services, to improve health outcomes and reduce gaps and duplication in service delivery, whilst obtaining value for money. The strategic approach would include:</p> <ul style="list-style-type: none"> • Mental health, social and emotional-well being • Criminal justice interventions using evidence based approaches (including the Justice Reinvestment and diversionary models) • Housing • Education • Disability • Local economy 	Indigenous mental health first aid being rolled out by HR in conjunction with Department of Prime Minister and Cabinet. Consultation with various stakeholders in progress through monthly stakeholder meetings facilitated through DATSIP	80%	In progress
				80%	In progress		
	11	Health - Preventative and Support	Women's, Men's and Young	Work with community groups, and Local, State and Federal government departments to develop mental health, well-being, family violence and support services, including:			75%

			people's support groups	<ul style="list-style-type: none"> • Women's group space and activities • Men's shed • Young people's group space and activities • Traditional hunting, gathering, cooking, art, song, music, basket weaving, wax collection, language, creating traditional artefacts, bush medicine and sports - harnessing the knowledge of elders 			
	12	Community Connections	Community Hub	Advocate for the establishment of a Community Hub to facilitate a shared space for health, social and emotional-well being services, arts, business and connections with other community and Government stakeholders.		50%	In progress
	13	Health - Population	Promote evidence based strategies to improve community health promotion (preventive)	<p>Work with community groups, and Local, State and Federal government departments to promote evidence based health promotion programs and service provision for all community members, including:</p> <ul style="list-style-type: none"> • Nutrition • Exercise • Sexual health • Diabetes • Smoking • Dental 		50%	In progress
	14	Justice	Promote evidence based strategies to reduce criminal offending	<p>Collaborate with community groups, and Local, State and Federal government departments to promote evidence based criminal justice programs for community members, to reduce offending and improve safety, including:</p> <ul style="list-style-type: none"> • Justice reinvestment models (redirecting money spent on prisons to community-based initiatives) • Pre and post custodial sentence programs (to divert people from the criminal justice system to mental health, drug & alcohol and family violence programs, and support reintegration after release from custody) • Programs for young people to reduce offending behaviours (including school holiday programs, and healing on country programs) • Gender appropriate programs to reduce offending behaviours and improve social and emotional well-being • Indigenous Mental Health First Aid • Mental Health, social and emotional well-being, substance abuse and intellectual disability services • Boarding school support programs (for Council to visit boarders and provide guidance and support) • Driver licensing programs • Town planning in line with situational crime prevention best practice (such as having well lit pathways and community areas) 		50%	In progress
	15	Justice	Review of Alcohol	• Review of the AMP, including research into the short and long-term social, health and economic impacts of fining and charging		50%	In progress

			Management Plan (AMP)	community members • Collaborate with community groups, and Local, State and Federal government departments to ensure the AMP meets the needs of community			
	16	Environment	Protect the Kowanyama environment and reduce the impact of plastic	• Working with Infrastructure, Works and Projects and community groups, reduce the amount of plastic being released in to the Kowanyama environment and water ways - including programs to reduce the use of plastic bags and the release of helium balloons. • Coordinate volunteer "clean-up" activities.		0%	In progress
	17	Community Environment	Promote beautification of community spaces and a "tidy town"	Collaborate with community groups, and Local, State and Federal government departments to encourage local community pride: • Promote local artists to provide community artworks on buildings and structures • Reduce rubbish in public spaces • Promote plants in public spaces • Garden and "tidy town" awards		30%	In progress
	18	Health and enterprise	Community Gardens	• Collaborate with community groups, and Local, State and Federal government departments to create and maintain community gardens to increase local food production • Work with local retailers for the supply of local foods in stores • Work with local schools to increase knowledge of nutrition, fresh and local produce.		60%	In progress
	19	Childcare	Provision of high-quality service provision in line with funding agreement	Collaborate with child care providers to provide high-quality, accessible and culturally appropriate services.		40%	In progress
	20	Education	Harness and celebrate local knowledge, culture and heritage, support our young people to gain the best education.	• Development and implementation of programs to support capturing and recording local knowledge and language • Collaborate with schools to celebrate local knowledge • Collaborate with schools to reduce the number of young people being excluded from schools • Collaborate with schools to increase the school attendance, by implementing programs and services such as breakfast clubs and transport services		20%	In progress
	21	Employment	Increase community capacity building	With Human Resources, and Infrastructure, Works and Projects, collaborate with job employment service providers to: • Provide training to job seekers in community (with essential training in literacy, numeracy and basic computer skills) • Utilise job seekers in Council projects		80%	In progress
	22	Centrelink	Provision of Centrelink agency services	Provide a high-quality service in line with funding agreement.		100%	Complete

	23	Aged Care	Provide high-quality support to HACC clients	<p>Provision of care in accordance with HACC guidelines and regulation</p> <p>Audit of HACC services</p> <p>Coordination of:</p> <ul style="list-style-type: none"> • Respite care • Allied health and therapy • Personal Care • Social Support • Home medications • Food services - including the promotion of local traditional foods, fresh and nutritious foods • Transport 		50%	In progress
	24	Disability	Preparation for National Disability Insurance Scheme (NDIS)	Review the impact of the NDIS to disability services		50%	In progress
	25	Housing	Tenancy management	<ul style="list-style-type: none"> • Up to date tenancy agreements - community members • Up to date tenancy agreement - staff • Advocate for sufficient community housing to reduce overcrowding 		60%	In progress
	26	Sports and Recreation	Support of Sports and Recreation	<ul style="list-style-type: none"> • Active participation in Sports and Recreation Committee • Working with department of Infrastructure Works and Projects, advocate for sporting facilities, and infrastructure to encourage healthy activities (walking and cycling) 		60%	In progress
	27	Community Radio	Provision of high-quality service provision in line with funding agreement	<ul style="list-style-type: none"> • Community member interviews • Community news reporting • Promotion of local culture • Promotion of local music • Promotion of local languages • Sponsorship and advertising opportunities 		50%	In progress
	28	Stakeholders	Community stakeholder relationship building	<ul style="list-style-type: none"> • Four community meetings held each year • Attendance at relevant community group meetings 		50%	In progress
Finance	29	Budget	Ensure the Finance department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.		95%	In progress
	30	Assets	Responsible management of assets to support long-term financial sustainability	Generation, implementation and monitoring of Asset Management Plan		0%	In progress

	31	Assets	Revaluation and condition assessment of assets	<ul style="list-style-type: none"> • Appointment of valour • Asset condition assessments reviewed by Audit and Risk Committee • Asset register updated 		100%	Complete
	32	Audit	External Audit	"Green-Light" from Queensland Audit Office (both timeliness and quality)		100%	Complete
	33	Budget and Financial Statements	Strengthen Council's long term financial planning	<ul style="list-style-type: none"> • Preparation of 2016/2017 Financial Statements • Endorsement of original budget in line with Operational Plan objectives by 30 August • Budget review by 31 December 2017 • Monitoring of Departmental Budgets and communication of risks with managers 		99%	In progress
	34	Debt Recovery	Manage debtors through lawful, ethical and cultural sensitive approaches	<ul style="list-style-type: none"> • Development and implementation of Debt Recovery Policy • Writing off bad-debts 		75%	In progress
	35	Finance systems	Ensure finance systems meet Council requirements	<ul style="list-style-type: none"> • Implementation of Synergy soft - including integration of asset register • Provision of staff training in Synergy soft 		95%	In progress
	36	Insurance	Active insurance policies to reduce risk to Council	Preparation, market appraisal, assessment and award for 18/19 year		70%	In progress
	37	Procurement	Review Preferred Supplier List	Coordination of preferred supplier list with focus on increasing opportunities for local suppliers and workers and provision of high-quality, respectful service provision		30%	In progress
	38	Procurement	Contract Management	Development of contracts between Council's and suppliers to ensure high-quality service provision to Council and community adherence to Sound Contracting Principles as detailed in Local Government Act 2009		100%	Complete
	39	Procurement	Purchasing	<ul style="list-style-type: none"> • Implement improved procedures for increased manager awareness and responsibility of departmental budgets, including clear policies and procedures and the use of visual explanations materials (flowcharts) • Procurement of local and regional services and materials • Ensuring the Purchasing Store is sufficiently stocked 		90%	In progress
Governance and Operations	40	Budget	Ensure the Corporate Governance department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.	Governance and Operations is not currently identified as a separate budget.	100%	In progress
	41	Publications	Ensure the professional	<ul style="list-style-type: none"> • Annual Report to be endorsed by Council within one month of certified Financial Statements 	<ul style="list-style-type: none"> • Over 600 facebook likes • Newsletter drafted 	70%	In progress

		corporate branding and information provision to stakeholder groups to communicate Council's vision, mission, values and progress.	<ul style="list-style-type: none"> • 4 Newsletters per year • Council branded items and souvenirs • Social media 	<ul style="list-style-type: none"> • New logo to be fully rolled out by 1 August 		
42	Performance	Project approvals and feasibility studies	Manage the assessment of projects, and endorsement at Council level prior to commencement	Systems have been created to assess projects. Project Assessment report completed with Flanagan Consultants	90%	In progress
43	Advocacy	Advocating Council's strategy objectives to Local, State and Federal government departments and relevant bodies (1)	<p>Development of Key Issues and Advocacy Strategy - detailing Council's and community's goals and values in:</p> <ul style="list-style-type: none"> • Housing • Health • Justice • Education • Transport • Infrastructure • Aged care • Disability • Child Care • Family Violence • Tourism • Telecommunications • Local employment, with more stakeholder service providers living in community 	Attendance at the First Nations Forum to advocate for Local Council's being involved in the possible treaty models. Ongoing meetings with DATSIP to advocate for Council's needs Governor visit planned for August 2018	70%	In progress
44	Advocacy	Advocating Council's strategy objectives to Local, State and Federal government departments and relevant bodies (2)	<ul style="list-style-type: none"> • Briefings on key issues provide to Councillors and Executive • Attendance at key meetings and conferences • Written and in person lobbying with Local, State and Federal government departments and relevant bodies • Responses to consultations to advocate Council's strategy 			
45	Audit	Compliance with Local Government Act 2009 Audit Committee requirements	<ul style="list-style-type: none"> • Development of Annual Internal Audit Plan • Completion of Internal Audit Plan • Audit and Risk Committee Meetings as per Audit and Risk Committee Charter 	All Audit meeting requirements achieved. Next Audit Committee scheduled for September 2018	100%	Complete

			and best practice				
	46	Compliance	Policies and Procedures	<ul style="list-style-type: none"> • Development and maintenance of Policies and Procedures Register • Ensuring Policies and Procedures are maintained as per the Policies and Procedures Register • Ensuring Policies and Procedures are in line with Council plans, strategies, best practice and current local government best practice and values. 	New code of conduct drafted. Budget pack containing all revised Finance policies drafted ready for endorsement at the July 2018 Council Meeting	100%	Complete
	47	Information, Technology and Communication (ITC)	Computer assets	<ul style="list-style-type: none"> • Develop and maintain asset register for ITC equipment • Coordinate the repair and purchasing of ITC hardware and software to meet the needs of staff within budget restrictions • Ensure systems have appropriate virus and ransom wear protection 	Further visit by air bridges 30 July to repair issues and install 4 new cameras. Working with Telstra to finalise 4G connection.	90%	In progress
	48	Land	Advocate for the resolution of Land Holding Act (Katter) leases	<ul style="list-style-type: none"> • Coordination of community meetings with Katter leases as an agenda item • Liaison with Government stakeholders to advocate for community needs 	Ongoing. To be transferred to Community Services	30%	In progress
	49	Land rating	Preparation of a land record identifying all rateable land (in preparation for possible changes to Aboriginal land rating provisions in 2018)	<ul style="list-style-type: none"> • Develop a rating system in collaboration with Finance department • Community consultation for rates 	Project unable to commence until confirmation received from Department - no updates to date.	0%	Complete
	50	Legal	Ensure Council operations are inline with applicable legislation	<ul style="list-style-type: none"> • Provision of advice to Council and Executive on Local Government Act 2009 and Regulation 2012 requirements • Coordination of legal advice 	Ongoing advice provided.	100%	Complete
	51	Local Laws	Adequate local laws	<ul style="list-style-type: none"> • Review current local laws to ensure they are fit for purpose • Development of a local law register • Development of new of amended Local Laws as required 	Initial review shows local laws are adequate. Further implementation to be rolled out in 2018-2020	100%	Complete
	52	Performance	Completion of Council action items and strategic plan deliverables	<ul style="list-style-type: none"> • Capturing, monitoring and completion of Council and committee action items • Monitoring and reporting of Operational Plan and Corporate Plan deliverables and achievements 	All actions recorded and communicated with Executive. Further work on implementation by the Executive to occur in 2018-2020	100%	Complete
	53	Public Affairs	An informed Council and Executive	<ul style="list-style-type: none"> • Distribution of relevant media articles to ensure Councillors and Executive are informed of relevant issues • Development of briefings for Council and Executive on relevant issues applicable to Cape York, Indigenous Local Councils and Aboriginal and Torres Strait Islander peoples. • Identification and prioritisation of Council deliverables 	Correspondence drafted for Ministers. Following up as required.	80%	In progress

	54	Publications	Website	<ul style="list-style-type: none"> Website is compliant with Local Government legislation Website is user-friendly and reflects the brand of Council 	Continue to ensure Website compliancy	100%	Complete
	55	Records Management	Ensure all documentation is stored in accordance with QLD legislation and best practice	<ul style="list-style-type: none"> Implementation and monitoring of protocol to store correspondence Implementation and monitoring of enforcement of a protocol for the electronic filing of incoming and outgoing correspondence 	Meeting arranged with Synergy. Included in 2018-2019 budget	30%	In progress
	56	Risk Register	Responsible management of risks	Generation, implementation and monitoring of Risk Register	Strategic Risk Register completed and included in Audit and Risk Committee agenda items	80%	In progress
	57	Stakeholders	Professional corporate branding	Annual Report to be endorsed by Council within one month of certified Financial Statements	Annual Report completed and electronic version available online - printed copies available as required.	100%	Complete
Human Resources	58	Budget	Ensure the Human Resources department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.		30%	In progress
	59	Council Culture	Communication and collaboration with employees	Promote a collaborative, positive work and corporate environment through development of key procedures, guidelines, staff briefings and team building activities.		60%	In progress
	60	Employee Capacity Building	A trained workforce and strong governance	<ul style="list-style-type: none"> Develop a training schedule and support employees to engage in training opportunities Develop and implement financial and governance training programs for staff to support financial literacy, budget management, fraud control and decision making In collaboration with the Finance team, develop and implement financial training programs to managers to support budget monitoring, purchasing, use of cost codes, budget development and fraud control. Provide training programs to managers to support their management of staff Implement capacity building programs to support staff progressing in Corporate Structure - such as acting arrangements, mentoring and shadowing. 		30%	In progress
	61	Employee Health	Promote employee health and well-being for a happy and productive workforce	Provision of evidence based health programs for staff, including: <ul style="list-style-type: none"> Quit smoking support Mental health, social and emotional well-being support Stress and anger management programs 4 WD driving 		40%	In progress

	62	Work, Health and Safety	A safe working environment	<ul style="list-style-type: none"> • Provide training in Work, Health and Safety • Supporting a safe and healthy work environment 		30%	In progress
	63	Employee Performance	Staff performance and retention	<ul style="list-style-type: none"> • Updating skills audit to ascertain training needs within organisation • Supporting managers in annual performance reviews • Review of position descriptions 		80%	In progress
	64	Employee Management	Recruitment and management of staff	<ul style="list-style-type: none"> • Roll-out of Human Resource Manual, including recruitment, performance management and performance appraisals • Training to staff on Human Resources procedures as detailed in manual 		50%	In progress
	65	Community Capacity Building	Provision of capacity building opportunities for community members	<ul style="list-style-type: none"> • Working with Community Services and Infrastructure, Works and Projects, collaborate with local employment services to ensure job seekers are provided with training relevant to current and future Council's and community skill needs. • Collaborating with employment service providers to support both female and male job seekers through: <ul style="list-style-type: none"> * Council placements * Collaboration in Council projects 		60%	In progress
	66	Enterprise Bargaining Agreement (EBA)	Preparation for possible Enterprise Bargaining Agreement (EBA) in 2018/2019	<ul style="list-style-type: none"> • Provision of advice to Chief Executive Officer and Council on potential EBA • Project Management Plan 		20%	In progress
Infrastructure, Works and Projects	67	Budget	Ensure the Infrastructure, Works and Projects department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.		50%	In progress
	68	Funding Applications and Acquittals	Sustainable finances to support operations	<ul style="list-style-type: none"> • Submission of high-quality funding applications in line with Council's budget and operational plan • Timely completion of funding acquittals • Ensuring grant funding is expended as per the funding agreements 		50%	In progress
	69	Animal Management	Promote the health of animals in community to reduce risk to community members	<ul style="list-style-type: none"> • Scheduling regular vet visits for surgical de-sexing and anti-parasite treatment • Provision of training to animal management workers to provide urgent care to animals (for care in-between vet visits) • Development and implementation of Dog, Cat and Horse health programs • Development and implementation of animal health education programs to community members • Working with local shops to ensure stocking of essential pet supplies - anti parasite treatment 		40%	In progress

	70	Environmental Health	Promote the environmental health of community	Development and implementation of Food Safety, Water Sanitation, and Mosquito Control programs		50%	In progress
	71	Town Planning	Safe, happy, green and healthy community town planning	<ul style="list-style-type: none"> • Ensuring all new planning works create safe community spaces that promote health and well-being (including BBQs, playgrounds, pathways, cycling lanes, sportsgrounds and exercise facilities) • Ensuring community spaces are well-lit, and are in line with situational crime prevention best practice. • Utilising the latest technologies were resources allow • Provision of basic amenities such as food shops, market gardens, laundromats, library • Ensuring any new infrastructure is in line with best practice • Designing infrastructure using traditional design and incorporating local art 		50%	In progress
	72	Planning Scheme	Review of planning scheme to ensure it meets the needs of current and future community members	Review of planning scheme		0%	In progress
	73	Building - New	Responsible management of new assets, compliance with regulator requirement and undertaking of works in line with contracts	<p>Coordinating new builds ensuring:</p> <ul style="list-style-type: none"> • Adherence to Work Health and Safety Standards • Quoting and tendering within Government timeframes • Complete works, to a high standard, within approved timeframes • Raising of invoices as soon as works are completed • Utilisation of local workforce • Utilisation of local or regional materials • Architecture in line with "green" building standards and in harmony with traditional design and art • Disability and aged care design considerations • Revenue in line with agreed profit margins 		80%	In progress
	74	Building - Repairs and Maintenance	Responsible management of repairs and maintenance of existing assets, compliance with regulator requirements and undertaking of works in line with contracts	<ul style="list-style-type: none"> • Receive, allocate and program works within nominated BAS contract timeframes • Timely completion of internal works • Invoice works within 7 days of completion of service • Utilisation of local workforce • Revenue in line with agreed profit margins 		80%	In progress

	75	Corporate Buildings	Maintain safe and comfortable staff work environments	Receive, allocate and program repairs		20%	In progress
	76	Staff Housing	Maintain safe and comfortable staff home environments	<ul style="list-style-type: none"> • Receive, allocate and program repairs • Maintain up to date inventories • Ensure houses are equipped with furniture, fittings and equipment 		60%	In progress
	77	Fire safety	Reduce fire hazards	<ul style="list-style-type: none"> • 6 and 12 monthly services are undertaken • Rectification works are completed in a timely manner 		70%	In progress
	78	Carbon Farming	Development and maintenance of Carbon Farming project	Engaging contractor to provide services		100%	Complete
	79	Fleet	Fit for purpose work vehicles in line with budget restrictions	<ul style="list-style-type: none"> • Review of cost / benefits of leasing versus purchasing • Purchasing vehicles in line with operational requirements and budget • Scheduling of repairs and maintenance (reactive and proactive) • Maintaining vehicle register, including condition assessments • Development of strategy for fleet replacement 		50%	In progress
	80	Plant	Fit for purpose plant in line with budget restrictions	Develop and implement Plant Management Plan		20%	In progress
	81	Lands and Environment	Rangers Program	Protect and strengthen Aboriginal cultural heritage, environment and resource management		50%	In progress
	82	Parks and Gardens	Provide a clean environment for the enjoyment of community members, stakeholders and tourism	<p>Maintain parks and Public spaces:</p> <ul style="list-style-type: none"> • Waste removal • Grounds maintenance 		80%	In progress
	83	Projects	Coordination of capital works to ensure high-quality projects in line with budget restrictions	<ul style="list-style-type: none"> • Development of Project Management Plans • Tendering for the works in line with Procurement Policy • Ensuring all projects have scope of works and are implemented in accordance with scope of works • Onsite monitoring of works • Works are completed as per Project management Plans • Any alternations to original scope of works are approved by CEO and incorporated within contract 		50%	In progress
	84	Roads	Provision of safe and fit for purpose roads	Repair and maintenance of roads in accordance with budget restrictions.		50%	In progress
	85	Sewerage	Provision of fit-for-purpose	Maintain and develop sewerage systems and plan for community needs that meet all licensing requirements		50%	In progress

			sewerage services				
	86	Waste	Provision of fit-for-purpose waste services	<ul style="list-style-type: none"> • Maintain and develop waste systems and plan for community needs that meet all licensing requirements • Promote recycling to reduce waste creation • Investigate funding opportunities and advocate for: <ul style="list-style-type: none"> * replacement rubbish truck * UV filtration at shed at dam (for use of treated recycled water of new football field irrigation and possible wash down bay for cleaning vehicles * automatic filtration and flow meter install at sewage treatment ponds * oval dam automatic automation 		50%	In progress
	87	Water	Provision of fit for purpose water services	<p>Maintain and develop water systems and plan that meet all licensing requirements</p> <p>Advocate for urgent water infrastructure repair and maintenance to provide water security for current and future community needs, including:</p> <ul style="list-style-type: none"> • Bore Two - Switchboard and pump upgrades • Bore Three - development • Water treatment plant generator replacement 		50%	In progress
	88	Air-conditioning	Maintain a comfortable temperature for staff areas	<ul style="list-style-type: none"> • 12 monthly services undertaken • All rectification works are completed in a timely manner • Development of air-conditioning guidelines to maintain comfortable temperature of areas and reduce energy consumption 		50%	In progress

<p>RESOLUTION – End of Year Operational Plan</p> <p>That council endorse the end of year Q4 Operational Plan results</p>	<p>Moved Cr Wust</p> <p>Cr Teddy</p> <p>MOTION CARRIED,</p> <p>All in favour</p>
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Action Item

EMGO to draft correspondence to Minister Ryan regarding ongoing noise concerns

Action Item

EMGO to draft noise abatement policy for August Council meeting

Action Item

EMHR to provide updated leave policy incorporating secondments and carers leave, and highlighting the requirements for medical certificates, to August Council meeting

Action Item

Executive to provide narrative updates to Operational Plan (in addition to %) at each three month review, as well as budget performance

Action Item

EMIWP to continue with community grants policy for 2018-2019

Action Item

EMGO to add the additional projects to the Operational Plan

- **Community murals and artwork on electric poles and rubbish bins**
- **Removal of weeds from fencing**
- **Implementation of Community Grants**

b) New 2018-2019 Operational Plan

Ms Wiggins, EMGO stated that as per the Local Government 2012 Regulations, each year a local council must endorse an annual Operational Plan.

An annual Operational Plan should link to the 5 year Corporate Plan and state the projects that council will be undertaking that year. The annual budget is created from the annual Operational Plan. As per the Local Government Regulation 2012, only projects contained in the Operational Plan should be undertaken, unless there is an Operational Plan review.

The 2018-2019 Operational Plan has been based on the 2017-2018 Operational Plan with the following amendments:

Additional Items:

- **Adding the implementation of the Women’s Space and Men’s Shed to EMCS**

- Adding a new task of reviewing the needs of situational crime prevention (CCTV) to EMGO
- Adding an additional requirement for the Purchase Store “Ensuring the Purchasing Store is sufficiently stocked with appropriate profit margins and reporting systems”
- Adding additional KPIs for the Multi Purpose Centre:
 - Work with the Grants and Business Development Manager to identify funding for MPC activities
 - Work with other community stakeholders to implement activities for young people, including breakfast and homework clubs and school holiday programs.

Change of responsibilities:

- Moving employee tenancy from EMIWP to EMHR
- Moving the review of the Alcohol Management Plan from EMCS to EMGO
- Moving Katter lease needs from EMGO to EMCS
- Moving project assessment from EMGO to CEO

5 Year Corporate Plan Area	Ref	Area	Focus	Objective	Key Performance Indicator (KPI)
7 Governance and Performance	1	Office of the CEO	Budget	Ensure the Office of the CEO department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.
7 Governance and Performance	2	Office of the CEO	Performance - CEO	CEO Key Performance Indicators	Achievement of CEOs Key Performance Indicators within specified timeframes
7 Governance and Performance	3	Office of the CEO	Performance - Employees	High-quality communication and performance of staff	<ul style="list-style-type: none"> • Executive Team meetings, with Agendas, Minutes and Action Items, are held each month • Summary of Executive Team Meeting discussions and key monthly activity provided to all staff and Council in monthly email and notice board updates
1 Economic Development	4	Office of the CEO	Local Economy	Create a productive environment to encourage the growth of the local economy	<p>Work with community groups, and Local, State and Federal government departments to provide an environment to grow local business and attract private investment, including:</p> <ul style="list-style-type: none"> • A healthy and trained workforce • High-speed telecommunications • A safe working environment • Beautification of community spaces • High-quality roads • Frequent, high-quality cost effective air services • Not to compete with local service providers when business opportunities arise
6 Governance and Performance	5	Office of the CEO	Customer Service	Provide user-friendly, respectful and proactive customer service delivery	<ul style="list-style-type: none"> • Generate and implement complaints management process • Customers are acknowledged within 2 minutes from arriving at reception • Telephones are picked up within 7 rings • Out of Office messages, containing accurate contact information, are used • Telephone answer machine messages are up to date • Telephone message banks are accessible • All external emails are acknowledged within 48 hours
2 Environment	6	Office of the CEO	Carbon Footprint	Protecting the land for future generations	<ul style="list-style-type: none"> • Reduce the carbon footprint of Council - including reduction of carbon omissions, waste, plastic, plus the utilisation of local products and services • Utilisation of renewal energies - such as solar panels
1 Economic Development	7	Office of the CEO	Enterprise accommodation	Manage enterprise buildings to provide clean, safe and comfortable accommodation for stakeholders and visitors	<ul style="list-style-type: none"> • Increase the supply of available, high-quality accommodation • Receive, allocate and program repairs • Maintain up to date inventories • Ensure houses are equipped with furniture, fittings and equipment • Coordinate arrivals, departures and payments • Ensure accommodation is clean • Provision of high-quality customer service • Ensure accommodation creates profit, inline or exceeding budget expectations

7 Governance and Performance	8	Office of the CEO	Performance	Project approvals and feasibility studies	With the Executive Manager Infrastructure, Works and Projects develop systems for the assessment of projects, and endorsement at Council level prior to commencement
8 Disaster Management	9	Office of the CEO	Disaster Management	Disaster Management Planning	<ul style="list-style-type: none"> Review Disaster Management Plan, including Airport emergency plan Attendance of Local Disaster Management Group
7 Governance and Performance	10	Community Services	Budget	Ensure the Community Services department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.
4 Health, Well-being and Social Justice	11	Community Services	Critical Mental Health	Improve the health outcomes of community members	<p>1) Collaborate with community groups, and Local, State and Federal government departments to improve access to health services and close the gap in health outcomes, in particular:</p> <ul style="list-style-type: none"> Suicide prevention and promotion of social and emotional well-being, including: <ul style="list-style-type: none"> Indigenous Mental Health First Aid training increasing locally based experienced workforce for mental health, social and emotional well-being, substance abuse and intellectual disability services and programs provision of "healing on country" programs Men's, women's and young people's services Supporting the number of local community members undertaking mental health training /diplomas / degrees <p>2) Coordinate a strategic approach, driven by community, across all groups and services, to improve health outcomes and reduce gaps and duplication in service delivery, whilst obtaining value for money. The strategic approach would include:</p> <ul style="list-style-type: none"> Mental health, social and emotional-well being Criminal justice interventions using evidence based approaches (including the Justice Reinvestment and diversionary models) Housing Education Disability Local economy
4 Health, Well-being and Social Justice	12	Community Services	Health - Preventative and Support	Women's, Men's and Young people's support groups	<p>Work with community groups, and Local, State and Federal government departments to develop mental health, well-being, family violence and support services, including:</p> <ul style="list-style-type: none"> Women's group space and activities Men's shed Young people's group space and activities Traditional hunting, gathering, cooking, art, song, music, basket weaving, wax collection, language, creating traditional artefacts, bush medicine and sports - harnessing the knowledge of elders

4 Health, Well-being and Social Justice	13	Community Services	Community Connections	Men and Women's Shed and Hub	Implement and monitor the Men's Shed and Women's space service to ensure service delivery in line with funding agreements
4 Health, Well-being and Social Justice	14	Community Services	Health - Population	Promote evidence based strategies to improve community health promotion (preventive)	<p>Work with community groups, and Local, State and Federal government departments to promote evidence based health promotion programs and service provision for all community members, including:</p> <ul style="list-style-type: none"> • Nutrition • Exercise • Sexual health • Diabetes • Smoking • Dental
4 Health, Well-being and Social Justice	15	Community Services	Justice	Promote evidence based strategies to reduce criminal offending	<p>Collaborate with community groups, and Local, State and Federal government departments to promote evidence based criminal justice programs for community members, to reduce offending and improve safety, including:</p> <ul style="list-style-type: none"> • Justice reinvestment models (redirecting money spent on prisons to community-based initiatives) • Pre and post custodial sentence programs (to divert people from the criminal justice system to mental health, drug & alcohol and family violence programs, and support reintegration after release from custody) • Programs for young people to reduce offending behaviours (including school holiday programs, and healing on country programs) • Gender appropriate programs to reduce offending behaviours and improve social and emotional well-being • Indigenous Mental Health First Aid • Mental Health, social and emotional well-being, substance abuse and intellectual disability services • Boarding school support programs (for Council to visit boarders and provide guidance and support) • Driver licensing programs • Town planning in line with situational crime prevention best practice (such as having well lit pathways and community areas)
2 Environment	16	Community Services	Environment	Protect the Kowanyama environment and reduce the impact of plastic	<ul style="list-style-type: none"> • Working with Infrastructure, Works and Projects and community groups, reduce the amount of plastic being released in to the Kowanyama environment and water ways - including programs to reduce the use of plastic bags and the release of helium balloons. • Coordinate volunteer "clean-up" activities.
2 Environment	17	Community Services	Community Environment	Promote beautification of community spaces and a "tidy town"	Collaborate with community groups, and Local, State and Federal government departments to encourage local community pride:

					<ul style="list-style-type: none"> • Promote local artists to provide community artworks on buildings and structures • Reduce rubbish in public spaces • Promote plants in public spaces • Garden and "tidy town" awards • Community murals and electric poles and rubbish bins artwork • Removal of weeds from fencing
4 Health, Well-being and Social Justice	18	Community Services	Health and enterprise	Community Gardens	<ul style="list-style-type: none"> • Collaborate with community groups, and Local, State and Federal government departments to create and maintain community gardens to increase local food production • Work with local retailers for the supply of local foods in stores • Work with local schools to increase knowledge of nutrition, fresh and local produce.
4 Health, Well-being and Social Justice	19	Community Services	Childcare	Provision of high-quality service provision in line with funding agreement	Collaborate with child care providers to provide high-quality, accessible and culturally appropriate services.
5 Education and Capacity Building	20	Community Services	Education	Harness and celebrate local knowledge, culture and heritage, support our young people to gain the best education.	<ul style="list-style-type: none"> • Development and implementation of programs to support capturing and recording local knowledge and language • Collaborate with schools to celebrate local knowledge • Collaborate with schools to reduce the number of young people being excluded from schools • Collaborate with schools to increase the school attendance, by implementing programs and services such as breakfast clubs and transport services
1 Economic Development	21	Community Services	Employment	Increase community capacity building	<p>With Human Resources, and Infrastructure, Works and Projects, collaborate with job employment service providers to:</p> <ul style="list-style-type: none"> • Provide training to job seekers in community (with essential training in literacy, numeracy and basic computer skills) • Utilise job seekers in Council projects
4 Health, Well-being and Social Justice	22	Community Services	Centrelink	Provision of Centrelink agency services	Provide a high-quality service in line with funding agreement.
4 Health, Well-being and Social Justice	23	Community Services	Aged Care	Provide high-quality support to Aged Care clients	<p>Provision of care in accordance with Aged Care guidelines and regulation</p> <p>Coordination of:</p> <ul style="list-style-type: none"> • Respite care • Allied health and therapy • Personal Care • Social Support • Home medications • Food services - including the promotion of local traditional foods, fresh and nutritious foods • Transport

4 Health, Well-being and Social Justice	24	Community Services	Disability	Preparation for National Disability Insurance Scheme (NDIS)	Review the impact of the NDIS to disability services and implement service adjustments as required
4 Health, Well-being and Social Justice	25	Community Services	Housing	Tenancy management	<ul style="list-style-type: none"> • Up to date tenancy agreements - community members • Advocate for sufficient community housing to reduce overcrowding
7 Governance and Performance	26	Community Services	Land	Advocate for the resolution of Land Holding Act (Katter) leases	<ul style="list-style-type: none"> • Coordination of community meetings with Katter leases as an agenda item • Liaison with Government stakeholders to advocate for community needs
4 Health, Well-being and Social Justice	27	Community Services	Sports and Recreation	Support of Sports and Recreation	<ul style="list-style-type: none"> • Active participation in Sports and Recreation Committee • Working with department of Infrastructure Works and Projects, advocate for sporting facilities, and infrastructure to encourage healthy activities (walking and cycling)
	28		Multi Purpose Centre	Support of Sports and Recreation and Youth Engagement	<ul style="list-style-type: none"> • Work with the Grants and Business Development Manager to identify funding for MPC activities • Work with other community stakeholders to implement activities for young people, including breakfast and homework clubs and school holiday programs.
3 Arts, Culture and Recreation	29	Community Services	Community Radio	Provision of high-quality service provision in line with funding agreement	<ul style="list-style-type: none"> • Community member interviews • Community news reporting • Promotion of local culture • Promotion of local music • Promotion of local languages • Sponsorship and advertising opportunities
6 Community Cohesiveness	30	Community Services	Stakeholders	Community stakeholder relationship building	<ul style="list-style-type: none"> • Four community meetings held each year • Attendance at relevant community group meetings
7 Governance and Performance	31	Finance	Budget	Ensure the Finance department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.
7 Governance and Performance	32	Finance	Assets	Responsible management of assets to support long-term financial sustainability	Generation, implementation and monitoring of Asset Management Plan
7 Governance and Performance	33	Finance	Assets	Revaluation and condition assessment of assets	<ul style="list-style-type: none"> • Appointment of valuer • Asset condition assessments reviewed by Audit and Risk Committee • Asset register updated
7 Governance and Performance	34	Finance	Audit	External Audit	"Green-Light" from Queensland Audit Office (both timeliness and quality)
7 Governance and Performance	35	Finance	Budget and Financial Statements	Strengthen Council's long term financial planning	<ul style="list-style-type: none"> • Preparation of 2017/2018 Financial Statements • Endorsement of original budget in line with Operational Plan objectives by 30 August • Budget review by 31 December 2018 • Monitoring of Departmental Budgets and communication of risks with managers
7 Governance and Performance	36	Finance	Debt Recovery	Manage debtors through lawful, ethical and culturally sensitive approaches	<ul style="list-style-type: none"> • Development and implementation of Debt Recovery Policy • Writing off bad-debts
7 Governance and Performance	37	Finance	Finance systems	Ensure finance systems meet Council requirements	<ul style="list-style-type: none"> • Provision of staff training in Synergy soft

7 Governance and Performance	38	Finance	Insurance	Active insurance policies to reduce risk to Council	Preparation, market appraisal, assessment and award for 18/19 year
7 Governance and Performance	39	Finance	Procurement	Review Preferred Supplier List	Coordination of preferred supplier list with focus on increasing opportunities for local suppliers and workers and provision of high-quality, respectful service provision
7 Governance and Performance	40	Finance	Procurement	Contract Management	Development of contracts between Council's and suppliers to ensure high-quality service provision to Council and community adherence to Sound Contracting Principles as detailed in Local Government Act 2009
7 Governance and Performance	41	Finance	Procurement	Purchasing	<ul style="list-style-type: none"> • Implement improved procedures for increased manager awareness and responsibility of departmental budgets, including clear policies and procedures and the use of visual explanations materials (flowcharts) • Procurement of local and regional services and materials • Ensuring the Purchasing Store is sufficiently stocked with appropriate profit margins and reporting systems
7 Governance and Performance	42	Governance and Operations	Budget	Ensure the Corporate Governance department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.
7 Governance and Performance	43	Governance and Operations	Publications	Ensure the professional corporate branding and information provision to stakeholder groups to communicate Council's vision, mission, values and progress.	<ul style="list-style-type: none"> • Annual Report to be endorsed by Council within one month of certified Financial Statements • 2 Newsletters per year • Social media
7 Governance and Performance	44	Governance and Operations	Advocacy	Advocating Council's strategy objectives to Local, State and Federal government departments and relevant bodies (1)	<p>Development of Key Issues and Advocacy Strategy - detailing Council's and community's goals and values in:</p> <ul style="list-style-type: none"> • Housing • Health • Justice • Education • Transport • Infrastructure • Aged care • Disability • Child Care • Family Violence • Tourism • Telecommunications • Local employment, with more stakeholder service providers living in community
7 Governance and Performance	45	Governance and Operations	Advocacy	Advocating Council's strategy objectives to Local, State and Federal government departments and relevant bodies (2)	<ul style="list-style-type: none"> • Briefings on key issues provide to Councillors and Executive • Attendance at key meetings and conferences with feedback to Councillors and the Executive • Written and in person lobbying with Local, State and Federal government departments and relevant bodies • Responses to consultations to advocate Council's strategy
7 Governance and Performance	46	Governance and Operations	Audit	Compliance with Local Government Act 2009 Audit Committee requirements and best practice	<ul style="list-style-type: none"> • Development of Annual Internal Audit Plan • Completion of Internal Audit Plan

					<ul style="list-style-type: none"> • Audit and Risk Committee Meetings as per Audit and Risk Committee Charter
4 Health, Well-being and Social Justice	47	Governance and Operations	Justice	Review of Alcohol Management Plan (AMP)	<ul style="list-style-type: none"> • Advocate for a review of the AMP, including research into the short and long-term social, health and economic impacts of fining and charging community members • Collaborate with community groups, and Local, State and Federal government departments to ensure the AMP meets the needs of community
	48	Governance and Operations	Justice	Review of Situational Crime Prevention needs	Review community's needs in Situational Crime Prevention including CCTV, and with the Grants and Business Development Manager, advocate for funding to meet needs
7 Governance and Performance	49	Governance and Operations	Compliance	Policies and Procedures	<ul style="list-style-type: none"> • Development and maintenance of Policies and Procedures Register • Ensuring Policies and Procedures are maintained as per the Policies and Procedures Register • Ensuring Policies and Procedures are in line with Council plans, strategies, best practice and current local government best practice and values.
7 Governance and Performance	50	Governance and Operations	Information, Technology and Communication (ITC)	Computer assets	<ul style="list-style-type: none"> • Develop and maintain asset register for ITC equipment • Coordinate the repair and purchasing of ITC hardware and software to meet the needs of staff within budget restrictions • Ensure systems have appropriate virus and ransom wear protection
7 Governance and Performance	51	Governance and Operations	Legal	Ensure Council operations are inline with applicable legislation	<ul style="list-style-type: none"> • Provision of advice to Council and Executive on Local Government Act 2009 and Regulation 2012 requirements • Coordination of legal advice
7 Governance and Performance	52	Governance and Operations	Local Laws	Adequate local laws	<ul style="list-style-type: none"> • Review current local laws to ensure they are fit for purpose • Development of a local law register • Development of new of amended Local Laws as required
7 Governance and Performance	53	Governance and Operations	Performance	Completion of Council action items and strategic plan deliverables	<ul style="list-style-type: none"> • Capturing, monitoring and completion of Council and committee action items • Monitoring and reporting of Operational Plan and Corporate Plan deliverables and achievements
7 Governance and Performance	54	Governance and Operations	Public Affairs	An informed Council and Executive	<ul style="list-style-type: none"> • Distribution of relevant media articles to ensure Councillors and Executive are informed of relevant issues • Development of briefings for Council and Executive on relevant issues applicable to Cape York, Indigenous Local Councils and Aboriginal and Torres Strait Islander peoples.
7 Governance and Performance	55	Governance and Operations	Publications	Website	<ul style="list-style-type: none"> • Website is compliant with Local Government legislation • Website is user-friendly and reflects the brand of Council
7 Governance and Performance	56	Governance and Operations	Records Management	Ensure all documentation is stored in accordance with QLD legislation and best practice	<ul style="list-style-type: none"> • Implementation and monitoring of protocol to store correspondence • Implementation and monitoring of enforcement of a protocol for the electronic filing of incoming and outgoing correspondence
7 Governance and Performance	57	Governance and Operations	Risk Register	Responsible management of risks	Generation, implementation and monitoring of Risk Register

7 Governance and Performance	58	Governance and Operations	Stakeholders	Professional corporate branding	Annual Report to be endorsed by Council within one month of certified Financial Statements
7 Governance and Performance	59	Human Resources	Budget	Ensure the Human Resources department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.
7 Governance and Performance	60	Human Resources	Council Culture	Communication and collaboration with employees	Promote a collaborative, positive work and corporate environment through development of key procedures, guidelines, staff briefings and team building activities.
7 Governance and Performance	61	Human Resources	Employee Capacity Building	A trained workforce and strong governance	<ul style="list-style-type: none"> • Develop a training schedule and support employees to engage in training opportunities • Develop and implement financial and governance training programs for staff to support financial literacy, budget management, fraud control and decision making • In collaboration with the Finance team, develop and implement financial training programs to managers to support budget monitoring, purchasing, use of cost codes, budget development and fraud control. • Provide training programs to managers to support their management of staff • Implement capacity building programs to support staff progressing in Corporate Structure - such as acting arrangements, mentoring and shadowing.
7 Governance and Performance	62	Human Resources	Employee Health	Promote employee health and well-being for a happy and productive workforce	<p>Provision of evidence based health programs for staff, including:</p> <ul style="list-style-type: none"> • Quit smoking support • Mental health, social and emotional well-being support • Stress and anger management programs • 4 WD driving
7 Governance and Performance	63	Human Resources	Work, Health and Safety	A safe working environment	<ul style="list-style-type: none"> • Provide training in Work, Health and Safety • Supporting a safe and healthy work environment
7 Governance and Performance	64	Human Resources	Employee Performance	Staff performance and retention	<ul style="list-style-type: none"> • Updating skills audit to ascertain training needs within organisation • Supporting managers in annual performance reviews • Review of position descriptions
7 Governance and Performance	65	Human Resources	Employee Management	Recruitment and management of staff	<ul style="list-style-type: none"> • Roll-out of Human Resource Manual, including recruitment, performance management and performance appraisals • Training to staff on Human Resources procedures as detailed in manual
1 Economic Development	66	Human Resources	Community Capacity Building	Provision of capacity building opportunities for community members	<ul style="list-style-type: none"> • Working with Community Services and Infrastructure, Works and Projects, collaborate with local employment services to ensure job seekers are provided with training relevant to current and future Council's and community skill needs. • Collaborating with employment service providers to support both female and male job seekers through: <ul style="list-style-type: none"> * Council placements * Collaboration in Council projects

7 Governance and Performance	67	Human Resources	Employee Tenancy	Safe accommodation	<ul style="list-style-type: none"> • Ensure tenancy agreements are in place for employees • Ensure accommodation meets WHS needs in line with budget • Work with Grants and Business Development Manager to seek funding to implement WHS requirements for employee housing
9 Infrastructure Development	68	Human Resources	Staff Housing	Maintain safe and comfortable staff home environments	<ul style="list-style-type: none"> • Receive, allocate and program repairs • Maintain up to date inventories • Ensure houses are equipped with furniture, fittings and equipment
7 Governance and Performance	69	Human Resources	Enterprise Bargaining Agreement (EBA)	Preparation for possible Enterprise Bargaining Agreement (EBA) in 2018/2019	<ul style="list-style-type: none"> • Provision of advice to Chief Executive Officer and Council on potential Enterprise Bargaining Agreement (EBA)
7 Governance and Performance	70	Infrastructure, Works and Projects	Budget	Ensure the Infrastructure, Works and Projects department operates in line within the allocated budget.	Each quarter actual expenditure and revenue to match budgeted.
7 Governance and Performance	71	Infrastructure, Works and Projects	Funding Applications and Acquittals	Sustainable finances to support operations	<ul style="list-style-type: none"> • Submission of high-quality funding applications in line with Council's budget and operational plan • Timely completion of funding acquittals • Ensuring grant funding is expended as per the funding agreements
4 Health, Well-being and Social Justice	72	Infrastructure, Works and Projects	Community Grants	Implement Community Grants policy	<ul style="list-style-type: none"> • Encourage suitable applications to the community grants program • Provide monthly financial reports on Community Grants usage and outcomes
4 Health, Well-being and Social Justice	73	Infrastructure, Works and Projects	Animal Management	Promote the health of animals in community to reduce risk to community members	<ul style="list-style-type: none"> • Scheduling regular vet visits for surgical de-sexing and anti-parasite treatment • Provision of training to animal management workers to provide urgent care to animals (for care in-between vet visits) • Development and implementation of Dog, Cat and Horse health programs • Development and implementation of animal health education programs to community members • Working with local shops to ensure stocking of essential pet supplies - anti parasite treatment
4 Health, Well-being and Social Justice	74	Infrastructure, Works and Projects	Environmental Health	Promote the environmental health of community	Development and implementation of Food Safety, Water Sanitation, and Mosquito Control programs
9 Infrastructure Development	75	Infrastructure, Works and Projects	Capital Works	Capital Works Program	Develop a Capital Works program in line with prioritisation and Asset Management Plans
9 Infrastructure Development	76	Infrastructure, Works and Projects	Town Planning	Safe, happy, green and healthy community town planning	<ul style="list-style-type: none"> • Ensuring all new planning works create safe community spaces that promote health and well-being (including BBQs, playgrounds, pathways, cycling lanes, sportsgrounds and exercise facilities) • Ensuring community spaces are well-lit, and are in line with situational crime prevention best practice. • Utilising the latest technologies were resources allow • Provision of basic amenities such as food shops, market gardens, laundromats, library

					<ul style="list-style-type: none"> • Ensuring any new infrastructure is in line with best practice • Designing infrastructure using traditional design and incorporating local art
9 Infrastructure Development	77	Infrastructure, Works and Projects	Planning Scheme	Review of planning scheme to ensure it meets the needs of current and future community members	Review of planning scheme
9 Infrastructure Development	78	Infrastructure, Works and Projects	Building - New	Responsible management of new assets, compliance with regulator requirement and undertaking of works in line with contracts	<p>Coordinating new builds ensuring:</p> <ul style="list-style-type: none"> • Adherence to Work Health and Safety Standards • Quoting and tendering within Government timeframes • Complete works, to a high standard, within approved timeframes • Raising of invoices as soon as works are completed • Utilisation of local workforce • Utilisation of local or regional materials • Architecture in line with "green" building standards and in harmony with traditional design and art • Disability and aged care design considerations • Revenue in line with agreed profit margins
9 Infrastructure Development	79	Infrastructure, Works and Projects	Building - Repairs and Maintenance	Responsible management of repairs and maintenance of existing assets, compliance with regulator requirements and undertaking of works in line with contracts	<ul style="list-style-type: none"> • Receive, allocate and program works within nominated BAS contract timeframes • Timely completion of internal works • Invoice works within 7 days of completion of service • Utilisation of local workforce • Revenue in line with agreed profit margins
9 Infrastructure Development	80	Infrastructure, Works and Projects	Corporate Buildings	Maintain safe and comfortable staff work environments	Receive, allocate and program repairs
9 Infrastructure Development	81	Infrastructure, Works and Projects	Fire safety	Reduce fire hazards	<ul style="list-style-type: none"> • 6 and 12 monthly services are undertaken • Rectification works are completed in a timely manner
2 Environment	82	Infrastructure, Works and Projects	Carbon Farming	Development and maintenance of Carbon Farming project	Engaging contractor to provide services
7 Governance and Performance	83	Infrastructure, Works and Projects	Fleet	Fit for purpose work vehicles in line with budget restrictions	<ul style="list-style-type: none"> • Review of cost / benefits of leasing versus purchasing • Purchasing vehicles in line with operational requirements and budget • Scheduling of repairs and maintenance (reactive and proactive) • Maintaining vehicle register, including condition assessments • Development of strategy for fleet replacement
7 Governance and Performance	84	Infrastructure, Works and Projects	Plant	Fit for purpose plant in line with budget restrictions	Develop and implement Plant Management Plan
2 Environment	85	Infrastructure, Works and Projects	Lands and Environment	Rangers Program	Protect and strengthen Aboriginal cultural heritage, environment and resource management

2 Environment	86	Infrastructure, Works and Projects	Parks and Gardens	Provide a clean environment for the enjoyment of community members, stakeholders and tourism	Maintain parks and Public spaces: <ul style="list-style-type: none"> • Waste removal • Grounds maintenance
9 Infrastructure Development	87	Infrastructure, Works and Projects	Projects	Coordination of capital works to ensure high-quality projects in line with budget restrictions	<ul style="list-style-type: none"> • Development of Project Management Plans • Tendering for the works in line with Procurement Policy • Ensuring all projects have scope of works and are implemented in accordance with scope of works • Onsite monitoring of works • Works are completed as per Project management Plans • Any alternations to original scope of works are approved by CEO and incorporated within contract
9 Infrastructure Development	88	Infrastructure, Works and Projects	Roads	Provision of safe and fit for purpose roads	Repair and maintenance of roads in accordance with budget restrictions.
9 Infrastructure Development	89	Infrastructure, Works and Projects	Sewerage	Provision of fit-for-purpose sewerage services	Maintain and develop sewerage systems and plan for community needs that meet all licensing requirements
9 Infrastructure Development	90	Infrastructure, Works and Projects	Waste	Provision of fit-for-purpose waste services	<ul style="list-style-type: none"> • Maintain and develop waste systems and plan for community needs that meet all licensing requirements • Promote recycling to reduce waste creation • Investigate funding opportunities and advocate for: <ul style="list-style-type: none"> *replacement rubbish truck * UV filtration at shed at dam (for use of treated recycled water of new football field irrigation and possible wash down bay for cleaning vehicles * automatic filtration and flow meter install at sewage treatment ponds * oval dam automatic automation
9 Infrastructure Development	91	Infrastructure, Works and Projects	Water	Provision of fit for purpose water services	Maintain and develop water systems and plan that meet all licensing requirements Advocate for urgent water infrastructure repair and maintenance to provide water security for current and future community needs.
9 Infrastructure Development	92	Infrastructure, Works and Projects	Air-conditioning	Maintain a comfortable temperature for staff areas	<ul style="list-style-type: none"> • 12 monthly services undertaken • All rectification works are completed in a timely manner • Development of air-conditioning guidelines to maintain comfortable temperature of areas and reduce energy consumption

<p>RESOLUTION 2018-2019 Operational Plan</p> <p>That in accordance with the Local Government Regulation 2012, section 174 Council endorse the 2018-2019 Operational Plan as presented</p>	<p>Moved Mayor Yam</p> <p>Cr Fry</p> <p>MOTION CARRIED,</p> <p>All in Favour</p>
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c) 2018-2019 Budget

Mr Fabian Williams, CEO presented the 2018-2019 Budget on behalf of Mayor Yam:

I am pleased to present Kowanyama Aboriginal Shire Council's budget for 2018-2019.

In this year's \$40.7m operating and capital expenditure budget my Council has focused on investing in essential asset management to ensure it meets the needs of our community for future generations.

This year's budget continues to focus on creating revenue and gaining cost efficiencies so that there is a greater surplus in future years that can be reinvested back into community.

The budget will enable the implementation of our 2018-2019 Operational Plan which has been developed to strengthen the local economy, improve the health and opportunities of our people and protect our local environment.

The budget will also deliver the following key capital works projects:

- Topsy Creek Barge Landing
- Airport Terminal – Upgrade
- Indigenous Councils Critical Infrastructure Program works
- Arts & Cultural Centre & Café
- Ride Safe Bike Path - new
- Bore for Sports Precinct water supply
- Training Centre Upgrades
- Oriners Outstation Upgrade
- Men's Shed, Women's Hub & Wellbeing Centre

These projects have only been made possible due to our partnership with and support by State government – I would like to thank our government stakeholders for their continued assistance and I look forward to our ongoing collaboration to further strengthen the Kowanyama community.

Budget Assumptions

Legislative requirements:

Local Government Act 2009 107A

Local Government Act 2009 (12)(4)(b)

Local Government Act 2009 (94)(2)

Local Government Act 2009 (104)(5)(a)(iv)

Local Government Regulation 2012 Chapter 5 Division 3

It is prudent to review our statutory obligations at sections 173 of the Local Government Regulation 2012 and 110 from the Local Government Act 2009:

Local Government Act (2009):

<p>110 Councillors liable for improper disbursements</p> <p>(1) This section applies if—</p> <p>(a) a local government disburses local government funds in a financial year; and</p>
<p>Page 98</p> <p>Current as at 20 November 2015</p>
<p>Local Government Act 2009 Chapter 4 Finances and accountability Part 4 Councillor's financial accountability</p> <p>[s 111]</p> <p>(b) the disbursement—</p> <p>(i) is not provided for in the local government's budget for the financial year; and</p> <p>(ii) is made without the approval of the local government by resolution.</p> <p>(2) The local government must give the public notice of the disbursement in a newspaper that is circulating generally in the local government area, within 14 days after the disbursement is made.</p> <p>(3) If the disbursement is not made for a genuine emergency or hardship, the councillors who knowingly agree to the disbursement are jointly and severally liable to pay the local government—</p> <p>(a) the amount of the disbursement; and</p> <p>(b) interest on the amount of the disbursement, at the rate at which interest accrues on overdue rates, calculated from the day of the disbursement to the day of repayment; and</p> <p>(c) any fees, charges, penalties or other expenses incurred by the local government in relation to the disbursement.</p> <p>(4) Those amounts may be recovered as a debt payable to the local government.</p>

Local Government Regulation (2012)

173 Unauthorised spending

- (1) A local government may spend money in a financial year before adopting its budget for the financial year only if the local government provides for the spending in the budget for the financial year.

Current as at 2 December 2016

Page 121

Authorised by the Parliamentary Counsel

Local Government Regulation 2012
Chapter 5 Financial planning and accountability

[s 174]

- (2) However, the local government may spend money, not authorised in its budget, for genuine emergency or hardship if the local government makes a resolution about spending the money before, or as soon as practicable after, the money is spent.
- (3) The resolution must state how the spending is to be funded.
- (4) If the local government's budget for a financial year is amended after the money is spent, the amendment must take the spending into account.

Connection to other Council Plans and Strategies

This budget has been prepared in line with our 5 Year Corporate Plan, Annual Operational Plan and Strategic Risk Register.

The Vision, Mission and Values within in our 5 year Corporate Plan are as below:

Our Vision

(What council wants to achieve in the future)

“To build a healthy and safe community, with strong economic opportunities and wellbeing services, through innovation and collaboration.”

Our Mission

(What Council will achieve day to day)

“To deliver best practice council services, and work with stakeholders to ensure our community members receive first rate services, with a focus on business development, culture, education and wellbeing.”

Our Values

Accountability – our decision making is transparent, fair and in the best interest of the whole community

Respect – we listen to all views and communicate with our community members, stakeholders and employees with respect and professionalism

Diversity and Equality – we embrace diversity and treat all people with respect, and fairness, no matter their gender, age, sexual orientation, race or disability

Innovation – we embrace future technologies and tools and look for new solutions for the benefit of our community

Maintaining Culture – we embrace our culture and preserve and strengthen it for future generations

Communication – we understand the importance of clear, regular communication and we will communicate council decisions, projects and activities with our employees, community members and stakeholders

Partnership – we will work together with our fellow local councils, state and federal government and community groups and services

Excellence – we will strive to provide the best in everything we do

Budget 2018/19 overview

The methodology for the 2018-19 year is aimed at a balanced budget (income = expenses).

The total operating and capital budget surplus excluding depreciation is \$14,105.

Reconciliation to Budgeted Statement of Income and Expenditure (refer Section 3)

	\$'000
Statement of Income & Expenditure Net Result	17,761
Add back depreciation	6,232
Less capital expenditure	<u>(23,979)</u>
Budgeted Operating & Capital Income & Expenditure Surplus	<u><u>14</u></u>

Budget Principles and Assumptions

1. Capital expenditure is limited to comply with Workplace Health and Safety, available grant funding and budget constraints
2. No change to the Corporate Structure and limitation of employee overtime. Employee costs forecast to rise with applicable estimated Award increases
3. Increase in Fees and Charges and operating expenditure in line with forecast CPI.
4. Current levels of operating revenue from Council's own source cannot cover operating expenditure. Council is reliant on untied grants to maintain council services including:
 - Council Administration and Councillor remuneration
 - Water, Sewerage, and Waste Management
 - Town Streets
 - Sports and Recreation
 - Stores

5. Council Enterprises

The expectation is that all Council Enterprises are profitable in 2018/19, with the exception of the Post Office. This includes the Blue Café which is proposed to be operated by Council in the second part of 2018/19. Reviews of all Enterprises are scheduled in the budget year to ensure that profits are maximised.

6. Tied Grants

- Unexpended funds quarantined in grant specific bank accounts
- Accurate allocation costs from requisition level
- Close monitoring of expenditure levels
- Timely lodgement of reports
- 10% Council contributions for Work For Queensland projects

7. Untied Grants

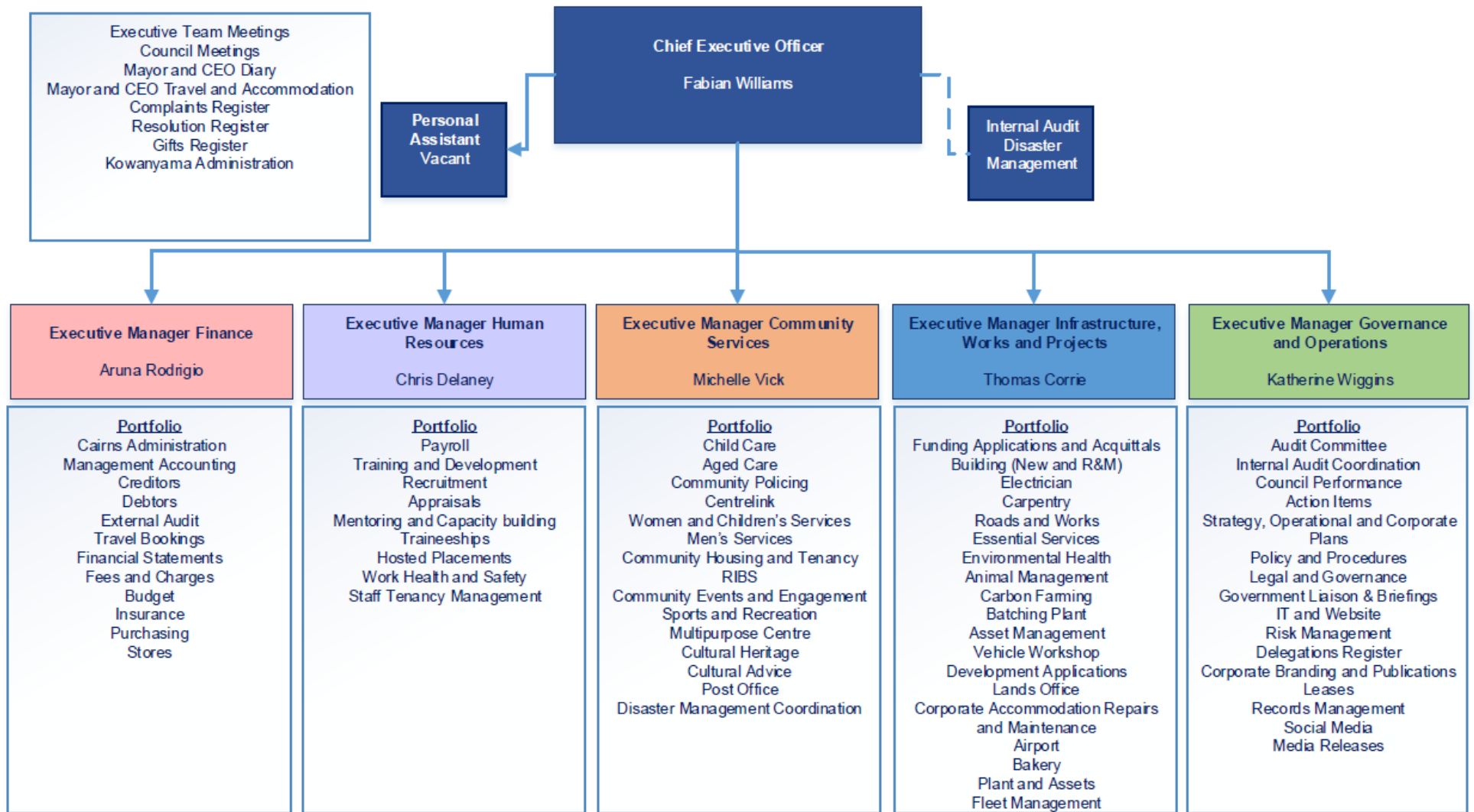
- Essential for Council long term sustainability, as there is insufficient profitability from enterprises to cover Council operations

8. Infrastructure Works – Topsy Creek & Natural Disaster Relief and Recovery Arrangements (NDRRA)

- Delays in the Topsy Creek project has resulted in the 2017/18 budgeted works to be rescheduled for completion in 2018/19

- The budget includes an estimate for NDRRA 2018 works resulting from cyclone Nora which are fully funded

Corporate Structure



Revenue Policy

Number:	Stat.PO3
Responsible Manager:	Executive Manager Finance
Head Policy:	N/A
Legislation:	Local Government Act 2009 Local Government Regulation 2012

1. Purpose

This Revenue Policy forms part of Kowanyama Aboriginal Shire Council's budget each year. The *Local Government Regulation 2012* identifies the matters that a local government must include in its Revenue Policy. In essence, a Revenue Policy is a statement outlining the strategic policy position of Council in relation to revenue measures to be adopted in the budget.

2. Overview

- 2.1 Council intends to achieve an equitable distribution of the cost of its operations between different parts of the community and other customers. In seeking to achieve this equitable distribution, Council will have regard to the measures required to stimulate the local economy.
- 2.2 Council will ensure that the charges made contribute to the cost of its operations and that it is able to continue to provide services to the community at a level consistent with the growth and development of the area. In formulating this policy, Council has had regard to the need to consider:
 - The interests of all people living in Council's local government area;
 - The efficient, effective and proper management of Council's local government area; and
 - Planning for the future.

3. Principles for Fees, Rates and Charges

In charging rates and charges the following principles will be applied:

- Consider the level of revenue that can be achieved from direct user charges, grants and subsidies, contributions and other sources
- Consider the cost of maintaining existing facilities and necessary services and the need for additional facilities and services
- Clarity for what is the Council's and each ratepayers' responsibility to the rating system
- Timing any rates and charges to ensure a sustainable cash flow for the operation of Council and to spread the burden to the ratepayer over the financial year

- Equity through flexible payment arrangements for ratepayers with a lower capacity to pay
- Transparency in the making of rates and charges
- Having in place a rating regime that is simple and inexpensive to administer
- Equity by taking account of the different levels of capacity to pay within the local community
- Flexibility to take account of changes to the local economy
- Council will consider National Competition Policy when considering utility charges

Council may consider charging special and separate rates where appropriate, to recover the costs associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayer.

4. Principles for Granting Concessions

- 4.1 In considering the application of concessions, Council will be guided by the following principles:
- Ensuring the same treatment for residents and other customers who have similar circumstances
 - Ensuring transparency by clearly setting out the requirements necessary to receive concession
 - Ensuring flexibility to respond to local economic issues.

5. Principles for Recovering Overdue Charges and Fees

- 5.1 Council requires payment of charges and fees within the specified period and it is Council's policy to pursue the collection of all outstanding charges and fees diligently but with due concern for financial hardship which may be faced by some members of the community.
- 5.2 Reminder notices will generally be issued within two weeks after the due date for payment. Council reserves the right to send the details of any residents and other customers that still have not paid their charges and/or fees after the due date to a Collection Agency to instigate recovery procedures unless an alternative arrangement have been made. Payment must be made within 30 days of the date of the notice.
- 5.3 In cases of financial hardship, Council may approve debt repayment arrangements for individual residents and other customers or, in instances such as natural disasters, for classes of residents and classes of other customers.

6. Principles for Cost-Recovery

- 6.1 Council recognises the validity of maximising the use of appropriate user pay charges or cost recovery fees to reduce the burden on other funding sources.

However in setting its cost recovery fees, Council consider the need for such a fee not being more than the cost to Council of providing the service or taking the action to which the fee applies.

7. Extent to Which Physical and Social Infrastructure Costs for a New Development are to be Funded by Charges for the Development

7.1 Council requires developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are subject to the regulated infrastructure charges regime imposed by the State government via the *Sustainable Planning Act 2009*.

7.2 The imposition of infrastructure charges are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of the community, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing residents are not burdened with the cost of providing the additional infrastructure.

Review

This policy is to remain in force until otherwise determined by Council.

Resolution

Adopted by Council on the 25 July 2018.

Approved

Chief Executive Officer, Fabian Williams

Date

25/07/2018

Revenue Statement

Number:	Stat.PO4
Responsible Manager:	Executive Manager Finance
Head Policy:	N/A
Legislation:	Local Government Act 2009 Local Government Regulation 2012

1. Introduction - Purpose of the Revenue Statement

A Revenue Statement forms part of Council's budget each year. *The Local Government Regulation 2012, Section 172*, identifies the matters that a local government must include in its Revenue Statement. In essence, a Revenue Statement is an explanatory statement outlining and explaining the revenue measures adopted in the budget.

2. Revenue Raising Measures Adopted in The Budget Concerning the Making and Levying of Rates and Charges

(a) Overview

Council identifies costs of services which the consumer of the service will be expected to meet – either all or the greater part of the total cost of providing the service. In such cases, the cost of providing the service will include the cost of acquiring the commodity or service, the cost of providing the infrastructure or organisation to process and/or deliver the commodity or service and any overheads associated with these cost components.

However, it is acknowledged that individual consumers of a commodity or service cannot always be separately identified. For this reason there is a need for specific user charges to be supplemented by other general revenue sources.

Council does not presently have the ability to apply general rates, due to there being no rateable land capable of being subject to such a charge.

The relevant components of Council's Revenue Statement are based on a combination of:

- Specific user charges
- Utility charges (Water, Garbage and Sewerage)
- Charge in lieu of rent (residential)
- General levies (commercial)
- Staff Tenancy Agreements

- Community Housing Tenancy Agreements (administered through the Department of Housing and Public Works)
- State Government 40 Year Leases
- Leases
- Licences
- Sales of goods and services

These levies are set at levels that provide the most equitable and rational basis for raising revenue to provide council services.

Levies are determined from the following:

- (i) Council's legislative obligations
- (ii) the needs and expectations of the general community
- (iii) the expected cost of providing services;

(B) General Rate

As stated above, Council does not presently have the ability to apply general rates, due to their being no rateable land capable of being subject to such a charge.

(C) General Levy

Council will charge general levy to support local government infrastructure and operations as identified in Council's "Fees and Charges Schedule" and "Commercial Charges Schedule".

(D) Utility Charge (in Lieu of Rent)

Council will charge a "Utility Charge in Lieu of rent" for all residential properties that are not charged a rental payment from Council or the Department of Housing and Public Works as identified in "Fees and Charges Schedule" and "Commercial Charges Schedule".

(E) Limitation on Increase in Rates and Charges

As stated in paragraph 4(b) above, Council does not have the ability to levy general rates. As a consequence, Council will not be passing any resolution pursuant to section 116 of the *Local Government Regulation 2012*, to limit any increase of general rates or charges.

(G) Utility Charges

(i) Water

Water charges are determined, collected and used for the purpose of defraying the cost of planning, water demand management and constructing water infrastructure including interest and redemption charges incurred by Council, and the cost of operating, maintaining and managing the water supply system. The charges apply to all businesses and community members who have access to Council's water supply infrastructure and comprise an annual access charge for all connections to the system.

In accordance with section 92 & 94 of the *Local Government Act 2009* & section 99 and 101 of the *Local Government Regulation 2012*, Council makes water utility charges as per "Fees and Charges Schedule" and "Commercial Charges Schedule".

(ii) Sewerage Charges

Sewerage charges are determined, collected and used for the purpose of defraying the cost of planning and constructing sewerage infrastructure including interest and redemption charges incurred by Council, and the cost of operating, maintaining and managing the sewerage system.

In accordance with section 92 & 94 of the *Local Government Act 2009* & section 99 of the *Local Government Regulation 2012*, Council makes sewerage utility charges, as per "Fees and Charges Schedule" and "Commercial Charges Schedule".

(iii) Garbage Charges

Garbage charges are determined on a user pays basis and collected and used for the purpose of defraying the cost of supplying a cleansing service for the removal and disposal of waste. The charge is set so as to recover these costs. Garbage charges vary depending on whether use is domestic, educational, business, commercial or otherwise.

In accordance with section 92 & 94 of the *Local Government Act 2009* & section 99 of the *Local Government Regulation 2012*, Council makes garbage utility charges, as per "Fees and Charges Schedule" and "Commercial Charges Schedule".

(h) **Cost – Recovery Fees**

Council imposes cost–recovery fees for services and facilities supplied by it including (among other things) for any entitlement, facility, service or thing supplied, approval, consent, licence, permission, registration or information given, admission to any structure or place, receipt of any application, product or commodity supplied or inspection undertaken.

The quantum of each fee reflects as far and as accurately as possible, the actual cost of providing these services and facilities.

Council’s cost-recovery fees (together with Council’s business activity fees) are detailed in **Councils**

(i) **Business activity fees (Fees and Charges)**

Council has the power to conduct business activities and make business activity fees for services and facilities it provides on this basis. Business activity fees are made where Council provides a service and the other party to the transaction can choose whether or not to avail itself of the service. Business activity fees are a class of charge, which are purely commercial in application and are subject to the Commonwealth’s Goods and Services Tax.

Business activity fees include but are not confined to the following: rents, plant hire, private works and hire of facilities.

Council’s business activity fees are detailed “Fees and Charges Schedule” and “Commercial Charges Schedule”.

3. Concessions

Council have endorsed to waive \$75% of the General Rates Equivalent charge for Indigenous owned businesses.

Concessions totalling \$7,503 have been allowed in the 2018-2019 budget.

4. Discount

Given Council’s very limited revenue base, Council does not presently grant any discount on its specific user charges, utility charges and general levy equivalents.

5. Interest

In accordance with section 133 of the *Local Government Regulation 2012* Council will apply interest at a rate of 11% per annum compounding on all overdue specific user charges, utility charges and general rates equivalents, and any other amount outstanding indicated on the rate notice from the date on which they became overdue.

6. Issue of Notices

In accordance with section 107 of the *Local Government Regulation 2012*, Council will issue rate notices for all specific user charges, utility charges and general rates equivalents annually.

7. Payment of Fees, Rates & Charges

In accordance with section 118 of the *Local Government Regulation 2012* payment must be made by 30 days after the issue of rate notice.

Review

This policy is to remain in force until otherwise determined by Council.

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council's Revenue Statement on 25 July 2018 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams

Date 25 July 2018

Debt Policy

Number:	Stat.PO2
Responsible Manager:	Executive Manager Finance
Head Policy:	N/A
Legislation:	Local Government Act 2009 Local Government Regulation 2012

1. Purpose of the Policy

To comply with the legislative requirements under Local Government Regulation 2012 and provide the parameters for Kowanyama Aboriginal Shire Council's debt structure for the next 15 year period.

2. Application of this Policy

This policy applies to all people acting for an on behalf of the Kowanyama Aboriginal Shire Council including councillors, employees, consultants and contractors.

4. Definitions

Debt is also defined as borrowings

5. Policy Provisions

- 5.1 Council will ensure that consideration be given to the long term financial sustainability of Council before entering into any applications for debt.
- 5.2 Council will give consideration to the interests of the community and external funding providers when making decision regarding establishing debt.
- 5.3 Any applications for debt will only be for non-current assets to deliver essential services, reflect the approved budget for debt, be for a repayment period of no longer than 15 years, and will be made through the most competitive institution.
- 5.4 Effective 1 July 2016, the Working Capital Facility of \$2.150M was converted to a loan borrowing attracting interest at a current rate of 2.803%, and payable over 15 years.
- 5.5 Estimated Debt repayments, based on Queensland Treasury Corporation loan calculation, for the next 13 years for Kowanyama Aboriginal Shire Council are detailed in the QTC Indicative Principal and Interest Schedule.
- 5.6 All loan applications must be endorsed by Council resolution before progressing to the application stage.

Review

This policy is to remain in force until otherwise determined by Council.

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council's Debt Policy on 25 July 2018 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams

Date: 25 July 2018

Chief Executive Officer, Fabian Williams

Investment Policy

Number: Stat.PO1
Responsible Manager: Executive Manager Finance
Head Policy: N/A
Legislation: Local Government Act 2009
Local Government Regulation 2012

1. Purpose of the Policy

The purpose of this policy is to outline the objectives, recognition of risk and management approach that Kowanyama Aboriginal Shire Council will adopt in the investment risk management process.

2. Application of this Policy

This policy applies to all people acting for and on behalf of the Kowanyama Aboriginal Shire Council, including Councillors, employees, consultants and contractors.

4. Policy Provisions

- 4.1 Council must ensure that any investment meets the requirements for a Category 1 Council under Schedule 3 of the *Statutory Bodies Financial Arrangements Regulation 2007*.
- 4.2 Council must give consideration of receiving the most advantageous return on investment having regard to risk and liquidity of that investment.
- 4.3 Council will invest funds that are surplus to its day to day operational needs. The surplus cash will be identified and estimated through developing short and long term cash flow needs.
- 4.4 Any investment made by Council will be undertaken through the appropriate delegations set out in the delegations register.

5. Approved Financial Institutions

- 5.1 Council considers that investing with the following financial institutions provides the most advantageous financial position of Council after considering cash flow and the financial risk profile.

Financial Institution	Fund Type	Maximum Term Length	Maximum Investment to be held
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National Australia Bank	Investment Account	Unlimited	Unlimited
Queensland Treasury Corporation	Agreed Term Fixed Rate Deposits Cash Management Fund	1 year	Unlimited

5.2 All investment must be held in Australia and in Australian Dollars.

5.3 Investment cannot be undertaken with other financial institutions without this policy being amended.

Review

This policy is to remain in force until otherwise determined by Council.

Resolution

Adopted by Council on the 25 July 2018.

Approved

Chief Executive Officer, Fabian Williams

Date

25/07/2018

Procurement Policy

Number:	Stat.PO9
Responsible Manager:	Executive Manager Finance
Head Policy:	N/A
Legislation:	Local Government Act 2009 Local Government Regulation 2012

1. Purpose of the Policy

- 1.1 This document sets out the Kowanyama Aboriginal Shire Council (KASC) policy for the procurement of goods and services. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).
- 1.2 All KASC procurement of goods and services must be carried out in compliance with the *Local Government Act 2009* (the “Act”) and the *Local Government Regulation 2012* (the “Regulation”).

2. Application of this Policy

All Council officers must comply with this policy

3. Definitions

Medium-sized contract - is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement

Large sized contract - s a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.

Local supplier - a supplier which:

- (i) is beneficially owned by persons who are residents in the local government area of Kowanyama Aboriginal Shire Council, Cape York or Cairns or
- (ii) has its principle place of business within the local government area of Kowanyama Aboriginal Shire Council, Cape York or Cairns or
- (iii) otherwise has a place of business within the local government area of Kowanyama Aboriginal Shire Council, Cape York or Cairns, which solely or primarily employs persons who are

residents or ratepayers of the local government area, Cape York or Cairns.

Non-local supplier - is a supplier which is not a local supplier.

Purchase Order – the official order to the supplier

Requisition – an internal request for a purchase

4. Procurement Principles

Council staff members must have regard to the following procurement principles in all purchasing activities:

(a) Value for money

Council must harness its purchasing power to achieve the best value for money. The objective of obtaining value for money is that the goods, equipment or services being procured represent the best return and performance for the money spent. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (i) contribution to the advancement of Council's priorities; and
- (ii) fitness for purpose, quality, services and support; and
- (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- (iv) internal administration costs; and
- (v) technical compliance issues; and
- (vi) risk exposure; and,
- (vii) the value of any associated environmental benefits.

(b) Open and effective competition

Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

(c) The development of competitive local business and industry

Council encourages the development of competitive local businesses within its local government area.

In accordance with section 104(3) (c) of the Act, Council wishes to pursue the principle of the development of competitive local business and industry as part of the process of making its purchasing decisions. For this purpose Council may accept a tender or offer from a local supplier in preference to a comparable tender or offer from a non-local supplier even if the tender or offer from the non-local supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied (including but not limited to price), so long as the overall differences are not substantial, and so long as it is clear that the selected local supplier can meet Council's requirements at an acceptably high standard which is generally comparable to that of other offers.

(d) Environmental protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) foster the development of products and processes of low environmental and climatic impact; and
- (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (iv) encourage environmentally responsible activities
- (v) Use local products and services where possible

(e) Ethical behaviour and fair dealing

Council officers involved in purchasing are to act with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

5. Purchase Orders

Purchase Orders must be generated for all purchases of goods and services other than:

- a) Qld Transport Registrations, Travel Allowances EFTs
- b) Long term supply arrangements (Electricity, Telstra, Australia Post)
- c) Petty cash, fuel card, and corporate credit card transactions
- d) Rent

- e) Licences
- f) Insurance
- g) Other purchases where the CEO and/or Executive Manager Finance has determined an official order is not required.

Purchase Orders must be generated and approved (as per this policy) prior to the supplier being engaged.

Requests for retrospective Purchase Orders (i.e., Purchase Orders issued after supply) may result in disciplinary action.

6. Fuel Cards

Fuel Cards can only be used for Council vehicles in accordance with the KASC Vehicle Usage Policy. All associated dockets must be forwarded to Accounts Payable for reconciliation with monthly statements. If dockets are not returned for reconciliation with monthly statements the card holder may be personally responsible for this expense.

7. Cabcharge

- 7.1 Cabcharge Vouchers are for Council business purposes only and authority is given to the Payroll Officer to deduct for unauthorised travel, lost or unreturned vouchers. All vouchers must be kept in a secure location and reconciled monthly by the responsible officers. All voucher issues must be signed for by the recipient.
- 7.2 The Cabcharge register must be kept updated at all times.
- 7.3 All Cabcharge receipts and unused cab charge vouchers must be returned to the issuing officer. Unused Cabcharge vouchers must not be used for personal travel.
- 7.4 Under no circumstances are Cabcharge Vouchers to be given to any other person. These vouchers are assigned to the person signing the form for official travel only.

8. Corporate Credit Card

- 8.1. A Council credit card is only allowable to the Chief Executive Officer and Executive Manager Finance.
- 8.2. The Chief Executive Officer and Executive Manager Finance must be provided training and guidelines on the appropriate use of the credit card, record keeping and credit limits, prior to being issued a credit card. The training is to be provided by the Finance department.
- 8.3. The credit cards must be stored securely by the Chief Executive Officer and Executive Manager Finance and must not be provided to any other employee unless in exceptional circumstances as approved by the Chief Executive Officer.

- 8.4. Credit card expenditure is to be in accordance with the current annual budget and solely for Council purposes.
- 8.5. The credit card should only be used when other methods of payment, such as purchase orders, are not available.
- 8.6. The credit card holders must provide an acquittal of credit card use each month. The report must detail a description of each purchase and the cost code for the expenditure and contain receipts for all transactions.
- 8.7. The acquittal must be presented to each council meeting for noting by Council by the Executive Manager Finance.
- 8.8. Any inappropriate usage must be reported to the Executive Manager Governance and Operations for further review in line with council's Fraud and Corruption Control Plan.
- 8.9. Council's internal and external auditors will at times review credit card usage.
- 8.10. A further Statutory Declaration may be submitted in cases where receipts have not been located.
- 8.11. Expenditures are to be reconciled by an independent officer within 14 days from the Statement issue date.
- 8.12. Credit cards must be returned immediately if employment ceases.

9. Petty Cash

- 9.1. Purchases up to \$400 (inclusive of GST) may be spent out of petty cash.
- 9.2. Petty Cash expenditure is to be in accordance with the current annual budget and cost coded accordingly.
- 9.3. Petty cash should only be used when there is no other reasonable alternative for payment.
- 9.4. All petty cash payments must be accompanied by a tax invoice / receipt / "statement by a supplier".
- 9.5. Petty cash should be managed in accordance with the "Cash Handling" policy

10 Quotes

As per the Local Government Regulation 2012

- \$5,000 or less – at least one written quote
- \$5,001 to \$15,000 – at least two written quotes
- \$15001 to \$200,000 – at least three written quotes
- Over \$200,000 - Tender (see section 9)

11.1 Where the Purchasing Manager believes (or reasonably should believe) that the quote does not represent a fair price, additional quotes should be sought. All quotes obtained by the Purchasing Manager are to be attached to Councils requisitions.

11.2 There is no requirement to accept the lowest quotation. However where an officer recommends a quotation (other than the lowest quotation), they must provide a brief written justification which must be kept with the requisition.

12 Tenders

12.1 Council cannot enter into a large-sized contract unless Council first invites written tenders for the contract in accordance with the requirements of Section 228 of the Regulation. Queries on tenders can be made to the Purchasing Manager or Executive Manager Governance and Operations.

13 Exemptions

13.1 Chapter 6, Part 3, Division 3 of the Regulation identifies exceptions for medium and large-sized contracts.

Chapter 6, Part 3, Division 4 of the regulation identifies exemptions for valuable non-current asset contracts.

Queries on exemptions can be made to the Purchasing Manager or Executive Manager Governance and Operations.

15 Related Party Disclosures

As per KASC “Related Party Policy”, Council officers must notify the Executive Manager Finance if they suspect that the procurement of goods or service may be a related party transaction.

16 Delegations

- 16.1 Only Council officers who meet the following conditions are able to authorise procurement:
1. The cost is in their budget portfolio
 2. There are available funds in their budget
 3. They have financial delegation as per **Table 1**
 4. They have obtained the relevant number of quotes as per section 10 “Quotes” of this policy.
- 16.2 It is the responsibility of the officer to adhere to the above conditions. Failure to comply may result in investigations by Internal Auditors and Governance and Operations and may result in disciplinary action and
- 16.3 By signing a requisition / purchase order officers are confirming that they have taken full notice of the requirements of this policy and will comply with all of the requirements of this policy.
- 16.4 Any requests for expenditure outside of these conditions must be made to the Chief Executive Officer for consideration. The Chief Executive Officer must note on the approval why expenditure outside the conditions has occurred.
- 16.5 Officers should consult the Executive Manager Finance, Executive Manager Governance and Operations or the Purchasing Manager if they have queries in regard to the policy.

17 Purchasing Steps

Step 1

Manager submits Purchase Requisition into financial software package, or requests an officer to do so.

Step 2

Purchasing Manager to review Purchase Requisition to ensure it adheres to the Procurement Policy and cost codes are correct.

Step 3

Purchasing Manager submits checked Purchase Requisitions to Executive Manager Finance or delegate

Step 4

Executive Manager Finance confirms that purchase is in line with Procurement Policy

Step 5

Executive Manager Finance approves purchase with the financial software package.

Step 6

Purchasing Manager converts requisition to a Purchase Order

Step 7

Purchasing Manager provides the Purchase Order to the supplier

Step 8

On receipt of the goods or service, Purchasing Manager generates a “goods receipt” against the purchase order

Step 9

Purchasing Manager to submit goods receipt, supplier invoice, purchase order, requisition and quotes to Accounts Payable for processing.

Table 1 – Register of Financial Delegations

Position	\$0 - \$999	\$1,000 - \$4,999	\$5,000 - \$14,999	\$15,000 - \$199,999	\$200,000 +
Council	-	-	-	-	X
Chief Executive Officer	X	X	X	X	
Executive Manager Finance	X	X	X	X	
Executive Manager Governance and Operations	X	X	X		
Executive Manager Community Services	X	X	X		
Executive Manager Human Resources	X	X	X		
Executive Manager Infrastructure, Works and Projects	X	X	X		
Purchasing Manager	X	X			
Workshop Operations Manager	X				
Carpentry Supervisor	X				
Grants and Business Development Manager	X				
Building Manager	X	X			
Airport Manager	X				
Administration Manager	X				
Aged Care Manager	X				
Bakery Manager	X				
Post Office Manager	X				
Women's and Children's Service Coordinator	X				
Batching Plant Manager	X				
Essential Services Manager	X				
Sport & Recreation Manager	X				
Men's Shed Coordinator	X				
Women's Hub Coordinator	X				
Youth Engagement Officer	X				

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council's Procurement Policy on 25 July 2018 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams

Date 25 July 2018

Chief Executive Officer, Fabian Williams

Fees and Charges Schedule

Charge Type	ALL Prices Exclude GST unless otherwise noted	GST	2018-2019
COMMERCIAL ENTITY CONTRIBUTION	General Levy (contribution toward Community services & infrastructure)	<i>Exempt</i>	\$ 10,004.03
STAFF HOUSING	Staff Tenancy Agreement - per week - 2brm	<i>Exempt</i>	\$ 122.28
	Staff Tenancy Agreement - per week - 3brm	<i>Exempt</i>	\$ 142.66
	Staff Tenancy Agreement - per week - 4brm	<i>Exempt</i>	\$ 163.04
HOUSING RENT	Residential - As per Building & Asset Services rental rates		
	Commercial - As per lease or negotiated agreements	<i>Exempt</i>	POA
UTILITY CHARGES	Garbage collection - Residential	<i>Exempt</i>	\$ 271.26
Per Annum	Garbage collection - Commercial	<i>Exempt</i>	\$ 1,085.03
	Garbage collection - Industrial	<i>Exempt</i>	\$ 1,085.03
	Replacement wheelie bin (per bin)		\$ 134.51
	Utility Fee (Katter Lease Properties) per Wk	<i>Exempt</i>	\$ 52.16
LANDFILL WASTE FEES	Up to 1m3 (trailer or utility load)		\$ 25.48
	Car bodies - excluding during cyclone clean up		\$ 448.36
	Commercial Waste per truck load		\$ 468.74
	Dry waste per ute/car load		\$ 67.25
	Green waste - per load		\$ 67.25
	Bulk Refuse Disposal per month		\$ 672.54
WATER	Water Annual Service Charge - Residential - base rate	<i>Exempt</i>	\$ 1,220.66
	Water Annual Service Charge - Commercial - base rate includes 5,000 kilolitres	<i>Exempt</i>	\$ 4,068.87
	Water Annual Service Charge - Industrial - base rate includes 5,000 kilolitres	<i>Exempt</i>	\$ 4,882.64
	Water connection charge - Residential (Per connection)	<i>Exempt</i>	\$ 672.54
	Water connection charge - Commercial (per connection)	<i>Exempt</i>	\$ 2,241.80
	Water connection charge - Industrial (per connection)	<i>Exempt</i>	\$ 2,241.80
	Commercial and industrial excess water charge (>5,000 Kilolitres) per kilolitre	<i>Exempt</i>	\$ 1.88
	Other commercial operations charge per kilolitre	<i>Exempt</i>	\$ 1.88
SEWERAGE	Sewerage - Annual Service Charge - Residential - per pedestal	<i>Exempt</i>	\$ 1,220.66
	Sewerage - Annual Service Charge - Commercial / Industrial - per pedestal	<i>Exempt</i>	\$ 4,068.87
	Sewerage Connection Charge - Residential - per pedestal	<i>Exempt</i>	\$ 672.54
	Sewerage Connection Charge - Commercial - per pedestal	<i>Exempt</i>	\$ 2,241.80
	Sewerage Connection Charge - Industrial - per pedestal	<i>Exempt</i>	\$ 2,241.80
	Inspection Fee - septic/composting/other on site systems		POA
	Pumping and Disposal Charges - grease traps/septics - per hour		POA

FUNERAL COSTS RECHARGE	Includes liaison with family for grave location, transport of machinery to cemetery, machinery hire (bob cat, digger, pump if required), labour, sand + transport to site, tidy site post funeral, within the Kowanyama Shire District.		\$ 2,038.00
(Essential Services)	Additional charge per KM for services outside of DOGIT (return)		\$ 10.19
CORPORATE SERVICES	A4 Photocopying per copy		\$ 1.22
	A3 Photocopying per copy		\$ 1.43
	Facsimile Charge Receiving - per 10 pages		\$ 4.79
	Facsimile Charge Sending 1st page		\$ 2.45
	- each page thereafter		\$ 2.45
	Laser Printer (A4, per page) B&W		\$ 0.82
	Laser Printer (A4, per page) Colour		\$ 1.63
	Administration Bank Transfer Fee (per transaction)		\$ 5.10
	Annual Report		\$ 20.38
	Corporate Plan		\$ 18.34
	Town Plan		\$ 40.76
	Individual By-Law/Local Law or Policy		\$ 3.67
	Complete By-laws/Local Law or Policy		\$ 105.98
	Dishonoured Cheque Fee		\$ 40.76
ADMINISTRATION SERVICES	Administration fee on management of contracts / programs		up to 15%
	(% based on contract value - internal fee)		
ACCOUNTING SERVICES	Bookkeeping per hour (including Payroll, payments, receipts, invoicing, financial reporting to trial balance)		\$ 70.00
	Software plan per month (Xero) - Dependant on employee & expected transactions		POA
	Payroll 3rd party deductions processing fee - per transaction		\$ 2.00
RIGHT TO INFORMATION	Application Fees and Charges - Right to Information Act 2009		nil
	Application Fees and Charges - Information Privacy Act 2009		nil
	Processing Charges per hour		\$ 30.57
VENDOR PERMIT FEES	Per day of operation		\$ 101.90
	7 day weekly operation		\$ 611.40
KOWANYAMA ACCOMMODATION CENTRE	Camping grounds per vehicle per night (includes 2 people)	<i>Incl GST</i>	\$ 61.00
	Camping Fees per person per night	<i>Incl GST</i>	\$ 15.00
	Contractors compound per room per night	<i>Incl GST</i>	\$ 61.00
	Contractors Camp - use of water & sewerage levy /per day (for caravans / RV's)	<i>Incl GST</i>	\$ 36.00
	Ensuite Room - per night	<i>Incl GST</i>	\$ 224.00
	Share facilities room - per night	<i>Incl GST</i>	\$ 112.00
	1 bedroom unit - per night	<i>Incl GST</i>	\$ 255.00
	2 bedroom unit - per night	<i>Incl GST</i>	\$ 510.00
	3 bedroom unit - per night	<i>Incl GST</i>	\$ 765.00
	Discount for long term stays (6 months and over) *on application	<i>Incl GST</i>	\$ 0.20

	Replacement of lost keys	Incl GST	\$ 80.00
COMMUNITY VENUES			
Council Offices	Hire Fee per office per day	Incl GST	\$ 101.90
Training Centre	Training Room per day (minimum 4 hours)	Incl GST	\$ 224.18
	Replacement of lost keys	Incl GST	\$ 112.09
Sport & Recreation Facility	MPC - use for group accommodation per night (discount on bookings > 5dys)	Incl GST	\$ 203.80
	Administration Fee (annual, for groups/ organisations only)	Incl GST	\$ 50.95
	Cleaning fee	Incl GST	\$ 50.95
	Gymnasium (for groups, per hour)	Incl GST	\$ 30.57
	Casual Gym, Fitness, Swimming or Sports per session	Incl GST	\$ 6.11
	Casual Gym, Fitness, Swimming or Sports per week (as part of a program)	Incl GST	\$ 25.48
	Swimming pool entry fee per session	Incl GST	\$ 2.04
	Weight Room per visit	Incl GST	\$ 5.10
	Weight Room per month	Incl GST	\$ 30.57
	Theatre and Gymnasium per hour	Incl GST	\$ 40.76
	Kiosk 1 outdoor per hour	Incl GST	\$ 20.38
	Kiosk 2 indoor per hour	Incl GST	\$ 25.48
	Both kiosks per hour	Incl GST	\$ 40.76
	Kitchen (cooking, freezer and storage) per hour	Incl GST	\$ 25.48
	Outdoor barbeque area per hour	Incl GST	\$ 20.38
	Conference room including AV equipment per hour	Incl GST	\$ 50.95
	Replacement of lost keys	Incl GST	\$ 50.95
Staffing Costs	Cooking BBQ per hour, per staff		\$ 40.76
	Cleaning per hour, per staff		\$ 40.76
	Event Set up per hour, per staff		\$ 40.76
	Event facilitation per hour, per staff		\$ 40.76
Equipment Cost	Tables , per table		\$ 5.10
	Chairs , per chair		\$ 2.04
	Sports & Rec Equipment (small)		\$ 10.19
	Sports & Rec Equipment (team)		\$ 15.29
	Sports & Rec Equipment (medium)		\$ 20.38
	Sports & Rec Equipment (large)		\$ 25.48
	AV Equipment		POA
Packages	Disco Package		\$ 305.70
	Deposit		\$ 152.85
	Does not include AV Equipment		
	<i>Inclusions; 4 hours use of: Gymnasium, Theatre Stage, Kiosk 2, 3x Tables, Food Storage Areas, Admin Fee, Cleaning Fee</i>		
Movie Package	Movie Package		\$ 371.94
	Deposit		\$ 152.85

	Inclusions:		\$ -
	<i>Inclusions: 3 hours use Gymnasium, Kiosk 2, 100 Chairs, Movie Screen</i>		\$ -
			\$ -
CHILD CARE	* Child Care per child per week	<i>Exempt</i>	\$ 25.48
	* Holiday Program per child per week	<i>Exempt</i>	\$ 20.38
			\$ -
AIRPORT FEES			\$ -
Aerodrome, Landing Fees	Turn around fee - greater than 12 passenger seat capacity		\$ 356.65
	Turn around fee - upto 12 passenger seat capacity		\$ 178.33
	Fixed wing or helicopter - minimum landing charge excluding RFDS, maximum 12 seat capacity		\$ 117.19
	Additional landing fees per 1000kg		POA
	After hours call-out fee (excluding RFDS)		\$ 224.18
			\$ -
Aviation fuel	Jet A1		\$ 2.40
	Avgas		n/a
	After hours call-out		\$ 133.49
Helicopter Rescues	Non-Council helicopter rescues are payable direct to the supplier by the user or arranged through the SES. Costs will not be covered by Council under any circumstances.		n/a
COUNCIL PLANT HIRE	Rates - DRY HIRE/ PER HOUR (minimum 4 hours)		
(Dry - Plant only)	Loader		\$ 264.94
(Wet - Plant Hire + Operator)	Bobcat/Skidsteer loader/Excavator		\$ 107.00
	Mini Excavator		\$ 112.09
	Water Jetter		\$ 61.14
	Backhoe/Front end Loader		\$ 127.38
	Job Truck 3m3 tipper		\$ 76.43
	Tractor		\$ 91.71
	Tractor & Slasher		\$ 112.09
	8m3 Truck		\$ 96.81
	Concrete Truck 6m3		\$ 96.81
	Multi tyre roller		\$ 142.66
	Crane		\$ 142.66
	Forklift (no Dry Hire)		n.a
	Rates - WET HIRE/ PER HOUR (minimum 4 hours)		
	Wet Hire - additional cost to dry hire rate per hour		\$ 101.90
	Mig Welder (Workshop)		\$ 35.67
	Forklift		\$ 122.28
	Rates - WEEKEND / OUT OF HOURS PENALTY / PER HOUR		\$ 152.85
	Short notice Admin Fee		\$ 152.85
COUNCIL CAR HIRE	Toyota Trayback - per hour		\$ 66.24
	Toyota Dual Cab - per hour		\$ 66.24
	Toyota Landcruiser Wagon - per hour		\$ 76.43
	Toyota Trayback - per day		\$ 198.71
	Toyota Dual Cab - per day		\$ 198.71

	Toyota Landcruiser Wagon - per day		\$	198.71
	Accident Excess for Insurance Claims		\$	5,095.00
MATERIALS - per M3 (delivery within DOGIT)	Sand - delivered from pit		\$	76.43
	Sand - delivered from stockpile		\$	56.05
	Sand - screened and delivered from pit		\$	96.81
	Sand - screened and delivered from stockpile		\$	76.43
	Brickies loam - delivered		\$	81.52
	Compactable fill - delivered		\$	56.05
CONCRETE - per M3	Batch and deliver to site 30 MPA (inside town boundary)		\$	1,120.90
	Batch and delivery to site 40 MPA (inside town boundary)			POA
	Batch and deliver to Council Owned Site (Internal usage)		\$	998.62
	Batch and deliver client supplied materials		\$	392.32
	Bulk purchases charges to be negotiated with CEO			POA
	Delivery outside of town boundaries surcharge per KM		\$	10.19
LANDS RANGER SERVICES	Senior Lands Office staff per hour		\$	112.09
	Ranger Staff per hour		\$	61.14
	Animal Health Officer		\$	61.14
	Night & weekend			x 1.5
	Four wheel drive vehicles per hour (Wet hire) minimum 4 hours, including driver, excluding fuel		\$	66.24
	Boats per day		\$	305.70
	Quad bikes per day		\$	254.75
	Office meeting facilities per day		\$	101.90
	Training room per day		\$	168.14
	Emergency Recovery Callout Fee (Per KM travel fee also applies)		\$	509.50
	Emergency Callout Travel Fee per KM outside of DOGIT		\$	10.19
PURCHASE STORE SUNDRY SALES	Tyre - TOYO 265/75R16 OP M/T 123P (808451111)	<i>Incl GST</i>	\$	331.00
	Tyre - TOYO 185R16C HO8 102S (808451112)	<i>Incl GST</i>	\$	155.00
	Tyre - TOYO 235/85R16 M55F 120N/(10) (808451114)	<i>Incl GST</i>	\$	320.00
	Tyre - TOYO 205/70R15 106S H19 (808451116)	<i>Incl GST</i>	\$	226.00
	Tyre - TOYO 225/75R16 OPAT2 115Q 4WD (808451117)	<i>Incl GST</i>	\$	276.00
	Battery - Century N70ZZ MF (808401010)	<i>Incl GST</i>	\$	221.00
	Battery - Century N70ZZL MF (808401011)	<i>Incl GST</i>	\$	221.00
	Battery - Century NS70 MF (808401012)	<i>Incl GST</i>	\$	210.00
	Shock Absorbers - L/Cruiser 100 Series Front EFS 36-5543 (808801768)	<i>Incl GST</i>	\$	221.00
	Shock Absorbers - L/Cruiser 100 Series Rear EFS 36-5541 (808801769)	<i>Incl GST</i>	\$	221.00
	Other pricelists as displayed in Purchase Store			Cost + 30%
PURCHASE STORE STORAGE & DELIVERY	Storage Fee - per Sqm/per month		\$	38.18
	Delivery Fee per pallet - Kowanyama using standard forklift		\$	50.00
	Delivery Fee per pallet - outside Kowanyama using standard forklift		\$	100.00

	Delivery Fee per pallet - Kowanyama using standard 4WD forklift		\$ 90.91
	Delivery Fee per pallet - outside Kowanyama using standard 4WD forklift		\$ 163.64
STAFF & COUNCILLOR CREDIT FOR COUNCIL PURCHASES	50% of purchase to be paid up front. Payroll Deduction cannot exceed \$500		
	Refer policy for further information		
LEASE FEES	Lessee Legal fees		At Cost
PRIVATE WORKS - BUILDING TRADES	Council employees are required to lodge a 50% Deposit on commencement of work with the balance payable on completion of the work. Balance payable must not exceed \$500.		50% Deposit
	Non Council employees are required to pay 100% of estimated cost on commencement of work.		100% Deposit
COMMERCIAL TRADES PRIVATE WORKS	Labour - Trades/ hr		\$ 127.38
	Labour - Other / hr		\$ 66.24
	Plant Operator/hr		\$ 127.38
	Trade callout - minimum 3hrs - per hour		\$ 198.71
	Supervisor/hr		\$ 127.38
	Management Fee/hr		\$ 127.38
	Internal Trades/ hr		\$ 91.71
	Materials		Cost +30%
	Contractor Labour /hr or materials - on charged amount + admin recovery		Cost +30%
	Split System Air Conditioner installation (labour only) - residential bedroom		\$ 1,120.90
	Split System Air Conditioner installation (labour only) - residential lounge room		\$ 1,273.75
	Box Air Conditions installation - Window - (labour & install materials, excludes AC unit)		\$ 387.22
	Box Air Conditions installation - Block Wall - (labour & install materials, excludes AC unit)		\$ 438.17
	BAS works as per approved schedule of rates		Schedule of Rates
GARDENING SERVICES	<i>Including WhipperSnipping, Lawn Mowing & green waste removal</i>		
	Small Yard (Duplex 50sqm)		\$ 61.14
	Medium Yard (House 110sqm)		\$ 81.52
	Large Yard (110sqm +)		\$ 101.90
	Overgrown Yard		\$ 152.85
	Regular maintenance contracts		Discounted fees by negotiation
WORKSHOP	Service 4x4		\$ 358.69
	Service 2wD		\$ 290.42
	Labour External Work- per hour		\$ 112.09
	Labour Internal Work - per hour		\$ 91.71
	Batteries (uninstalled)		Cost + 30%
	Batteries (Installed)		Cost + 30%
	Strip and fit replacement tyre Standard Car		\$ 41.27
	Strip and fit replacement tyre 4X4		\$ 46.87
	Split rim		\$ 61.65

	Inner tubes		\$	49.32
	Bob Cat and small forklift tyre repairs		\$	83.56
	Tractor Loader large forklift		\$	107.00
	New Valve stem		\$	7.29
	Balancing only if tyre supplied		\$	22.42
	Tyre disposal		\$	30.57
	Hire of workshop facilities and equipment (materials not included) per hour		\$	84.07
	Other Equipment Hire			POA
	Tyre Repair		\$	50.00
FUEL	Diesel Ltr		\$	2.04
	Opal ULP Ltr		\$	2.04
	Oils Ltr		\$	10.19
			\$	-
GAS	45kg Cylinder installation		\$	20.38
			\$	-
FOOD BUSINESS -	s.52(1)(9) Food Act 2006		\$	-
	Food Licence - New Food Business Licence	<i>Exempt</i>	\$	407.60
	Food Licence - Annual Licence Fee	<i>Exempt</i>	\$	407.60
	Food Licence - Temporary Food Stall/per event	<i>Exempt</i>	\$	61.14
	Food Licence - Temporary Food Stall/annual	<i>Exempt</i>	\$	122.28
	Food Licence - Inspection Fee	<i>Exempt</i>	\$	101.90
TOWN PLANNING	All application fees & other related charges	<i>Exempt</i>		POA
	Public Notice Signs			POA
	External Assessor's Costs			At Cost
	Building Permit Private Certifier Lodgement Fee			At Cost
OPERATIONAL WORKS	All application fees & other related charges	<i>Various</i>		POA
BUILDING SERVICES	All building works applications / permits / plans	<i>Various</i>		POA
PLUMBING AND DRAINAGE WORKS	All building works applications / permits / plans	<i>Various</i>		POA
ANIMAL FEES	Declared dangerous dog	<i>Exempt</i>	\$	178.33
Permits	Permit fee to keep more than 2 dogs or cats	<i>Exempt</i>	\$	101.90
	Pound fees - Dogs and Cats (impounding of animals)	<i>Exempt</i>	\$	20.38
	Pound fees - Horse, Cattle and other Stock	<i>Exempt</i>	\$	30.57
	Release Fee	<i>Exempt</i>	\$	101.90
Stock	Pound Fees - one animal	<i>Exempt</i>	\$	249.66
	Pound Fees - Second and subsequent animal	<i>Exempt</i>	\$	101.90
	Release Fee	<i>Exempt</i>	\$	50.95

Commercial Charges Schedule

COUNCIL LEVIES (GST Free)				General Rates Equivalent Charge	Garbage	Water	Sewerage	Total
Department of Education	145 Kowanyama St	SP278087	Residential	10,004	259	1,165	1,165	12,593
	47 Chapman Rd	SP27258	Residential	10,004	518	2,330	2,330	15,183
	49 Chapman Rd	SP272058	Residential	10,004	259	1,165	1,165	12,593
	14 Koltmomum St	SP272075	Residential	10,004	518	2,330	2,330	15,183
	13 Koltmomum St	SP272075	Residential	10,004	518	2,330	2,330	15,183
	11 Koltmomum St	SP272075	Residential	10,004	518	2,330	2,330	15,183
	12 Koltmomum St	SP272075	Residential	10,004	259	1,165	1,165	12,593
	501 Koltmomum St	Lot 807 SP263800	Residential	10,004	518	2,330	2,330	15,183
	26 ABCD Thagedl St	Lot 99 SP272075	Residential	10,004	1,036	4,661	4,661	20,361
					90,036	4,402	19,808	19,808
Kowanyama State School	38 Kowanyama St	L817 SP263800	Kindergarten	10,004	466	3,884	2,330	16,684
	6 Kowanyama St	SP263800	School	10,004	466	3,884	2,330	16,684
					20,008	932	7,768	4,661
Qld Police Service	31 Chapman Road	Lot 31 on Plan DB 18	Court House	10,004	1,036	3,884	2,330	17,254
	28 Chapman Road	Lot 28 on Plan DB 18	Residential	10,004	259	1,165	1,165	12,593
	32 Chapman Road	Lot 32 on Plan DB 18	Residential	10,004	259	1,165	1,165	12,593
	41 Chapman Road	Lot 41 on Plan DB19	Duplex	10,004	518	2,330	2,330	15,183
	46 Chapman Road	Lot 46 on Plan DB 19	Duplex	10,004	518	2,330	2,330	15,183
					50,020	2,589	10,875	9,321
Cape York District	20a Carrington St	Lot 20 on Plan DB15	Residential	10,004	518	2,330	1,165	14,017
Health Services TCHHS	42 Chapman Road	Lot 42 on Plan DB 19	Residential	10,004	518	2,330	1,165	14,017
	Lot 20 Duplex Internal Donga	Lot 20 on Plan DB15	Residential	10,004	518	2,330	1,165	14,017
	20b Carrington St	Lot 20 on Plan DB15	Residential	10,004	259	1,165	1,165	12,593
	20 Ogimburgil St	Lot 20 on Plan DB15	Residential	10,004	259	1,165	1,165	12,593
	10 Kotomun St	Lot 10 on Plan DB8	Residential	10,004	259	1,165	1,165	12,593
	20 Chellikee St	Lot 20 on Plan DB15	Hospital	10,004	1,036	3,884	2,330	17,254
	23 Wulerr Street	Lot 23 on Plan SP 272075	Residential	10,004	259	1,165	1,165	12,593
					80,032	3,625	15,536	10,487

Community Enterprise Qld	37 Chapman Road	Lot 37 on Plan DB18	Retail store	10,004	518	3,884	2,330	16,736
	25 Thangeol St	Lot 25 on Plan DB18	Residential	10,004	259	1,165	1,165	12,593
	25 Thangeol St Donga	Lot 25 on Plan DB18	Residential	10,004	259	1,165	1,165	12,593
				30,012	1,036	6,214	4,661	41,923
Kowanyama River House	9 Chapman Road	* 75% Discount applied		2,501	1,036	3,884	2,330	9,751
				2,501	1,036	3,884	2,330	9,751
QAS	19 Chapman Road	Lot 19 on Plan DB16	Ambulance	10,004	518	3,884	2,330	16,736
DATSIP Asset Management - Dept Public Works	24 Wulerr St	Lot 24 on Plan DB18	Residential	10,004	259	1,165	1,165	12,593
Anglican Diocese of Nth Qld	238 Chapman Road	Lot 8&9 on Plan DB10	Residential and church	Exemption Granted	259	1,165	1,165	2,589
	236 Chapman Road		Church shop	10,004	1,036	3,884	1,165	16,089
				10,004	1,295	5,049	2,330	18,678
Department of Housing & Public Works	291 Kunjen St	Lot 19 on Plan DB16	BAS	10,004	518	2,330	1,165	14,017
				312,626	16,209	76,513	58,259	463,607
* Note Council have endorsed to waive 75% of the General Rates Equivalent charge for Indigenous owned businesses.								

QTC Indicative Principal and Interest Schedule



Indicative Principal and Interest Schedule

ACCOUNT ENQUIRIES
1800 641 057

DATE OF ISSUE
2 July 2018
REPORTING DATE
30 June 2018

Current Interest Rate: 2.803%

Date of Next Interest Rate Reset: N/A

Client: Kowanyama Aboriginal Shire Council

Account: Kowanyama ASC - WCF 81259

Payment Date	Opening Balance \$	Payment \$	Interest \$	Administration \$	Principal \$	Closing Balance \$
17 Sep 2018	1,887,689.10	43,442.15	12,685.27	542.71	30,214.17	1,857,474.93
17 Dec 2018	1,857,474.93	43,442.14	12,482.23	534.02	30,425.89	1,827,049.04
15 Mar 2019	1,827,049.04	43,442.15	12,277.77	525.28	30,639.10	1,796,409.94
17 Jun 2019	1,796,409.94	43,442.15	12,071.87	516.47	30,853.81	1,765,556.13
16 Sep 2019	1,765,556.13	43,442.16	11,864.54	507.60	31,070.02	1,734,486.11
16 Dec 2019	1,734,486.11	43,442.15	11,655.75	498.66	31,287.74	1,703,198.37
16 Mar 2020	1,703,198.37	43,442.15	11,445.49	489.67	31,506.99	1,671,691.38
15 Jun 2020	1,671,691.38	43,442.15	11,233.77	480.61	31,727.77	1,639,963.61
15 Sep 2020	1,639,963.61	43,442.16	11,020.56	471.49	31,950.11	1,608,013.50
15 Dec 2020	1,608,013.50	43,442.15	10,805.85	462.30	32,174.00	1,575,839.50
15 Mar 2021	1,575,839.50	43,442.14	10,589.64	453.05	32,399.45	1,543,440.05
15 Jun 2021	1,543,440.05	43,442.15	10,371.92	443.74	32,626.49	1,510,813.56
15 Sep 2021	1,510,813.56	43,442.15	10,152.67	434.36	32,855.12	1,477,958.44
15 Dec 2021	1,477,958.44	43,442.15	9,931.88	424.91	33,085.36	1,444,873.08
15 Mar 2022	1,444,873.08	43,442.15	9,709.55	415.40	33,317.20	1,411,555.88
15 Jun 2022	1,411,555.88	43,442.15	9,485.66	405.82	33,550.67	1,378,005.21
15 Sep 2022	1,378,005.21	43,442.16	9,260.20	396.18	33,785.78	1,344,219.43
15 Dec 2022	1,344,219.43	43,442.14	9,033.15	386.46	34,022.53	1,310,196.90
15 Mar 2023	1,310,196.90	43,442.15	8,804.52	376.68	34,260.95	1,275,935.95
15 Jun 2023	1,275,935.95	43,442.15	8,574.29	366.83	34,501.03	1,241,434.92
15 Sep 2023	1,241,434.92	43,442.14	8,342.44	356.91	34,742.79	1,206,892.13
15 Dec 2023	1,206,892.13	43,442.14	8,108.97	346.92	34,986.25	1,171,705.88
15 Mar 2024	1,171,705.88	43,442.15	7,873.86	336.87	35,231.42	1,136,474.46
17 Jun 2024	1,136,474.46	43,442.16	7,637.11	326.74	35,478.31	1,100,996.15
16 Sep 2024	1,100,996.15	43,442.15	7,398.69	316.54	35,726.92	1,065,269.23
16 Dec 2024	1,065,269.23	43,442.15	7,158.61	306.26	35,977.28	1,029,291.95
17 Mar 2025	1,029,291.95	43,442.15	6,916.84	295.92	36,229.39	993,062.56
16 Jun 2025	993,062.56	43,442.15	6,673.38	285.51	36,483.26	956,579.30
15 Sep 2025	956,579.30	43,442.15	6,428.21	275.02	36,738.92	919,840.38

15 Dec 2025	919,840.38	43,442.15	6,181.33	264.45	36,996.37	882,844.01
16 Mar 2026	882,844.01	43,442.15	5,932.71	253.82	37,255.62	845,588.39
15 Jun 2026	845,588.39	43,442.15	5,682.35	243.11	37,516.69	808,071.70
15 Sep 2026	808,071.70	43,442.15	5,430.24	232.32	37,779.59	770,292.11
15 Dec 2026	770,292.11	43,442.15	5,176.36	221.46	38,044.33	732,247.78
15 Mar 2027	732,247.78	43,442.15	4,920.71	210.52	38,310.92	693,936.86
15 Jun 2027	693,936.86	43,442.16	4,663.26	199.51	38,579.39	655,357.47
15 Sep 2027	655,357.47	43,442.15	4,404.00	188.42	38,849.73	616,507.74
15 Dec 2027	616,507.74	43,442.15	4,142.93	177.25	39,121.97	577,385.77
15 Mar 2028	577,385.77	43,442.15	3,880.03	166.00	39,396.12	537,989.65
15 Jun 2028	537,989.65	43,442.15	3,615.29	154.67	39,672.19	498,317.46
15 Sep 2028	498,317.46	43,442.15	3,348.69	143.27	39,950.19	458,367.27
15 Dec 2028	458,367.27	43,442.15	3,080.23	131.78	40,230.14	418,137.13
15 Mar 2029	418,137.13	43,442.14	2,809.88	120.21	40,512.05	377,625.08
15 Jun 2029	377,625.08	43,442.15	2,537.64	108.57	40,795.94	336,829.14
17 Sep 2029	336,829.14	43,442.15	2,263.49	96.84	41,081.82	295,747.32
17 Dec 2029	295,747.32	43,442.15	1,987.42	85.03	41,369.70	254,377.62
15 Mar 2030	254,377.62	43,442.15	1,709.42	73.13	41,659.60	212,718.02
17 Jun 2030	212,718.02	43,442.16	1,429.47	61.16	41,951.53	170,766.49
16 Sep 2030	170,766.49	43,442.15	1,147.55	49.10	42,245.50	128,520.99
16 Dec 2030	128,520.99	43,442.15	863.66	36.95	42,541.54	85,979.45
17 Mar 2031	85,979.45	43,442.15	577.78	24.72	42,839.65	43,139.80
16 Jun 2031	43,139.80	43,442.10	289.90	12.40	43,139.80	0.00
Totals		2,258,991.75	356,069.03	15,233.62	1,887,689.10	

This information is indicative only.

Disclaimer: The information set out in this schedule ("Information") should be used as guide only and is provided by QTC in good faith, based on data available to QTC at the time the schedule was prepared. The actual book value and market value of the loan will depend on market conditions, which are volatile and unpredictable. QTC expressly excludes any warranties or representations concerning the currency, accuracy or completeness of the information. QTC accepts no responsibility or liability for any damage or loss which may be incurred as a result of use of or reliance on the information.

Whole of Council by Function

SUMMARY	Revenue	Expense	Profit/(Loss)
Council Administration	\$1,691,317	\$3,403,173	(\$1,711,856)
Council Services	\$735,278	\$3,654,225	(\$2,918,947)
Enterprises	\$3,871,889	\$2,938,239	\$933,650
Recurrent Grants	\$4,176,019	\$1,299,318	\$2,876,701
Building Services	\$2,094,364	\$1,567,226	\$527,138
Infrastructure Works	\$15,042,724	\$15,042,724	\$0
Grants	\$13,068,093	\$12,760,673	\$307,419
TOTAL	\$40,679,684	\$40,665,579	\$14,105

Council Administration

SUMMARY	Revenue	Expense	Profit/(Loss)
Kowanyama Office	\$1,223	\$925,448	(\$924,225)
Cairns Office	\$16,500	\$495,640	(\$479,140)
Councillors	\$0	\$375,063	(\$375,063)
General Council	\$514,182	\$1,322,234	(\$808,052)
Council Houses / Buildings	\$1,109,412	\$120,729	\$988,683
Human Resources	\$50,000	\$36,684	\$13,316
Corporate Governance	\$0	\$127,375	(\$127,375)
TOTAL	\$1,691,317	\$3,403,173	(\$1,711,856)

Council Services

SUMMARY	Revenue	Expense	Profit/(Loss)
Carbon Farming	\$296,000	\$296,000	\$0
Building / Carpenters	\$0	\$794,362	(\$794,362)
Centrelink	\$80,136	\$29,738	\$50,397
Community Police	\$14,674	\$99,851	(\$85,178)
Community Bus	\$4,280	\$74,260	(\$69,980)
Electrician	\$70,609	\$200,755	(\$130,145)
Essential Services	\$6,342	\$617,936	(\$611,594)
MP Sport & Rec Facility	\$3,057	\$284,906	(\$281,849)
Purchasing Store	\$74,000	\$451,751	(\$377,751)
Parks & Roads	\$6,114	\$453,153	(\$447,039)
Mechanical Workshop	\$180,066	\$327,851	(\$147,785)
Swimming Pool	\$0	\$23,661	(\$23,661)
TOTAL	\$735,278	\$3,654,225	(\$2,918,947)

Enterprises

SUMMARY	Revenue	Expense	Profit/(Loss)
Airport	\$741,791	\$543,484	\$198,308
Bakery	\$373,913	\$318,366	\$55,547
Batching Plant	\$1,029,000	\$578,071	\$450,929
Blue Café	\$437,818	\$407,000	\$30,818
Post Office	\$497,060	\$589,563	(\$92,503)
Accommodation Centre	\$735,080	\$493,814	\$241,266
Car Hire	\$57,227	\$7,942	\$49,285
TOTAL	\$3,871,889	\$2,938,239	\$933,650

Recurrent Grants

SUMMARY	Revenue	Expense	Profit/(Loss)
FAGS - General Purpose	\$1,528,678	\$0	\$1,528,678
SGFA - State Government Financial Aid	\$1,645,514	\$1,076,720	\$568,794
FAGS - Roads Component	\$222,598	\$222,598	\$0
Revenue Replacement	\$779,229	\$0	\$779,229
TOTAL	\$4,176,019	\$1,299,318	\$2,876,701

Building Services

SUMMARY	Revenue	Expense	Profit/(Loss)
BAS Upgrades	\$900,801	\$692,924	\$207,877
BAS Repairs & Main Program	\$1,193,563	\$874,302	\$319,261
TOTAL	\$2,094,364	\$1,567,226	\$527,138

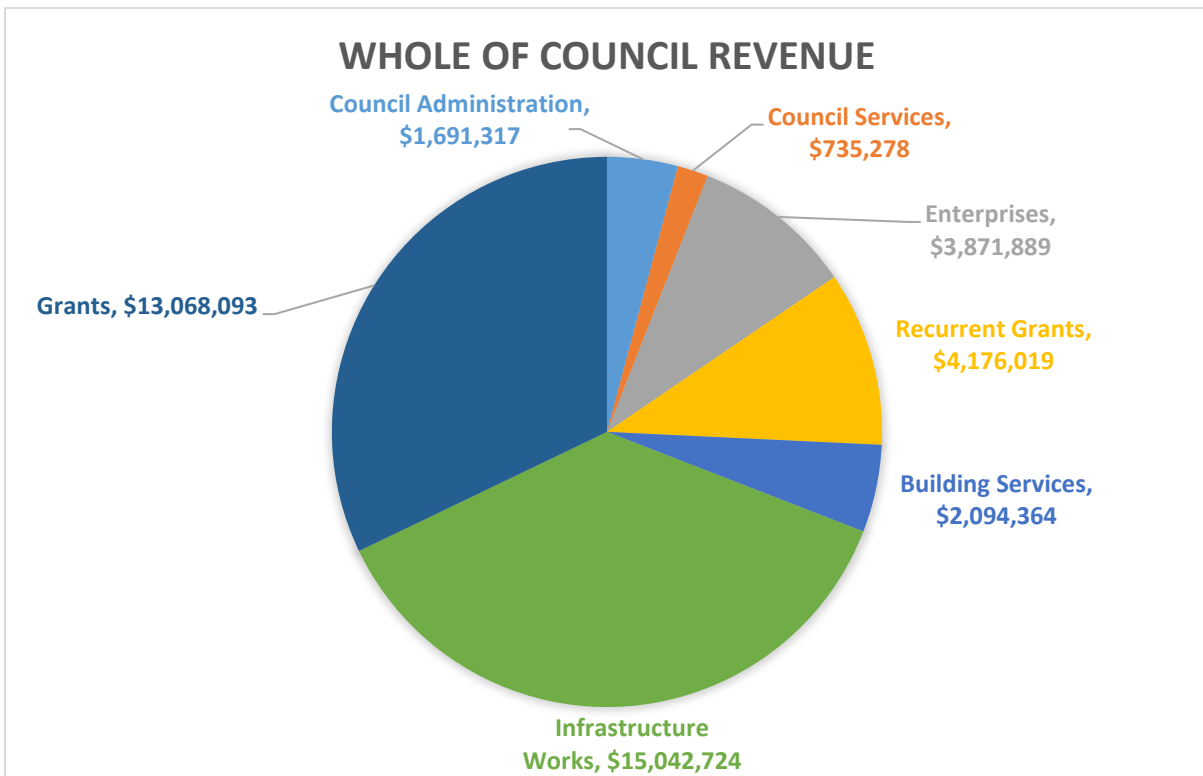
Infrastructure Works

SUMMARY	Revenue	Expense	Profit/(Loss)
Topsy Creek	\$9,042,724	\$9,042,724	\$0
NDRRA 2018	\$6,000,000	\$6,000,000	\$0
TOTAL	\$9,042,724	\$9,042,724	\$0

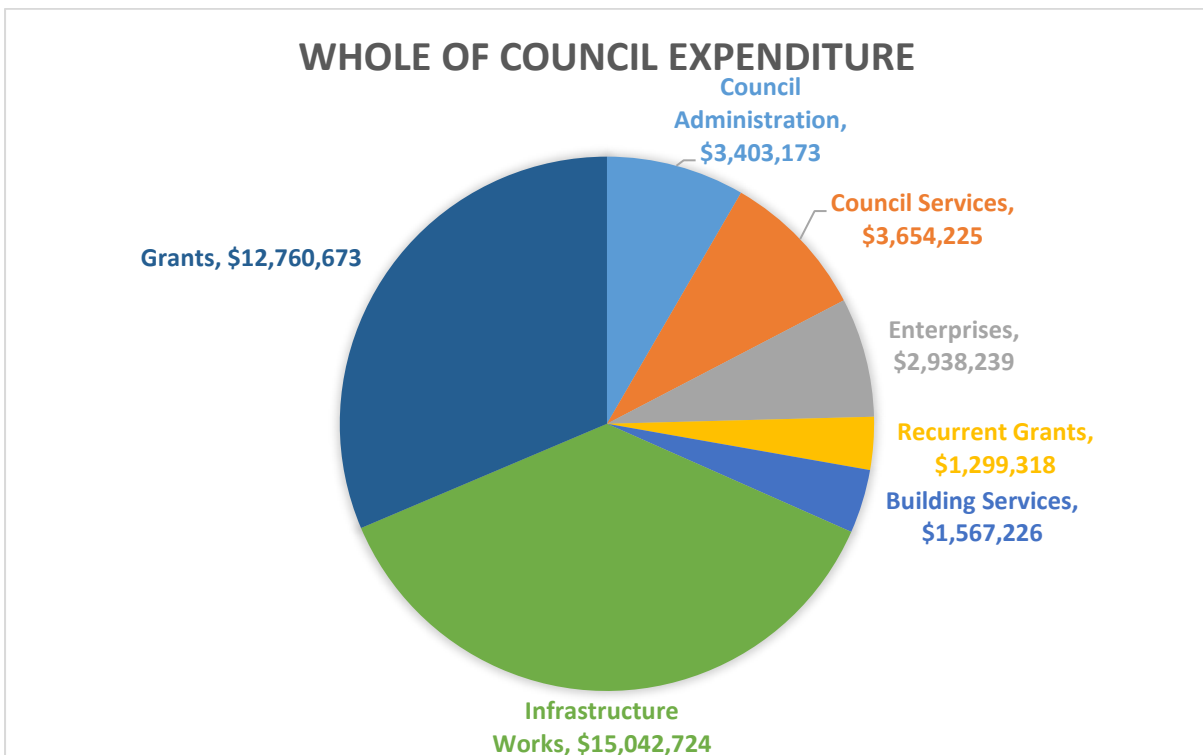
Grants

SUMMARY	Revenue	Expense	Profit/(Loss)
IAS RIBS	\$56,634	\$57,096	(\$462)
Dept of Emergency Services	\$13,440	\$13,440	(\$0)
DETE Child Care	\$114,984	\$113,557	\$1,427
DETE Vacation Care	\$10,428	\$10,428	(\$0)
Enrichment Program	\$57,628	\$56,430	\$1,198
IAS Family Service	\$245,058	\$245,058	\$0
IAS Sport & Rec	\$80,000	\$80,000	\$0
Indigenous Economic Development	\$80,000	\$92,549	(\$12,549)
Indigenous Sports & Rec Program	\$172,900	\$171,083	\$1,817
Cultural Centre Analysis	\$1,000	\$1,000	\$0
Kokkoberra Swamp	\$10,190	\$10,190	\$0
Medicare Payments for Aged Care	\$353,110	\$308,484	\$44,626
DOHA NJCP 279	\$374,764	\$356,191	\$18,573
Aged Care CHSP	\$442,866	\$506,128	(\$63,263)
Qld Health Public Health	\$160,870	\$160,870	(\$0)
Womens Shelter	\$297,044	\$297,044	\$0
Crimson Finch Project	\$6,231	\$6,231	\$0
Turtles Nest to Oceans	\$46,365	\$46,362	\$2
Working On Country	\$734,937	\$734,937	(\$0)
DILGP Water Supply Sports Precinct	\$169,644	\$169,644	\$0
DILGP Indigenous Councils Critical Infrastructure Program (ICCIP)	\$3,900,000	\$3,600,000	\$300,000
W4Q Airport Terminal	\$500,000	\$500,000	\$0
W4Q Arts & Cultural Centre & Café	\$520,000	\$520,000	\$0
W4Q Market Garden	\$135,000	\$118,950	\$16,050
W4Q Training Centre Upgrades	\$60,000	\$60,000	\$0
W4Q Ride Safe Bike Path	\$75,000	\$75,000	\$0
Blue Café	\$50,000	\$50,000	\$0
P & E Replacement Grant	\$1,100,000	\$1,100,000	\$0
Men's Shed/Women's Shed/Wellbeing Centre	\$2,900,000	\$2,900,000	\$0
Community Services	\$400,000	\$400,000	\$0
TOTAL	\$13,068,093	\$12,760,673	\$307,419

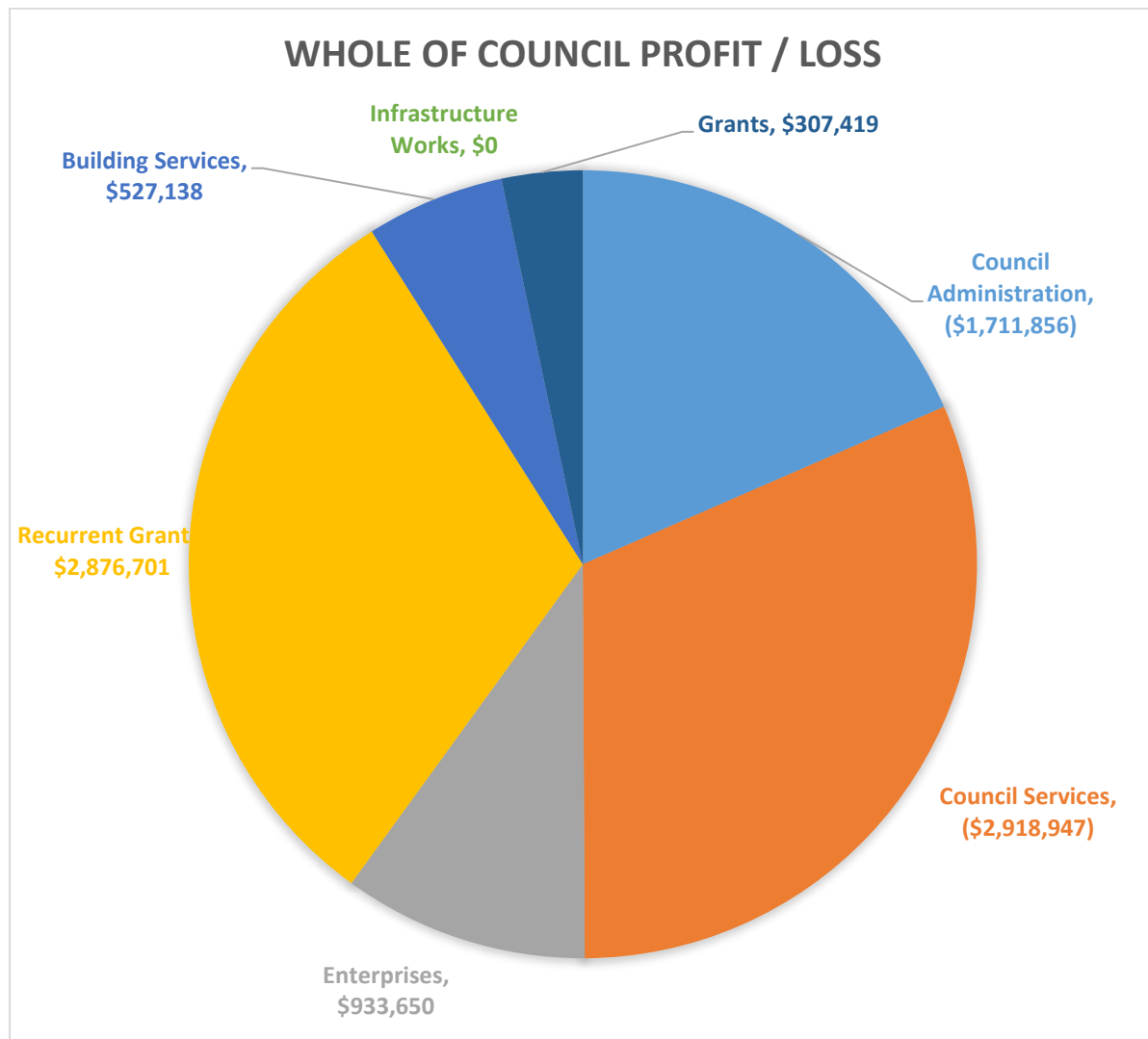
Graph 1 – Whole of Council Revenue



Graph 2 - Whole of Council Expenditure



Graph 3 – Whole of Council Profit / Loss



Capital Budget

DEPARTMENT	Total Budget 18/19
General Council (General Allocations)	\$132,470
Carbon Farming	\$125,000
Grants	\$5,228,644
Topsy Creek Barge Landing	\$9,042,724
NDRRA 2018	\$6,000,000
Plant & Equipment Replacement Grant	\$1,100,000
Mens Shed/Womens Shed/Wellbeing Centre	\$2,300,000
Blue Café	\$50,000
	\$23,978,838

Budgeted Statement of Income and Expenditure

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income										
Revenue										
Recurrent revenue										
Rates, levies and charges	456	465	474	484	494	504	514	524	534	545
Less: discounts	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(9)	(9)	(9)
Net rates, levies and charges	464	473	482	492	502	512	522	533	543	554
Fees and charges	532	543	554	565	576	588	599	611	624	636
Rental income	1,833	1,869	1,907	1,945	1,984	2,023	2,064	2,105	2,147	2,190
Interest received	37	37	38	39	40	41	41	42	43	44
Sales revenue	5,846	5,962	6,081	6,203	6,326	6,454	6,584	6,714	6,849	6,987
Other income	90	92	94	96	98	100	102	104	106	108
Grants, subsidies, contributions and donations	8,161	8,296	8,462	8,631	8,803	8,979	9,159	9,342	9,529	9,720
	16,963	17,272	17,618	17,971	18,329	18,697	19,071	19,451	19,841	20,239
Capital revenue										
Grants, subsidies, contributions and donations	23,717	6,000	-	-	-	-	-	-	-	-
Capital Income	-	-	-	-	-	-	-	-	-	-
Total capital revenue	40,680	23,272	17,618	17,971	18,329	18,697	19,071	19,451	19,841	20,239
Total income	40,680	23,272	17,618	17,971	18,329	18,697	19,071	19,451	19,841	20,239
Expenses										
Recurrent expenses										
Employee benefits	8,384	8,551	8,722	8,897	9,074	9,257	9,441	9,629	9,821	10,018
Materials and services	8,166	8,317	8,483	8,653	8,826	9,003	9,183	9,366	9,554	9,745
Finance costs	53	50	46	43	39	35	31	27	23	19
Depreciation and amortisation	6,232	6,084	6,272	6,299	6,327	6,356	6,345	6,349	5,925	5,857
Other expenses	84	86	88	89	91	93	95	97	99	101
	22,919	23,088	23,611	23,981	24,357	24,744	25,095	25,468	25,422	25,740
Capital expenses	-	-	-	-	-	-	-	-	-	-
Total expenses	22,919	23,088	23,611	23,981	24,357	24,744	25,095	25,468	25,422	25,740
Net result	17,761	184	(5,993)	(6,010)	(6,028)	(6,047)	(6,024)	(6,017)	(5,581)	(5,501)
Other comprehensive income										
Items that will not be reclassified to net result										
(Decrease) / increase in asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Total other comprehensive income for the year	-	-	-	-	-	-	-	-	-	-
Total comprehensive income for the year	17,761	184	(5,993)	(6,010)	(6,028)	(6,047)	(6,024)	(6,017)	(5,581)	(5,501)

Budgeted Statement of Financial Position

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Current assets										
Cash and cash equivalents	5,371	5,478	5,585	5,695	5,808	5,924	6,040	6,159	6,281	6,405
Trade and other receivables	1,391	1,413	1,445	1,474	1,503	1,529	1,564	1,595	1,627	1,655
Inventories	475	475	475	475	475	475	475	475	475	475
Other financial assets	100	100	100	100	100	100	100	100	100	100
Total current assets	7,337	7,466	7,605	7,744	7,886	8,028	8,179	8,329	8,483	8,635
Non-current assets										
Trade and other receivables	-	-	-	-	-	-	-	-	-	-
Other financial assets	3,000	2,900	2,800	2,700	2,600	2,500	2,400	2,300	2,200	2,100
Property, plant and equipment	144,624	144,674	138,541	132,384	126,203	119,995	113,806	107,618	101,857	96,170
Total non-current assets	147,624	147,574	141,341	135,084	128,803	122,495	116,206	109,918	104,057	98,270
Total assets	154,961	155,040	148,946	142,828	136,689	130,523	124,385	118,247	112,540	106,905
Current liabilities										
Trade and other payables	1,000	1,016	1,039	1,060	1,081	1,100	1,125	1,147	1,170	1,190
Borrowings	125	129	133	136	140	144	148	153	157	161
Provisions	540	542	544	546	548	550	552	554	556	558
Total current liabilities	1,665	1,687	1,716	1,742	1,769	1,794	1,825	1,854	1,883	1,909
Non-current liabilities										
Borrowings	1,641	1,512	1,379	1,243	1,103	959	810	658	501	339
Provisions	60	62	64	66	68	70	72	74	76	78
Total non-current liabilities	1,701	1,574	1,443	1,309	1,171	1,029	882	732	577	417
Total liabilities	3,366	3,261	3,159	3,051	2,940	2,823	2,707	2,586	2,460	2,326
Net community assets	151,595	151,779	145,787	139,777	133,749	127,700	121,678	115,661	110,080	104,579
Community equity										
Asset revaluation surplus	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935
Retained surplus	76,660	76,844	70,852	64,842	58,814	52,767	46,743	40,726	35,145	29,644
Total community equity	151,595	151,779	145,787	139,777	133,749	127,702	121,678	115,661	110,080	104,579

Budgeted Statement of Changes in Equity

	Asset Revaluation Surplus									
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at the beginning of the period	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935
Increase (decrease) in asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Balance at the end of the period	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935	74,935

	Retained Surplus									
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at the beginning of the period	58,899	76,660	76,844	70,851	64,841	58,813	52,766	46,742	40,725	35,145
Increase (decrease) in net result	17,761	184	(5,993)	(6,010)	(6,028)	(6,048)	(6,024)	(6,017)	(5,580)	(5,501)
Balance at the end of the period	76,660	76,844	70,851	64,841	58,813	52,766	46,742	40,725	35,145	29,644

	Total									
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at the beginning of the period	133,834	151,595	151,779	145,786	139,776	133,748	127,701	121,677	115,660	110,080
Increase (decrease) in asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in net result	17,761	184	(5,993)	(6,010)	(6,028)	(6,048)	(6,024)	(6,017)	(5,580)	(5,501)
Balance at the end of the period	151,595	151,779	145,786	139,776	133,748	127,701	121,677	115,660	110,080	104,579

Budgeted Statement of Cash Flows

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from operating activities										
Receipts from customers	6,758	7,061	7,199	7,344	7,491	7,643	7,792	7,950	8,109	8,273
Payments to suppliers and employees	(17,831)	(16,935)	(17,267)	(17,616)	(17,968)	(18,330)	(18,691)	(19,068)	(19,449)	(19,841)
	(11,073)	(9,874)	(10,068)	(10,272)	(10,477)	(10,687)	(10,899)	(11,118)	(11,340)	(11,568)
Interest received	37	37	38	39	40	41	41	42	43	44
Borrowing Costs	(52)	(49)	(45)	(41)	(37)	(34)	(30)	(25)	(21)	(17)
Rental income	1,787	1,867	1,903	1,942	1,980	2,021	2,060	2,102	2,144	2,187
Non-capital grants and contributions	7,957	8,286	8,446	8,617	8,789	8,967	9,142	9,327	9,514	9,706
Net cash inflow / (outflow) from operating activities	(1,344)	267	274	285	295	308	314	328	340	352
Cash flows from investing activities										
Payments for property, plant and equipment	(23,979)	(6,135)	(138)	(142)	(146)	(150)	(155)	(160)	(165)	(170)
Proceeds from sale of property plant and equipment	-	-	-	-	-	-	-	-	-	-
Finance lease receipts	100	100	100	100	100	100	100	100	100	100
Grants, subsidies, contributions and donations	23,717	6,000	-	-	-	-	-	-	-	-
Net cash inflow from investing activities	(162)	(35)	(38)	(42)	(46)	(50)	(55)	(60)	(65)	(70)
Cash flows from financing activities										
Borrowing costs	(122)	(125)	(129)	(133)	(136)	(140)	(144)	(148)	(153)	(157)
Net cash inflow from financing activities	(122)	(125)	(129)	(133)	(136)	(140)	(144)	(148)	(153)	(157)
Net increase in cash and cash equivalent held	(1,628)	107	107	110	113	118	115	120	122	125
Cash and cash equivalents at the beginning of reporting period	7,000	5,372	5,479	5,586	5,696	5,809	5,927	6,042	6,162	6,284
Cash and cash equivalents at end of reporting period	5,372	5,479	5,586	5,696	5,809	5,927	6,042	6,162	6,284	6,409

Budgeted Financial Sustainability Ratios

	Target	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Operating Surplus ratio	Between 0% and 10%	-35.1%	-33.7%	-34.0%	-33.4%	-32.9%	-32.3%	-31.6%	-30.9%	-28.1%	-27.2%
Net result divided by total operating revenue											
Asset Sustainability Ratio	greater than 90%	114.7%	-	-	-	-	-	-	-	-	-
Capital expenditure on the replacement of assets (renewals) divided by depreciation expense											
Net Financial Liabilities Ratio	not greater than 60%	-23.4%	-24.3%	-25.2%	-26.1%	-27.0%	-27.8%	-28.7%	-29.5%	-30.4%	-31.2%
Total liabilities less current assets divided by total operating revenue											

<p>RESOLUTION – 2018-2019 Budget</p> <p>That in accordance with the Local Government Regulation 2012, section 169, council endorse the 2018-2019 budget as presented including:</p> <ul style="list-style-type: none"> • Corporate structure • Revenue Policy • Revenue Statement • Debt Policy • Investment Policy • Procurement Policy • Fees and Charges Schedule • Commercial Charges Schedule • Budgeted Statement of Income and Expenditure • Budgeted Statement of Financial Position • Budgeted Statement of Changes in Equity • Budgeted Statement of Cash Flows • Budgeted Financial Sustainability Ratios • Long term financial forecast 	<p>Moved Cr Wust Seconded Mayor Yam</p> <p>MOTION CARRIED, All in Favour</p>
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7) Closed Business

<p>RESOLUTION – Closed Business</p> <p>Move into Closed Business</p> <p>That in accordance with s275 of the Local Government Regulation 2012 it is resolved for the meeting to go into closed session to discuss:</p> <ul style="list-style-type: none"> • Contracts 	<p>Moved Cr Teddy Seconded Mayor Yam</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Moved Out of Closed Business</p> <p>The Council resolve to move out of Closed Business.</p>	<p>Moved Cr Teddy Seconded Mayor Yam</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Topsy Creek Concrete Supply</p> <p>That Council endorse Wren Constructions as the successful tenderer for Topsy Creek concrete supply</p>	<p>Moved Mayor Yam Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Road Works and Wren Constructions</p> <p>That Council endorse payment for \$360k for Wren constructions for road works in Kowanyama.</p>	<p>Moved Mayor Yam Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION –Plant Purchase</p> <p>That council endorse payment of \$1m to Hastings Deering for the purchase of plant and machinery, as a local buy supplier</p>	<p>Moved Mayor Yam Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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8) Other Business

Councillors asked the staff to leave the room other than the Chief Executive Officer for an In Camera session.

Council Meeting Closed 2:58pm