

# Council Meeting Agenda

Wednesday, 25 October 2023, 10:00 AM – 5:00pm

Kowanyama Chambers and Cairns Boardroom



1. Welcome
2. Conflict of Interest
3. Minutes from the Previous Meeting (September OM & October Special Meeting)
4. Action Register (in progress)
5. Reports
  - 5.1. Chief Executive Officer
    - 5.1.1. Information Report: Monthly Update (Verbal Report)
    - 5.1.2. Agenda Reports
      1. Council Meeting Dates 2024
  - 5.2. Executive Manager Corporate and Financial Services
    - 5.2.1. Information Report: Monthly Update
      - a. Governance
      - b. Finance Report
      - c. HR Report
    - 5.2.2. Agenda Reports
      - a. Policy and Procedure
      - b. Social Housing Management (late agenda report)
      - c. KASC Bakery EOI (late agenda report)
  - 5.3. Executive Manager Roads, Infrastructure and Essential Services
    - 5.3.1. Information Report: Monthly Update
    - 5.3.2. Agenda Reports
      - a. Swimming Pool Repairs
  - 5.4. Executive Manager Community Services
    - 5.4.1. Information Report: Monthly Update
    - 5.4.2. Agenda Reports – NIL

**6. Other Business**

**7. Closed Business**

7.1. Native Title Claim (Late Report)

**8. Trustee Report**

8.1. LHA Dealings Lot 183



*Kowanyama Aboriginal Shire Council*

# September Council Meeting Minutes

28 September 2022, 10:09 AM – 12:33 PM

Kowanyama Chambers and Cairns Boardroom

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## *Present*

### **Councillors**

#### **Kowanyama Boardroom**

Mayor Robbie Sands  
Deputy Mayor Cameron Josiah  
Cr. David Jack  
Cr. Teddy Bernard

### **Executive**

#### **Cairns Boardroom**

Joe Cristaldi, Executive Manager Corporate and Financial Services  
Chris McLaughlin, Acting Manager Governance  
Danae Maltby, Governance Officer

#### **Kowanyama Boardroom**

Kevin Bell, Chief Executive Officer  
Temba Lama, Executive Manager Roads, Infrastructure and Essential Services

## *Condolences*

Jacob Elroy Josiah, Councillor

Ani Seruvatu, Executive Manager Community Services and Cultural Heritage

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## **1. Welcome / Apologies**

Meeting commenced at 10:09 AM.

Mayor Robbie Sands welcomed the Councillors and Executive Team to the September Council Meeting.

### **RESOLUTION: Cr. Jacob Elroy Josiah – Apology**

That Council accept the apologies of Cr Jacob Elroy Josiah.

Moved: Cr. Robbie Sands

Seconded: Cr. Teddy Bernard

**CARRIED**

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## **2. Declarable Conflicts of Interest**

Councillors advise that there is no Conflict of Interest to be declared.

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### 3. Previous Minutes

#### RESOLUTION: Minutes (August Ordinary Council Meeting)

Minutes from the August Ordinary Council Meeting 23 August 2023 to be adopted as true and accurate.

Moved: Cr. Cameron Josiah

Seconded: Cr. David Jack

**CARRIED**

- Typing error for apology name has been corrected and re-submitted to Council website.

#### RESOLUTION: Minutes (August Special Council Meeting)

Minutes from the August Special Council Meeting 17 August 2023 to be adopted as true and accurate.

Moved: Cr. Robbie Sands

Seconded: Cr. Cameron Josiah

**CARRIED**

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### 4. Action Items

Action Items register was noted and tabled.

Kevin Bell left the meeting at 10:21am and returned 10:23am

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### 5. Reports

#### 5.1. Chief Executive Officer

##### 5.1.1. Information Report – (Late Report)

Kevin Bell (CEO) presented the CEO information report to Council.

Information report was noted and tabled by Council.

##### 5.1.2. Agenda Reports – NIL

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#### 5.2. Executive Manager Corporate and Financial Services

##### 5.2.1. Information Reports

###### a) Finance Information Report – Monthly Update

Joe Cristaldi, EMCFS presented the Finance Report to Council.

Information report was noted and tabled by Council.

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b) Human Resources Information Report – Monthly Update

Joe Cristaldi, EMCFS presented the Human Resources (HR) Report to Council.  
Information report was noted and tabled by Council.

**Action Item:** EMCFS to review Corporate Structure and advise Council what positions are identified positions at the next Council Meeting.

**Action Item:** CEO to investigate night workers at the Aged Care (HACC) and explore options for employees.

c) Governance Information Report – Monthly Update

Chris McLaughlin, A/MG presented the Governance Report to Council.  
Information report was noted and tabled by Council.

**Action Item:** EMCFS to organise Cattle Company workshop with Councillors – please advise current sales figures.

## 5.2.2. Agenda Reports

### a) Policy and Procedure

Policy and Procedure Agenda report presented to Council by Danae Maltby, Governance Officer:

RESOLUTION: Policy and Procedure

That Council adopts the following policies:

1. Cash Handling Policy
2. Related Party Disclosure Policy

#### 1. Cash Handling Policy

Moved: Cr. Robbie Sands  
Seconded: Cr. Teddy Bernard

CARRIED

#### 2. Related Party Disclosure Policy

Moved: Cr. Teddy Bernard  
Seconded: Cr. David Jack

CARRIED

### b) Model Local Laws

Model Local Laws Agenda Report presented to Council by Chris McLaughlin, Acting Governance Manager:

RESOLUTION: Model Local Laws

Pursuant to section 29(2) of the Local Government Act 2009 (Qld), Council resolves to Make the following local laws:

**a. Model Local Law #5 (Local Government Controlled Areas, Facilities and Roads) 2023**

**b. Subordinate Local Law #5 (Local Government Controlled Areas, Facilities and Roads) 2023**

Moved: Cr. Teddy Bernard  
Seconded: Cr. David Jack

CARRIED

### c) Housing Investment Plan

Housing Investment Plan Agenda Report was presented to Council by Kevin Bell, CEO:

**RESOLUTION: Housing Investment Plan**

That Council resolve to adopt the Kowanyama Local Housing Plan.

Moved: Cr. Robbie Sands

Seconded: Cr. Cameron Josiah

**CARRIED**

**d) Multi-Purpose Centre Fee Waiver**

Multi-Purpose Centre Fee Waiver Agenda report was presented to Council by Danae Maltby, Governance Officer:

**RESOLUTION: Multi-Purpose Centre Fee Waiver**

That Council resolves to decline the proposed waiver of fees for the use of the MPC Kitchen and Conference Room for Tandaly Treats.

Moved: Cr. Robbie Sands

Seconded: Cr. Teddy Bernard

**CARRIED**

**e) Siting Dispensation Application**

Siting Dispensation Application Agenda report was presented to Council by Chirs McLaughlin A/GM:

**RESOLUTION: Siting Dispensation Application**

That Council resolve, pursuant to Council's Planning Scheme, to approve Siting Dispensation Application submitted by the applicant (Qbuild), with respect to proposed Kindergarten facility to be located on lots 6 and 345 on SP263800, Kowanyama.

Moved: Cr. Cameron Josiah

Seconded: Cr. Teddy Bernard

**CARRIED**

**5.3. Executive Manager Roads, Infrastructure and Essential Services**

**5.3.1. Information Report**

Temba Lama, EMRIES presented EMRIES Information Report to Council.  
Information report was noted and tabled by Council.

**5.3.2. Agenda Report – Purchase of Water Jetter**

Purchase of Water Jetter Agenda Report was presented to Council by Temba Lama, EMRIES:

**RESOLUTION: Purchase of Water Jetter**

The Council resolves to approve the recent purchase of the new water jetter unit to the value of \$16,284 Excl GST in accordance with section 173 (2) of the Local Government Regulation 2012.

Moved: Cr. Cameron Josiah

Seconded: Cr. Teddy Bernard

**CARRIED**

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Kevin Bell left the meeting at 11:53am and returned 11:54am

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## 5.4. Executive Manager Community Services and Cultural Heritage

### 5.4.1. Information Report

Kevin Bell, CEO presented EMCSCH Information Report to Council.  
Information Report was noted and tabled by Council.

### 5.4.2. Agenda Reports – NIL

- BDS Mechanical commence at the workshop next week.
  - Community engagement – price list / schedule of fees
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## 6. Other Business

NIL

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## 7. Closed Business

### RESOLUTION: Closed Business (12:07pm)

That pursuant to section 254J(3)(d) & 254J(3)(g) of the *Local Government Regulation 2012 (Qld)*, Council close the meeting to discuss rating concession and confidential commercial negotiations.

Moved: Cr. Robbie Sands  
Seconded: Cr. David Jack

CARRIED

### 7.1. Agenda Report – Rates Concession

Rates concession Agenda report was presented to Council by Kevin Bell, CEO:

### RESOLUTION: Rates Concession

That pursuant to a request made by Jilu Pty Ltd under 120(1)(d) of the *Local Government Regulation 2012 (Qld)*, Council resolve to **Decline** a partial rebate equal to 75% of the 2023–2024 General Rate Levy.

Moved: Cr. Robbie Sands  
Seconded: Cr. David Jack

CARRIED

### 7.2. Agenda Report – Carbon Project – Oriners–Sefton

Carbon Project Agenda Report was presented to Council by Chris McLaughlin, A/MG:

RESOLUTION: . .

That Council proceed with the lodgement of a final proposal to the LRF Round 3 Program as presented and undertake feasibility work preparatory to a future Council decision to change or retain the existing carbon method.

Moved: Cr. Teddy Bernard  
Seconded: Cr. David Jack

**CARRIED**

**Meeting Closed: 12:33 PM**

## 8. Trustee Meeting

**RESOLUTION: Open Trustee Meeting (12:33pm)**

Moved: Cr. Robbie Sands  
Seconded: Cr. Cameron Josiah

**CARRIED**

### 8.1. Trustee Agenda Report – Lot 329 General Consent to Transfer LHA

**RESOLUTION: Lot 329 General Consent to Transfer LHA**

That Council in its capacity as Trustee approve the following lease transfer:

Lot on Plan: Lot 329 on SP253350  
Address: 329 A&B Karrenganang Street, Kowanyama QLD 4892  
Transferor- Tim Malachi  
Transferees – Samantha Dina Malachi and Gerard John Howard Malachi  
Reason – wishes to transfer the lease to family members for love and affection”

Moved: Cr. Cameron Josiah  
Seconded: Cr. Teddy Bernard

**CARRIED**



*Kowanyama Aboriginal Shire Council*

# October Special Council Meeting Minutes

12 October 2023, 10:08 AM – 10:20 AM

Kowanyama Chambers and Cairns Boardroom

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## *Present*

### Councillors

Kowanyama Boardroom	Deputy Mayor Cameron Josiah Cr. David Jack
Via Teleconference	Mayor Robbie Sands Cr. Teddy Bernard

### Executive

Kowanyama Boardroom	Kevin Bell, Chief Executive Officer (CEO) Temba Lama, Executive Manager Roads, Infrastructure & Essential Services
Via Teleconference	Joe Cristaldi, Executive Manager Corporate Services and Finance

## *Condolences*

Cr. Jacob Elroy Josiah (Councillor)

## 1. Opening/Welcome

Meeting commenced at 10:08 AM.

Mayor Robbie Sands welcomed the Councillors and Executive Team to the October Special Council Meeting.

**CARRIED**

## 2. Agenda Reports

### 2.1. Award Kowanyama Sealed DRFA Works Tender No: KASC-2023-012 (Town Street Repair)

#### 2.1.1. Agenda Report – Tender KASC-2023-012 – Kowanyama Sealed DRFA Works

Temba Lama, EMRIES presented the Agenda Report to Council

**RESOLUTION:** Tender KASC-2023-012 – Kowanyama Sealed DRFA Works

To award contract for KASC-2023-012 to Gulf Civil Pty Ltd for the DRFA works on the sealed road network up to the amount of \$3,584,627.95 excluding GST, subject to funding approval from QRA and give delegation to the Chief Executive Officer to sign contracts and make payments as and when due.

Moved: Cr. Teddy Bernard  
Seconded: Cr. Cameron Josiah

**CARRIED**

**Meeting Closed: 10:20 AM**

Meeting Type	Day / Origin	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status	Target Date for Completion
Council Meeting	20	June	2018	Cultural Education	Bush tucker plants to be put into pool area with naming for children to learn.	EMRIES	<b>Jan-2019:</b> Commenced conversation with the Late Viv Sinnamon, seedlings need to be propagated <b>Feb-2023:</b> EMRIES & EMCSCH to look at working with Parks and Gardens and rangers around finding appropriate plants for the southern end of the pool. Update to be provided at March 2023 OM. <b>May-2023:</b> Seeds available for purchase, need to determine if there are specific plants required for Kowanyama. <b>Sep-2023:</b> No further updates	In progress	Feb-23
Council Meeting	19	January	2021	First Aid	EMHR - require more defibrillators available across all work places	EMHR	<b>Feb-2023:</b> HRM to investigate the requirement of defibrillators across the workplace and arrange the relevant training necessary. <b>Sep-2023:</b> No further updates	In progress	
Council Meeting	17	March	2021	Animal Management	EMCS to develop Feral Pest and Weed Management Plan	EMCS&CH	<b>Feb-2023:</b> EMCSCH to work with Scientific support officer to develop. <b>Jul -2023:</b> Commenced and under development. CEO to provide Verbal update in July OM, with strategic plan workshop thereafter. <b>Sep-2023:</b> PRAG confirming status update from EMCS&CH	In progress	
Council Meeting	12	April	2022	Laundromat	EMRIES to look into restoring the laundromat in community	EMRIES	<b>Feb-2023:</b> CEO and EMRISE to inspect <b>May-2023:</b> EMRIES to organise quotes for renewal of Laundromat. <b>Sep-2023:</b> PRAG confirming status update from EMRIES	In progress	
Council Meeting	25	January	2023	Training	CEO - to enquire about ICAN training for residents on money management	CEO	<b>Feb-2023:</b> CEO heard week of 19 Feb from ICAN and very interested to attend. Catching up with them week of 5 March in Cairns. <b>May-2023:</b> EMCS to touchbase with ICAN about getting to community. <b>Jul-2023:</b> CEO to touch base via email with ICAN. <b>Sep-2023:</b> PRAG confirming status update from CEO	In progress	
Council Meeting	22	February	2023	Planning Scheme	AMG to ensure new Planning Scheme consider new cemetery area	EMCFS	<b>May-2023:</b> Will be considered as part of Planning Scheme review in consultation with EMRISE & Essential Services Manager <b>Sep-2023:</b> Waiting on funding. No further update	In progress	
Council Meeting	31	May	2023	Aged Care	EMCS&CH - Palliative Care Packs - including forms that require to be filled out for end of life to be organised for families.	EMCS&CH	<b>Sep-2023:</b> PRAG confirming status update from EMCS&CH	In progress	
Council meeting	23	June	2023	Transport	CEO to advise on cost of repairs to Council bus.	CEO	<b>Aug-2023:</b> Waiting on quotes. KASC will seek reimbursements from Wujal Wujal Justice Group <b>Sep-2023:</b> PRAG confirming status update from CEO	In progress	
Council meeting	23	June	2023	Cyclone Vault	A/MG seek funding extension and if extended, draft letter to PBC progressing ILUA	EMCS&CH	<b>Jul-2023:</b> Updates to be presented in July OM <b>Aug-2023:</b> Letter to Minister Ryan sent, awaiting reply. <b>Sep-2023:</b> Dept have allowed us to utilise the money and remaining money will go towards the ILUA.	In progress	
Council Meeting	26	July	2023	Committee	Mayor asked for an OSEF Advisory Committee to be scheduled.	EMCFS	<b>Sep-2023:</b> PRAG confirming status update from EMCFS	In progress	
Council Meeting	26	July	2023	Annual Report	GO to provide draft "Mayor Forward" for annual report to Mayor for review and consideration.	EMCFS	<b>Sep-2023:</b> WIP No further updates	In progress	
Council Meeting	23	August	2023	PBC	Mayor requested Governance Team contact PBC to confirm PBC advice of their implementation of recognised Bio security entity for Councils.	EMCFS	<b>Sep-2023:</b> PRAG confirming status update from Governnace Team	In progress	
Council Meeting	23	August	2023	NIAA & RISE	Mayor requested round table meeting with NIAA and RISE to discuss negotiations for Rodeo Grounds Redevelopment and Indigenous Advancement Plan.	EMCFS	<b>Sep-2023:</b> PRAG confirming status update from Governance Team	In progress	
Council Meeting	23	August	2023	Policy	Governance Team to develop Identified Positions policy with upcoming recruitment to align with requirements for identified positions.	EMCFS	<b>Sep-2023:</b> In draft for October OM	In progress	
Council Meeting	28	September	2023	Corporate Structure	EMCFS to review Corporate Structure and advise Council what positions are identified positions at the next Council Meeting.	EMCFS		In progress	
Council Meeting	28	September	2023	Aged Care	CEO to investigate night workers at the Aged Care (HACC) and explore options for employees.	CEO		In progress	

## 5.4.1 – CEO Report

Title:	CEO Monthly Update
Author:	Chief Executive Officer
Meeting Date:	25 October 2023

### 1.1. Executive Summary

- Special Council Meeting for Town Street Tender
- Working with Telstra to promote better options for community members on Prepaid and fixed plans (Pink bus visit)
- Identified Positions Paper (EMCFS workshop)
- Audit and Risk Committee Meeting (Unmodified opinion for financial statements)
- Executive Meeting (Industrial Precinct, CBD Precinct, Sports Recreation and Family precinct)
- Local Government Association Queensland Annual Event
- NDIS Strategic Workshop (U Launch)
- Bakery (Late Report Corporate Governance Team)
- Wet Season Prep and Disaster ready
- Site Visit QRA

### 1.2. Meetings Summary

- Queensland Connects (Kowanyama Collective) DTIS/QUT
- Remote Indigenous Mayors Meeting
- Queensland Reconstruction Authority CEO Brief
- Local Buy
- DTIS (Lighting Project)
- Event Planning KASC, DC, (Family Touch Carnival)
- Kowanyama Executive Team Meetings
- RILIPO Team (KSS Project Childcare)
- Community Safety Meetings

# Ordinary Council Meeting

## Agenda Report

**Title:** Council Meeting Dates 2024  
**Meeting Date:** 25 October, 2023  
**Author:** Kevin Bell, CEO

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### **Resolution**

That Council approve dates for the 2024 Council Meetings.

### **Summary**

Tuesday 23 January 2024 10.00am – 5.00pm

Tuesday 27 February 2024 10.00am – 5.00pm

Tuesday 12 March 2024 10.00am – 5.00pm

#### **NEW COUNCIL 16 March 2024**

Tuesday 26 March 2024 (Special) 10.00am – 5.00pm

Tuesday 23 April 2024 10.00am – 5.00pm

Tuesday 28 May 2024 10.00am – 5.00pm

Tuesday 25 June 2024 10.00am – 5.00pm

Tuesday 23 July 2024 10.00am – 5.00pm

Tuesday 27 August 2024 10.00am – 5.00pm

Tuesday 24 September 2024 10.00am – 5.00pm

Tuesday 22 October 2024 10.00am – 5.00pm

Tuesday 26 November 2024 10.00am – 5.00pm

Tuesday 17 December 2024 10.00am – 5.00pm

### **Recommendation**

That Council approve Council Meeting dates for 2024



## **Kowanyama Aboriginal Shire Council**

### **Council Meeting Dates 2024**

**Pursuant to section 277 (1) of the Local Government Regulation 2012, Kowanyama Council meetings for 2024 are as follows:**

Tuesday 23 January 2024	10.00am – 5.00pm
Tuesday 27 February 2024	10.00am – 5.00pm
Tuesday 12 March 2024	10.00am – 5.00pm

#### **NEW COUNCIL 16 March 2024**

Tuesday 26 March 2024 (Special)	10.00am – 5.00pm
Tuesday 23 April 2024	10.00am – 5.00pm
Tuesday 28 May 2024	10.00am – 5.00pm
Tuesday 25 June 2024	10.00am – 5.00pm
Tuesday 23 July 2024	10.00am – 5.00pm
Tuesday 27 August 2024	10.00am – 5.00pm
Tuesday 24 September 2024	10.00am – 5.00pm
Tuesday 22 October 2024	10.00am – 5.00pm
Tuesday 26 November 2024	10.00am – 5.00pm
Tuesday 17 December 2024	10.00am – 5.00pm

All meetings will take place at Kowanyama Aboriginal Shire Council chambers, Kowanyama, QLD 4892.

**Members of the public are welcome to attend.**

Any member of the public wishing to make a presentation to Council, or request a Council decision, should contact the Chief Executive Officer by 5pm on the second Wednesday of each month.

The Chief Executive Officer can be contacted by emailing [ceo@kowanyama.qld.gov.au](mailto:ceo@kowanyama.qld.gov.au) or by attending the Kowanyama Aboriginal Shire Council Office, Kowanyama.

## 5.2.1.a – Governance Update

Title:	Governance Monthly Update
Author:	Acting Manager Governance
Meeting Date:	25 October 2023

### Key Items

#### 1. Annual Operational Plan

**Attached** for noting is the Q1 2023/2024 Annual Operational Plan progress report.

#### 2. Planning Scheme

Council continues to await State funding for Planning Scheme update. No own funds included in 2023/24 budget.

#### 3. Lot 98/81 Subdivision

On track for completion by 4 December 2023. Operational updates to be provided by EMRIES.

#### 4. Precinct Plans

Council has been offered up to \$50,000 by the State Government to undertake a feasibility study for the roads camp/contractor's camp relocation. Application is presently being prepared by the Governance team for submission to the State prior to end of October 2023.

#### 5. Cattle

Update to be provided via Workshop session with Councillors prior to October Ordinary Meeting.

#### 6. Carbon

Fire operator contracts expire at the end of the 2023 fire season. It is expected that Council will go out to tender in or around November/December 2023 for a contract to be awarded by Council in January 2024. Council presently awaiting State Government outcome of LRF application submitted 13/10/23.

#### 7. 5-Year Corporate Plan

UpNorth will provide a draft Corporate Plan to Council and undertake a second community consultation in October with the goal of having the final Corporate Plan presented and adopted by Council in the November meeting.

UpNorth are proposing to be in Community:

- Tuesday 31<sup>st</sup> October – meeting with Councillors to discuss draft community consultation plan / approach
- Tuesday 31<sup>st</sup> October – community consultation
- Wednesday 1<sup>st</sup> November – meeting with Councillors to community consultation outcomes and draft plan

**Council to confirm this approach and timing.**

#### 8. KASC Annual Report 2022-2023

Draft Annual Report will be submitted to external graphic designer week commencing 16th October with draft design finalised by 31st October for Executive Team and Auditor review prior to submission for Council adoption in OM November.

## **9. Caretaker 2024**

Due to a clash with Easter Saturday in 2024, the State Government has announced the Local Government quadrennial election day for Saturday 16 March 2024. Caretaker mode will apply between the date ECQ publishes the date of election (likely 1 month prior to election day), up to the election day. Accordingly, Council should expect Caretaker to apply between 16 Feb and 16 March 2024.

Dr. Chris McLaughlin



***Acting Manager Governance***

## ANNUAL OPERATIONAL PLAN UPDATE - Q1 FY 2023- 2024 (1 July - 30 September 2023)

### Office of the CEO

CEO Office				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Corporate Plan	CEO Office Governance	Council has a current and new Corporate Plan by 31 December 2023	Councillor input session EMT input session Community Consultation Adopted Coporprate Plan	50% 50% 50% 50%				Councillors have participated in 2 workshops with upnorth  1 community consult completed with one more session planned On track
Carbon Abatement Project	CEO Office	Council Continues Abatement	Council maintains compliance obligations with clean energy regulations Budget compliance	100% 100%				Ongoing  On track
Cattle Company	CEO Office	Council continues to destock and sell its cattle across both PICs	Council maintains compliance obligations with LPA Budget compliance	100% 50%				Ongoing Profit impacts due market
Capital Prioritisation	CEO Office	Council has a capital prioritization strategy and program for New assets that are funded by grants opportunities	Develop Strategy Develop a List of Assets Reference Asset Management Plans Apply Strategy	50% 75% 50% 25%				Ongoing Ongoing light vehicles list completed ongoing work required and to be informed by UNGANCO system
Oriners & Sefton Committee	CEO Office	Council has an active and productive committee that provides guidance for operations at Oriners and Sefton Stations	Hold meetings in accordance with the Terms of Reference  Undertake annual review of Terms of Reference (and membership)	100%				2 meetings held
Grants Management Framework	CEO Office	Council has a framework in place to define when Council applies for grants, how that is communicated, how it will be managed, and Council's performance for all grants.	Develop framework Implement framework	25% 0%				Priorities identified  No progress towards implementation
Trustee Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for Trustee management of the Kowanyama DOGIT	Hold meetings in accordance with the Terms of Reference  Undertake annual review of Terms of Reference (and membership)	100%				1 meeting held
Council of Elders Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for community priority issues	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership)	0%				Terms of Reference approved by Council and membership advertised (twice). No applicant to dc

## ANNUAL OPERATIONAL PLAN UPDATE – Q1 FY 2023– 2024 (1 July – 30 September 2023)

### Corporate Services & Finance

Corporate Services & Finance				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Chart of Accounts Review	Finance	Provide improved financial information for departments, sections, and functions of Council.	Each function of Council has been reviewed  Reports produced tailored to department, section, and function.	15%  15%				Work has commenced with aim of having this completed by Financial year ending 30 June 2024.
Performance Review of Councils functions	Finance	Perform a financial assessment on individual functions of Council to find savings	Each function of Council will be reviewed on a rolling program basis	50%				Work will continue throughout the financial year to continue to drive efficiencies and strive for Continuous Business Improvement.
Asset Management Plans	Finance EMRIES	Complete Council Wide Asset Management Plan	Initial Organisational Wide Asset Management Plan based on Asset Register Water Sub-Plan Sewerage Sub-Plan Urban Roads Sub-Plan Buildings Sub-Plan	10%				Unganco has started this process and will continue to develop this throughout the Financial Year.
Asset Condition Assessments	Finance EMRIES	Council performs a condition assessment of three asset classes and revaluation.	Building Condition Assessment Urban Roads Condition Assessment Staff Housing Condition Assessment Revaluations completed for each.	5%				Revaluation process will commence late in FY24 with the aim to have undertaken a comprehensive revaluation on all asset classes by 30 June 2025.
Financial Sustainability	Finance	Develop a strategy for Council to achieve States new Financial Sustainability Framework	Inform Councillors of New Framework Develop a Proposed strategy Apply strategy to 2023/24 Budget	100%				This has now been completed. This was developed as part of the FY24 Budget build.
Long-Term Financial Management Plan (LTFP)	Finance	Current LTFP that is in line with the new: Corporate Plan Enterprise Risk Plan Asset Management Plan	Develop New LTFP Inform Council of financial sustainability Adopt new LTFP	35%				Draft Cash Flow forecast has been developed in conjunction with the department. This project will continue to evolve during FY24.
Purchase Store Modernization	Finance	Electronic Stock Management Software	Investigate options for electronic stock management Develop an implementation plan	0%				No progress updates on this project.
Works Order System	Finance	Electronic Work Order System to replace manual system	Investigate software options within Synergy Develop an implementation plan	0%				No progress updates on this project.
Finance System	Finance	Identify alternate Finance System to align with Council requirements	Investigate software options	0%				No progress updates on this project.
New On-Boarding for staff	Human Resources	The program is implemented to the point all current and new staff have an appropriate induction	Develop Program Implementation Strategy Implement for new employees Program implemented for current employees	10%				This project has commenced and will form part of the HR/Payroll System upgrade.
Electronic Time-Sheeting	Human Resources	Council has a working electronic payroll system	Investigate options Implement	10%				Meetings have commenced with suitably qualified suppliers to scope out a project plan.
Employee Retention Strategy	Human Resources	Develop strategy to reduce employee turnover, prevent attrition, increase retention and employee engagement	Review of Council's recruitment and induction processes Develop and implement Employee Award Program Review of Staff Housing entitlements	10%				Meetings have commenced with suitably qualified suppliers to scope out a project plan.

## ANNUAL OPERATIONAL PLAN UPDATE - Q1 FY 2023- 2024 (1 July - 30 September 2023)

Employee Benefits Review	Human Resources	Understand the gaps in achieving equitable employee benefits across the organisation	Review of all Employee benefits Gap analysis report for EMT If required project developed to create equality.	0%				Project yet to commence.
Education (15-18 years)	Human Resources	School based Apprenticeship & Traineeship Program	Develop Apprenticeship Traineeship program for 15 – 18-year-old students Develop post-school support for student who do not complete program while at school.	0%				Project yet to commence.
Community WiFi	Information, Communications & Technology	StarLink implementation	Research and identify suitable grants for community WiFi projects. Develop a comprehensive grant application with a well-defined implementation plan. Secure grant funding for the StarLink Community WiFi project.  Increase community access to reliable and high-speed internet connectivity at one or more sites. Measure community satisfaction and utilization of the Community WiFi service.	20%				Actively engaged with Pinnacle IT and Telstra for this project. Research and grant funding application are in progress, pending a fitting grant; grant funding and implementation are pending.
Indigenous Knowledge Centre	Information, Communications & Technology	To investigate the feasibility of establishing an Indigenous Knowledge Centre coordinator and associated facility in conjunction with the state library and 12 other indigenous shire councils.	Complete feasibility report.	0%				No progress updates available at this time.
Website Review	Information, Communications & Technology	All information on the website is accurate and current	Review of Current Information Gap report produced Website review to focus on community involvement/participation.	50%				Relevant line managers and the Executive Team have provided input. Community consultation is pending to complete the project.
CCTV (Community Safety Plan)	Information, Communications & Technology	Implement and maintain an expanded CCTV platform, in line with Community Safety Plan and Current CCTV Policy	Implement required CCTV in accordance with Safety Plan  Review to ensure compliance obligations are met.	100%				Actively engaged with Fourier Technologies for this project, with all existing CCTV cameras successfully migrated onto the new NVR.
Electronic Workflows and Paperless Work Environment	Information, Communications & Technology	Reduce the carbon footprint of Council by implementing processes that reduce paper usage.	Development of electronic workflows (including electronic signatures)  Develop processes that are efficient while not sacrificing compliance and fraud risk Implement where appropriate for the period	33%				Line managers and the Executive Team provided forms for electronic conversion, which have been digitised. Adobe Acrobat licenses have been procured, awaiting installation for electronic signing implementation. The Sharepoint Redevelopment Project components are pending.
ICT Asset Register	Information, Communications & Technology	Council's ICT register is current	Review register  Improve the quality of register Develop maintenance strategy or process	75%				All mobile devices and endpoints have been accurately recorded, and their registers maintained. Currently awaiting information from Fourier Technologies regarding devices that are no longer in use.
Records Management Disposal Strategy	Information, Communications & Technology	Council has a working disposal program implemented for records	Investigate strategies or outsourcing Develop plan Implement	0%				No progress updates available at this time.
ICT Policy review	Information, Communications & Technology Governance	All ICT policies are current	Review of ICT Policies to identify gaps  Review of current policies Implement all policies	90%				All ICT policies have undergone a comprehensive review and are set to be up-to-date, pending final approval at the upcoming Council Meeting.
PC/Endpoint Replacement Plan	Information, Communications & Technology	Develop ICT Asset Replacement Policy	Define guidelines for device lifespan and replacement.	20%				Identified devices for replacement and set guidelines based on industry standards. The ICT Asset Replacement Policy is pending development. Waiting for information from Fourier Technologies to proceed with bulk replacements and expired endpoint disposal.

## ANNUAL OPERATIONAL PLAN UPDATE - Q1 FY 2023- 2024 (1 July - 30 September 2023)

			Use asset register of existing PCs and endpoints to implement a regular replacement cycle for outdated devices.					
Cybersecurity and Fraud Training	Information, Communications & Technology	Conduct cybersecurity training for staff	<p>Decrease likelihood of reported security incidents by providing a combination of online learning materials and group training exercises.</p> <p>Conduct follow-up assessments to measure knowledge retention and awareness improvement.</p> <p>Increase in the adoption of secure practices by staff members.</p> <p>Improve incident response time and minimize the impact of security breaches</p>	0%				No progress updates available at this time.
SharePoint Redevelopment Project	Information, Communications & Technology	Restructure SharePoint and implement operational structure	<p>Develop a new information architecture for SharePoint</p> <p>Migration of all existing data and documents to the new structure.</p> <p>Train and educate staff on the new SharePoint structure and features.</p>	10%				The Governance and Operations site has been redesigned following consultation with relevant staff. Registers and subsequent automations are now in place across Governance, ICT, and HR. The finalisation of the project awaits the incoming IT Support and Records Officer.
SharePoint Naming Conventions	Information, Communications & Technology	Create Office 365 user manual	Document and communicate the naming conventions for SharePoint sites, libraries, and files	0%				Fundamental guidelines for Office 365 and naming conventions have been documented. The project's progress relies on the completion of the SharePoint Redevelopment Project.
CCTV Migration	Information, Communications & Technology	Remediate and migrate CCTV system to the NX Witness platform with an improved NVR	<p>Assess the current CCTV system.</p> <p>Plan and execute the migration of the CCTV infrastructure to the new NX Witness platform with an upgraded NVR.</p>	20%				Actively engaged with Fourier Technologies for this project. Research and grant funding application are in progress, pending a fitting grant; grant funding and the implementation are pending.
Network Switch Replacement	Information, Communications & Technology	Replace outdated network switches	<p>Identify and prioritize outdated switches for replacement.</p> <p>Develop plan</p> <p>Implement</p>	20%				The switch at the post office has been replaced and installed. Critical switches for the Kowanyama Administration Office and Lands Office are pending scope and design with Fourier Technologies.
Transition to M365/Azure Modern Workplace	Information, Communications & Technology	Transition to Microsoft 365 and Azure	<p>Plan and execute the migration of email and collaboration services to Microsoft 365.</p> <p>Implement Azure Active Directory for centralized user management.</p> <p>Train and support staff</p>	0%				No progress updates available at this time.
New Planning Scheme	Governance	Council has a current planning scheme by 30 June 2024	<p>Complete associated studies for the planning scheme</p> <p>Develop a new scheme</p> <p>Community consult process</p> <p>State approval</p> <p>Adopted planning scheme</p>	0%				No progress updates available at this time. Awaiting on direction from State Government regarding funding.
Business Continuity Plan	Governance	Council has a current Business Continuity Plan by 31 December 2023	<p>Review the current framework to meet the current Australian standard</p> <p>Adopt all policy instruments</p>	10%				Business Continuity Planning and Enterprise Risk Management Workshops scheduled for November 2023.
State Compliance Checklist	Governance	Council is compliant with all compliance obligations per the States compliance checklist, which is defined by the Local Government Act and Regulation.	<p>Review checklist</p> <p>Review and adopt all associated policies</p> <p>Compliance checklist is signed off by EMT</p>	100%				Six monthly compliance checks completed end of June 2023. Next scheduled review is December 2023.

## ANNUAL OPERATIONAL PLAN UPDATE - Q1 FY 2023- 2024 (1 July - 30 September 2023)

### Roads, Infrastructure and Essential Services

Roads, Infrastructure and Essential Services				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Fleet Replacement Program	EMRIES	Council has a program to replace its fleet with a prioritisation strategy	Assessment of each vehicle is completed Strategy developed for replacement Appropriate vehicles purchased	75% 20% 50%				Ongoing progress Ongoing progress  Purchased according to the fleet purchase plan for FY 2023/2024
Council Building renewal program	Building Management	Council has a program of capital renewal for council buildings based on the Asset management Plan	Each function of Council has been reviewed  Life cycle planning	10%  10%				Needs to be reviewed Developing this waiting to hire project manager
Community Housing	Building Management	Responsible management of repairs, maintenance and upgrades of existing assets, compliance with regulator requirements and undertaking of works in line with contracts	Receive, allocate and program works within nominated QBuild contract timeframes  Timely completion of internal works  Utilisation of local workforce  Revenue in line with agreed profit margins	50%  75%  50%  100%				Catching up with Q Build at least once a month to ensure they are satisfied with our progress Positive feedback has been received from Q Build that our delivery has improved in the last 2 years
ICICIP Water, Waste & Solid	Essential Services	ICICIP capital works are completed within budget of grant.	Capital Project	85%				This project is target for completion by end of 2023
DRFA Works	Roads	DRFA funded works are completed within budget of grant allocation	Scope of works is completed  Project completed within budget  Project completed within budget time	40%  40%  50%				The assessment has been completed by Consultant.
Drinking Water Improvements	Essential Services	To continue to meet the current QLD drinking water standards.	Implement suggested improvements per recent audit.	25%				Monthly testing regime in place.
Airport Infrastructure	EMRIES	Ensure all airport infrastructure conforms to CASA requirements including fuel farm, runway and PAL system.	Audits undertaken with suggested improvements implemented.	50%				Aerodome Design undertook inspection on Wednesday 11 October 2023 and waiting for audit report.

## ANNUAL OPERATIONAL PLAN UPDATE – Q1 FY 2023– 2024 (1 July – 30 September 2023)

### Community Services and Cultural Heritage

Community Services and Cultural Heritage				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Community Safety Plan	EMCS	Council's Community Safety Plan is implemented within the restraints of financial resources	Improvements are implemented Night Patrol is recruited Youth diversion program is implemented Implement programs for capacity building – Community and Employees	25% 50% 50% 50%				Ongoing Progress Seeking more personnel to cover the Christmas period. No progress update at this point Ongoing Progress
Land and Cultural Protection	Land & Sea	Land and Cultural Protection is compliant and maintained the standard of service	Biosecurity Plan is developed and Biosecurity Plan is adopted Cultural activities are conducted	30% 0% 75%				Ongoing Progress To be adopted once completed. Cultural Activities and Cultural Induction activities have been ongoing
0 – 5 Education	EMCS	Council fosters the development of education for children 0-5 years	Development of an early year's program Implement program`	30% 25%				Ongoing Progress Implementation to commence next quarter
Sport and Recreation Events	Sport & Recreation	Council delivers programs and events to increase participation in activities	Annual calendar of events is held Swimming pool programs is implemented	50% 100%				Implementation of events ongoing Completed
Aged Care Compliance	Aged Care NDIS	Council maintains an aged care compliant service	Council maintains compliance with the federal government aged care standards Any improvements identified are implemented	50% 40%				Facility operates in line with compliance requirements Ongoing Progress
Containers for Change	EMCS Waste	Have Containers for Change operating in Kowanyama	Development of Infrastructure completed Implement program	40% 25%				Implementation to commence next quarter Implementation to commence next quarter
Community Engagement / Events	EMCS CEO	Proactive engagement of community events to encourage community participation, support celebration of culture.	Development event calendar FY-2024 Implement event programs	25% 10%				Development of Event Calendar FY2024 in progress Development of Event Programs FY2024 in progress
Women's Men's and Youth Services	EMCS	Council maintains a Women's, Men's, and Youth compliant service	Men's Shed activities are conducted  Women's Group activities are conducted Youth Work experience activities conducted	50%  50% 50%				Men's Group activities conducted on a regular basis. Women's Group activities conducted on a regular basis.  Youth Work experience are conducted in conjunction with the Kowanyama State School

## 5.2.1.b - Finance Update

Title:	Finance Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	25 October 2023

### Key Items

#### 1. Financial Report September 2023

A monthly Finance report for the month of September 2023 has been prepared as at **Attachment 1**.

- Key points from the September 2023 YTD report are as follows:
  - net operating result (before depreciation) is a \$2,218K profit, which is \$542K better than budget
  - actual net operating income is \$8,782K which is \$459K better than budget
  - actual operating expenditure is \$6,564K which is \$542K better than budget
  - Net profit/(loss) (after depreciation) is -\$245K, which is \$542K better than budget
  - Untied Cash Funds balance is \$17,201K

### Recommendation:

That Council note the:

- Monthly Financial Report -September 2023

**Attachments:**

- Monthly Financial Report - September 2023



# Financial Report

## September 2023





**Financial Report September 2023**

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(all results are in \$)



## **Year to Date September 2023**

### **Finance Summary**

The YTD September 2023 financials show an actual operating loss of \$245,841 compared to a budgeted loss of \$787,858.

Favourable variances arose for the Indigenous Council Funding Program \$549,320 which replaces the State Government Financial Aid, Revenue Replacement and Indigenous Economic Development Grants and was higher than budget and the Operating Grants and Aged Care Programs \$470,482 mainly due to the timing of funding revenue and expenditure and Corporate Services \$429,080.

These are partially offset by unfavourable variances for General Council \$648,194 mainly due to the timing of the Self Insurance Provision for FY2023, Kowanyama Cattle Co \$330,656 mainly due to lower sales volumes and the Batching Plant \$224,006 due to lower volumes to date than budgeted

Capital program works are progressing and all projects are within budget allocations.

Kowanyama Aboriginal Shire Council

Profit & Loss

Period ending - 30/09/2023

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	\$	\$	\$	\$
<b>Income</b>				
Council Rates, Levies & Charge	595,324	563,139	32,185	563,139
Commissions & Fees Revenue	40,397	49,110	(8,713)	196,449
Aviation Landing Fees	70,244	68,850	1,394	275,400
Other Fees & Charges	4,452	0	4,452	0
Accommodation Revenue	270,638	281,247	(10,609)	1,125,000
Rental Income	212,042	248,748	(36,706)	995,000
Interest Received	172,112	51,000	121,112	204,000
Sale of Goods Revenue	357,580	1,015,746	(658,167)	2,234,985
Services Revenue	1,323,368	1,273,176	50,192	6,042,446
Aviation Fuel Revenue	98,669	99,999	(1,330)	400,000
Insurance Recoveries	44,140	0	44,140	0
Fuel Tax Credits	2,759	3,000	(241)	12,000
Other Income	234,667	147,249	87,418	589,000
Training Recoveries	0	25,000	(25,000)	100,000
State Government Grants - Operating	4,144,039	3,386,472	757,567	4,717,491
Commonwealth Government Grants - Operating	327,731	601,375	(273,644)	5,159,675
Internal Cost Recoveries - Sale of goods	288,853	137,499	151,354	550,000
Internal Cost Recoveries - Services	593,230	370,611	222,619	1,482,471
Profit on Asset Disposal	1,909	0	1,909	0
<b>Total Income</b>	<b>8,782,155</b>	<b>8,322,221</b>	<b>459,934</b>	<b>24,647,056</b>
<b>Less Expenses</b>				
Cost Of Goods Sold	373,814	343,845	(29,969)	1,375,400
Stock Adjustments & Stocktake variances	559	0	(559)	0
Wages - Permanent Staff	2,031,713	2,190,657	158,944	9,355,713
Superannuation	226,563	253,245	26,682	1,082,085
Recruitment & Relocation	440	34,920	34,480	139,700
Workers Compensation	47,122	49,158	2,036	194,350
Staff Education & Training	7,900	66,717	58,817	266,937
Training and Workcare Costs - recoverable	0	1,872	1,872	7,500
Employee Assistance Program	0	624	624	2,500
Audit Fees	22,500	24,870	2,370	99,500
Admin Expenses	0	5,622	5,622	22,500
Advertising Costs	955	11,043	10,088	44,200
Memberships & Subscriptions	58,977	24,108	(34,869)	96,500
Postage & Stationery	9,725	8,271	(1,454)	33,180
Staff Amenities	5,977	10,260	4,283	40,670
MV Expenses - Fuel	34,076	38,667	4,591	152,975
MV Expenses - Registration	(1,613)	17,184	18,797	67,800
MV Expenses - Running Costs	0	123	123	500
R&M - MV Expenses	65,437	54,988	(10,449)	213,053
Plant Fuel & Oil Expenses	79	300	221	1,200
Plant Hire	10,355	11,748	1,393	47,000
Consultants	5,116	64,515	59,399	258,113
Contractors	598,611	1,104,580	505,969	4,161,380

Kowanyama Aboriginal Shire Council

Profit & Loss

Period ending - 30/09/2023

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	\$	\$	\$	\$
Legal Expenses	10,129	22,497	12,368	90,000
Accountancy Fees	9,200	22,500	13,300	90,000
Computer, IT & Network	74,258	176,115	101,857	704,500
Telephone, Fax & Printers	43,965	71,916	27,951	287,300
Cleaning	7,356	11,814	4,458	47,370
Freight	69,732	48,729	(21,003)	159,430
Security	4,632	5,007	375	20,050
Catering	35,922	48,458	12,536	165,900
Donations	95,510	50,000	(45,510)	50,000
Safety Equipment	3,989	6,129	2,140	23,550
Protective Clothing/Uniforms	4,171	11,562	7,391	45,350
Consumables/Materials	159,186	185,810	26,624	707,415
Mobilisation & Demobilisation	4,850	948	(3,902)	3,800
Electricity	100,737	102,915	2,178	411,766
Small Tools, Equipment And Furniture	28,725	19,542	(9,183)	78,250
Portable & Attractive Assets	5,184	25,737	20,553	103,009
R&M - Roads & Infrastructure	0	2,499	2,499	10,000
R&M - Buildings	16,152	41,736	25,584	167,000
R&M - Plant & Equipment	102,887	49,134	(53,753)	196,600
R&M - Other	5,550	11,742	6,192	47,043
Travel Exps - Accommodation	21,256	25,064	3,808	100,300
Travel Exps - Airfares	43,170	73,334	30,165	233,400
Travel Exps - Car Hire/ Taxis/ Km'S	2,479	11,977	9,498	48,000
Travel Exps - Meals & Incident	28,803	30,737	1,934	123,000
Rent	35,514	33,621	(1,893)	534,500
ATM & Eftpos Fees, Bank Charges & Interest	9,500	11,997	2,497	48,000
Insurance	2,009,888	1,144,497	(865,391)	1,277,997
Bad Debts Written Off	637	0	(637)	0
Fees & Charges	4,896	612	(4,284)	2,470
Licences	2,254	2,694	440	10,800
Rates & Taxes	17,702	9,624	(8,078)	38,500
Internal Cost Charges - Sale of Goods & Services	107,742	151,725	43,983	607,000
Internal Cost Allocation - Wages	0	(81,249)	(81,249)	(325,000)
<b>Net Operating Expense</b>	<b>6,564,279</b>	<b>6,646,740</b>	<b>82,461</b>	<b>23,770,056</b>
<b>Net Operating Profit / (Loss)</b>	<b>2,217,875</b>	<b>1,675,481</b>	<b>542,394</b>	<b>877,000</b>
Depreciation	2,463,356	2,463,339	(17)	9,853,420
<b>Net Profit / (Loss)</b>	<b>(245,481)</b>	<b>(787,858)</b>	<b>542,377</b>	<b>(8,976,420)</b>

## Net Operating Results by Program

Office of the CEO					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Kowanyama Office	Deficit	(\$108,132)	(\$140,631)	\$32,499	(\$594,545)
Councillor Costs	Deficit	(\$115,596)	(\$131,850)	\$16,254	(\$560,256)
General Council	Deficit	(\$2,072,240)	(\$1,427,046)	(\$645,194)	(\$4,168,153)
Arthur Beetson - Legends	Deficit	(\$101,031)	(\$70,000)	(\$31,031)	(\$70,000)
KASC Events	Deficit	(\$30)	\$0	(\$30)	\$0
Cleaning Services	Deficit	(\$35,671)	(\$50,358)	\$14,687	(\$217,298)
Accommodation Facilities	Surplus	\$201,400	\$153,138	\$48,262	\$581,853
Car Hire	Deficit	(\$237)	\$0	(\$237)	\$0
<b>TOTAL Office of the CEO</b>	<b>Deficit</b>	<b>(\$2,231,536)</b>	<b>(\$1,666,747)</b>	<b>(\$564,789)</b>	<b>(\$5,028,399)</b>

Community Services & Cultural Heritage					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Untied Funding Programs</b>					
Community Bus	Deficit	(\$63)	(\$15,630)	\$15,567	(\$66,768)
Mp Sport & Rec Facility	Deficit	(\$63,506)	(\$38,730)	(\$24,776)	(\$162,398)
National Disability Insurance Scheme (Ndis)	Surplus	\$32,396	\$48,156	(\$15,760)	\$181,767
NAIDOC	Deficit	(\$45,905)	(\$23,000)	(\$22,905)	(\$28,000)
Indigenous Economic Development	Deficit	(\$25,099)	\$55,529	(\$80,628)	(\$25,904)
Hcp/Medicare Payments For Aged Care	Surplus	\$102,014	\$63,705	\$38,309	\$237,677
Meals On Wheels (MOW)	Deficit	(\$2,942)	\$507	(\$3,449)	\$2,000
Aged Care CHSP	Surplus	\$127,706	\$17,838	\$109,868	\$55,975
Aged Care Rent	Surplus	\$1,840	\$0	\$1,840	\$0
<b>Subtotal - Untied Funding Programs</b>		<b>\$126,441</b>	<b>\$108,375</b>	<b>\$18,066</b>	<b>\$194,349</b>
<b>Tied Funding Programs</b>					
IAS RIBS	Deficit	(\$5,642)	\$1,054	(\$6,696)	\$0
Dept Of Emergency Services	Surplus	\$6	\$3	\$3	\$0
Dete Childcare	Surplus	\$46,253	\$2,538	\$43,715	\$0
Get Ready Queensland	Deficit	(\$82)	\$6	(\$88)	\$0
IAS Family Services	Surplus	\$23,364	\$3,705	\$19,659	\$0
IAS Sport & Rec	Surplus	\$32,052	\$1,512	\$30,540	(\$1)
Deadly Active Sport & Rec Program	Deficit	(\$75,451)	\$2,913	(\$78,364)	\$0
Kowanyama Men'S Shed Operating Grant	Deficit	(\$3,819)	\$10	(\$3,829)	\$0
Doha Njcp 279	Surplus	\$139,292	\$9,810	\$129,482	\$0
Aged Care Qcss	Surplus	\$18,307	\$0	\$18,307	\$0
Qld Health Public Health	Surplus	\$14,280	\$1,968	\$12,312	\$1
Womans Shelter	Surplus	\$28,321	\$4,442	\$23,879	\$0
Indigenous Rangers	Deficit	(\$178,538)	\$11,439	(\$189,977)	\$1,999
Women's Meeting Place Operating Grant	Surplus	\$315,209	\$4,446	\$310,763	(\$1)
Ddsatsip Community Safety Plan	Deficit	(\$13,063)	\$1,587	(\$14,650)	\$1
Service Enhancement Ddsatsip	Deficit	(\$140)	\$1,485	(\$1,625)	\$0
Community Night Patrol	Deficit	(\$34,399)	\$0	(\$34,399)	(\$1)
Daff - Indigenous Rangers Coastal Clean Up	Surplus	\$83,611	\$0	\$83,611	\$0
Queensland Community Support Scheme (Qcss)	Surplus	\$32,847	\$0	\$32,847	\$0
Local Decision Making Body (Ldmb)	Surplus	\$0	\$1,743	(\$1,743)	\$0
Sly Grog Go Away Project	Deficit	(\$49,832)	\$0	(\$49,832)	\$0
<b>Subtotal - Tied Funding Programs</b>		<b>\$372,575</b>	<b>\$48,661</b>	<b>\$323,914</b>	<b>\$1,998</b>
<b>TOTAL Community Services &amp; Cultural Heritage</b>	<b>Surplus</b>	<b>\$625,457</b>	<b>\$265,411</b>	<b>\$360,046</b>	<b>\$390,696</b>

## Net Operating Results by Program

Corporate & Financial Services					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Cairns Office & Finance	Deficit	(\$205,396)	(\$285,686)	\$80,290	(\$1,187,205)
Human Resources	Deficit	(\$77,528)	(\$127,515)	\$49,987	(\$535,802)
Governance	Deficit	(\$77,025)	(\$108,634)	\$31,609	(\$488,013)
Information, Communications & Technology	Deficit	(\$86,441)	(\$177,000)	\$90,559	(\$732,174)
Staff Housing	Surplus	\$3,865	\$0	\$3,865	\$0
Carbon Farming	Deficit	(\$103,484)	(\$210,931)	\$107,447	\$400,069
Centrelink	Surplus	\$5,459	\$2,577	\$2,882	\$3,239
Purchase Store	Deficit	(\$58,734)	(\$95,096)	\$36,362	(\$367,317)
Bakery	Deficit	(\$95)	\$0	(\$95)	\$0
Blue Cafe	Deficit	(\$11,366)	\$0	(\$11,366)	\$0
Kowanyama Cattle Co	Surplus	\$119,974	\$450,630	(\$330,656)	\$464,485
Post Office	Deficit	(\$31,441)	(\$41,721)	\$10,280	(\$186,107)
FAGS - General Purpose	Surplus	\$27,261	\$0	\$27,261	\$2,560,000
SGFA - State Government Financial Aid	Surplus	\$0	\$2,070,613	(\$2,070,613)	\$2,070,613
Indigenous Councils Funding Program (Icfp)	Surplus	\$3,464,633	\$0	\$3,464,633	\$0
Revenue Replacement	Surplus	\$0	\$764,700	(\$764,700)	\$764,700
<b>TOTAL Corporate &amp; Financial Services</b>	<b>Surplus</b>	<b>\$2,969,681</b>	<b>\$2,241,937</b>	<b>\$727,744</b>	<b>\$2,766,488</b>

Roads, Infrastructure & Essential Service					
Net Operating Results by Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Untied Funding Programs</b>					
Council Houses / Buildings	Deficit	(\$1,293,589)	(\$1,306,007)	\$12,418	(\$5,224,096)
Building/ Carpenters	Deficit	(\$147,603)	(\$172,509)	\$24,906	(\$751,311)
Electrician	Deficit	(\$28,676)	(\$61,596)	\$32,920	(\$267,703)
Essential Services	Deficit	(\$488,233)	(\$385,953)	(\$102,280)	(\$1,590,360)
Parks & Gardens	Deficit	(\$107,804)	(\$91,593)	(\$16,211)	(\$393,769)
Roads	Deficit	(\$42,711)	(\$89,745)	\$47,034	(\$117,415)
Workshop	Deficit	(\$5,422)	(\$69,366)	\$63,944	(\$277,500)
Swimming Pool	Deficit	(\$8,901)	(\$13,743)	\$4,842	(\$55,000)
Heavy Plant	Surplus	\$371,918	\$181,551	\$190,367	\$726,171
Road Contractors Camp	Deficit	(\$21,904)	(\$16,458)	(\$5,446)	(\$65,850)
Airport	Deficit	(\$112,733)	(\$96,792)	(\$15,941)	(\$412,473)
Batching Plant	Surplus	\$149,506	\$373,512	(\$224,006)	\$604,000
QBuild Upgrade Program	Surplus	\$153,279	\$89,937	\$63,342	\$359,750
QBuild R&M Program	Surplus	\$103,589	\$138,678	(\$35,089)	\$554,700
<b>Subtotal - Untied Programs</b>		<b>(\$1,479,284)</b>	<b>(\$1,520,084)</b>	<b>\$40,800</b>	<b>(\$6,910,856)</b>
<b>Tied Funding Programs</b>					
Department Of Tourism	Deficit	(\$3,356)	\$0	(\$3,356)	\$0
<b>TOTAL Road, Infrastructure &amp; Essential Services</b>	<b>Deficit</b>	<b>(\$1,482,640)</b>	<b>(\$1,520,084)</b>	<b>\$37,444</b>	<b>(\$6,910,856)</b>

<b>TOTAL NET OPERATING RESULT</b>	<b>Deficit</b>	<b>(\$119,040)</b>	<b>(\$679,483)</b>	<b>\$560,443</b>	<b>(\$8,782,071)</b>
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Capital	Deficit	(\$3,501,543)	(\$1,019,328)	(\$2,482,215)	(\$1,019,328)
<b>TOTAL NET CAPITAL RESULT</b>	<b>Deficit</b>	<b>(\$3,501,543)</b>	<b>(\$1,019,328)</b>	<b>(\$2,482,215)</b>	<b>(\$1,019,328)</b>

<b>TOTAL NET RESULT</b>	<b>Deficit</b>	<b>(\$3,620,582)</b>	<b>(\$1,698,811)</b>	<b>(\$1,921,771)</b>	<b>(\$9,801,399)</b>
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**CAPITAL PROJECTS SCHEDULE as at 30/09/23**

Project	PROJECT BUDGET			GRANT FUNDING			EXPENDITURE (excluding outstanding PO's)			Remaining Budget available as at 31/08/23	Status
	Project Funding - Grant	Project Funding - COF	Project Total Budget	Grants Received upto 30/06/23	Grants Received 2023/24	Grants balance not yet received	Expenditure to 30/6/23	Expenditure 2023/24	Total project expenditure to 31/08/23		
	a	b	g = (a + b)	c	d	h = (a - c - d)	e	f	i = (e + f)		
W4Q 21-24 Kiddies Wading Pool & Pumps Upgrade	300,000	0	300,000	150,000	0	150,000	429,774	181,014	610,788	(310,788)	
W4Q 21-24 Women's Meeting Place Stage 2 & 3	670,000	0	670,000	335,000	0	335,000	2,614	0	2,614	667,386	
W4Q 21-24 Workshop Compound Stage 3	390,000	0	390,000	195,000	0	195,000	327,250	22,482	349,732	40,268	
Dilgp Iccip Water, Waste & Solid	9,500,000	0	9,500,000	7,026,050	0	2,473,950	8,356,536	381,250	8,737,786	762,214	
Remote Housing Program - round 1	2,139,037	0	2,139,037	1,925,134	0	213,904	1,620,065	101,120	1,721,184	417,853	
Remote Housing Program - round 2	4,515,679	0	4,515,679	0	0	4,515,679	194,425	315,869	510,293	4,005,386	
Cyclone Vault	100,000	0	100,000	0	43,931	56,069	36,150	3,416	39,566	60,434	
Magnificent Creek Bank Fortification Kasc.0036.2122	492,788	0	492,788	147,836	0	344,951	0	0	0	492,788	
Airport Fuel Farm & Paalc Lighting Upgrades Dsdilgp	1,167,919	129,769	1,297,688	350,376	0	817,543	573,358	386,611	959,969	337,719	
Gas Storage And Roadway Access	196,650	21,850	218,500	58,995	0	137,655	21,572	27,325	48,897	169,603	
Essential Services Facility	650,000	0	650,000	195,000	0	455,000	87,121	238,659	325,780	324,220	
Drfa Repa 2021 Kasc.0025.2021	4,963,012	0	4,963,012	4,314,613	0	648,399	6,097,222	0	6,097,222	(1,134,210)	To be re-allocated
Drfa Town Streets Kasc.0024.2021	1,692,599	0	1,692,599	1,502,539	0	190,060	1,352,367	0	1,352,367	340,233	
DRFA National Park KASC.0026.2021	2,771,918	0	2,771,918	1,745,256	1,083	1,025,579	338,842	0	338,842	2,433,075	
Drfa Repa 2022 Kasc.0031.2122	4,432,289	0	4,432,289	3,563,253	13,340	855,695	4,790,741	131,438	4,922,179	(489,890)	To be re-allocated
QRA REPA KASC.0032.2122	545,826	0	545,826	163,748	0	382,078	11,933	0	11,933	533,894	
Magnificent Creek Bank Fortification section 1 KASC.0033.2122	1,243,444	0	1,243,444	373,033	0	870,411	0	0	0	1,243,444	
Flood Mitigation Catchment A Swale Drain KASC.0034.2122	521,778	0	521,778	156,533	0	365,245	0	0	0	521,778	
Magnificent Creek Bank Fortification section 2 KASC.0035.2122	779,663	0	779,663	233,899	0	545,764	0	0	0	779,663	
Qra Kasc.0037.2122D.Rec	1,173,352	0	1,173,352	352,006	0	821,346	33,800	0	33,800	1,139,552	
Qra Kasc.0038.2122D.Rec	1,224,676	0	1,224,676	367,403	0	857,273	40,391	0	40,391	1,184,285	
Drfa Emergent Works 2023	724,354	0	724,354	0	0	724,354	498,276	226,078	724,354	0	
DRFA Flood Risk Management Program KASC.0042.2122	166,750	0	166,750	0	50,025	116,725	0	0	0	166,750	
Qra Repa Rural Kasc.0041.2223	7,565,188	0	7,565,188	0	2,269,557	5,295,632	64,232	2,429,100	2,493,333	5,071,856	
Waste Truck - Dept Environment & Science	430,000	0	430,000	301,000	129,000	0	392,700	4,500	397,200	32,800	
SES Vehicle	55,000	0	0	0	0	55,000	0	0	0	0	
Essential Services Truck for crane	0	90,000	90,000	0	0	0	0	0	0	90,000	Received Oct 2023
Community Hall Connectivity	0	10,954	10,954	0	0	0	0	0	0	10,954	
Training Centre ReRoof	0	80,000	80,000	0	0	0	12,900	0	12,900	67,100	
Training centre Wiring	0	55,000	55,000	0	0	0	30,941	0	30,941	24,059	
Training Centre CCTV	0	15,000	15,000	0	0	0	0	0	0	15,000	
Asset Management Reserve - Renewals program	0	594,237	594,237	0	0	0	20,036	58,011	78,047	516,190	
Fuel Tanks Diesel	0	100,000	100,000	0	0	0	0	0	0	100,000	
Fleet Renewals FY24	0	500,000	500,000	0	0	0	0	351,158	351,158	148,842	
Laundromat Upgrade	0	50,000	50,000	0	0	0	0	0	0	50,000	
CCTV Migration	0	30,000	30,000	0	0	0	0	0	0	30,000	
SharePoint Redevelopment Project	0	22,000	22,000	0	0	0	0	0	0	22,000	
Switch Replacement	0	50,000	50,000	0	0	0	0	0	0	50,000	
Community WiFi	0	7,500	7,500	0	0	0	0	0	0	7,500	
Coffee Machine - Kowanyama Office	0	10,000	10,000	0	0	0	0	0	0	10,000	
W4Q 21-24 Staff House's Stage 2	340,000	0	340,000	170,000	0	170,000	338,740	0	338,740	1,260	Complete
Fleet Renewals FY23	0	148,608	148,608	0	0	0	149,264	(899)	148,365	243	Complete
R2R - LRCIP Phase 3	314,862	1,310	316,172	236,147	0	78,715	316,172	0	316,172	0	Complete
Women's Meeting Place Stage 1	313,000	0	313,000	313,000	0	0	284,865	0	284,865	28,135	Complete
DRFA Repa 2019	3,424,603	0	3,424,603	3,424,603	0	0	3,462,863	0	3,462,863	(38,260)	Complete
Qra 2019 Betterment Kasc.0007 & 0008	251,660	0	251,660	251,660	0	0	213,641	0	213,641	38,020	Complete
DRFA REPA 2020	6,906,038	0	6,906,038	7,692,476	1,435	(787,874)	7,188,755	0	7,188,755	(282,717)	Complete
DRFA 2020 Town Streets	661,882	0	661,882	260,326	0	401,557	235,258	0	235,258	426,625	Complete
	<b>60,623,966</b>	<b>1,916,227</b>	<b>62,485,194</b>	<b>35,804,886</b>	<b>2,508,371</b>	<b>22,310,710</b>	<b>37,522,801</b>	<b>4,857,131</b>	<b>42,379,932</b>	<b>20,105,262</b>	

# Kowanyama Aboriginal Shire Council



Year to Date September 2023

<b>Current Assets</b>	23/24	<b>Current Liabilities</b>	
Cash At Bank & Onhand	16,599,145	Trade Creditors	- 1,853,484
Self Insurance Reserve	- 1,974,152	Accrued Expenses	- 473,604
Trade & Other Receivables	1,314,819	Income Received in Advance	
Provision For Doubtful Debts	- 74,841	Payroll & Other Creditors	-
Inventories	752,971	Loan Liability	- 105,671
GST Receivable	271,690	Provisions	- 863,971
Accrued Income / Payments in advance	1,252,011	Lease Liability	- 84,265
<b>TOTAL CURRENT ASSETS</b>	<b>18,141,643</b>	<b>TOTAL CURRENT LIAB</b>	<b>- 3,380,995</b>
		<b>Non-Current Liabilities</b>	
<b>Non-Current Assets</b>		Loan Liability	- 1,102,415
Finance Leases	6,947,587	Provisions	- 2,773,868
Prepaid Pastoral Leases	164,358	Lease Liability	- 572,718
Security Deposits	17,500	<b>TOTAL NC LIABILITIES</b>	<b>- 4,449,000</b>
<i>Property, Plant &amp; Equipment (at written down value)</i>			
Buildings	29,433,126	<b>TOTAL LIABILITIES</b>	<b>- 7,829,995</b>
Residential Housing	50,661,444		
Plant & Equipment	764,230	<b>TOTAL NET ASSETS</b>	<b>195,756,796</b>
Motor Vehicles	1,669,355		
Furniture & Fittings	0	<b>Equity</b>	
Roads, drainage, culverts	59,688,408	Asset Revaluation Reserve	103,414,721
Water	6,138,843	Retained Earnings	92,342,074
Sewerage	2,907,077	<b>TOTAL EQUITY</b>	<b>195,756,796</b>
Other Infrastructure	11,790,779		
Works in Progress	14,645,624		
Right of Use Asset	616,818		
<b>TOTAL NON-CURRENT ASSETS</b>	<b>185,445,148</b>		

**TOTAL ASSETS** **203,586,791**

		Trade Debtors & Other		
		Ageing	Trade Creditors (Payables)	
<b>Cash Position</b>		Current	\$ 734,415	\$ 1,847,277
Total Cash At Bank - All Accounts	\$ 16,369,028	30 Days	\$ 263,671	\$ 6,206
Tied Funds - Quarantined Operating	\$ 647,553	60 Days	\$ 104,258	\$ -
Tied Funds - Quarantined Capital	-\$ 3,453,342	90+ Days	\$ 212,475	\$ -
Tied Funds - Self-Insurance Reserve	\$ 1,974,152	<b>Total</b>	<b>\$ 1,314,819</b>	<b>\$ 1,853,484</b>
Operating Funds remaining	\$ 17,200,665			
<b>Financial Sustainability Goal - 6 Months</b>	<b>Months</b>			
Number of months covered - Statements	8.65			
Number of months covered - Capital Grants Awaiting	10.82			
<i>Estimated Monthly Expenditure</i>				
Payroll - Budget	\$886,000			
Materials and Services - Prior Year Actuals	\$703,892			
<b>Total per month</b>	<b>\$1,589,892</b>			

### 5.2.1.c – Human Resources Information Report

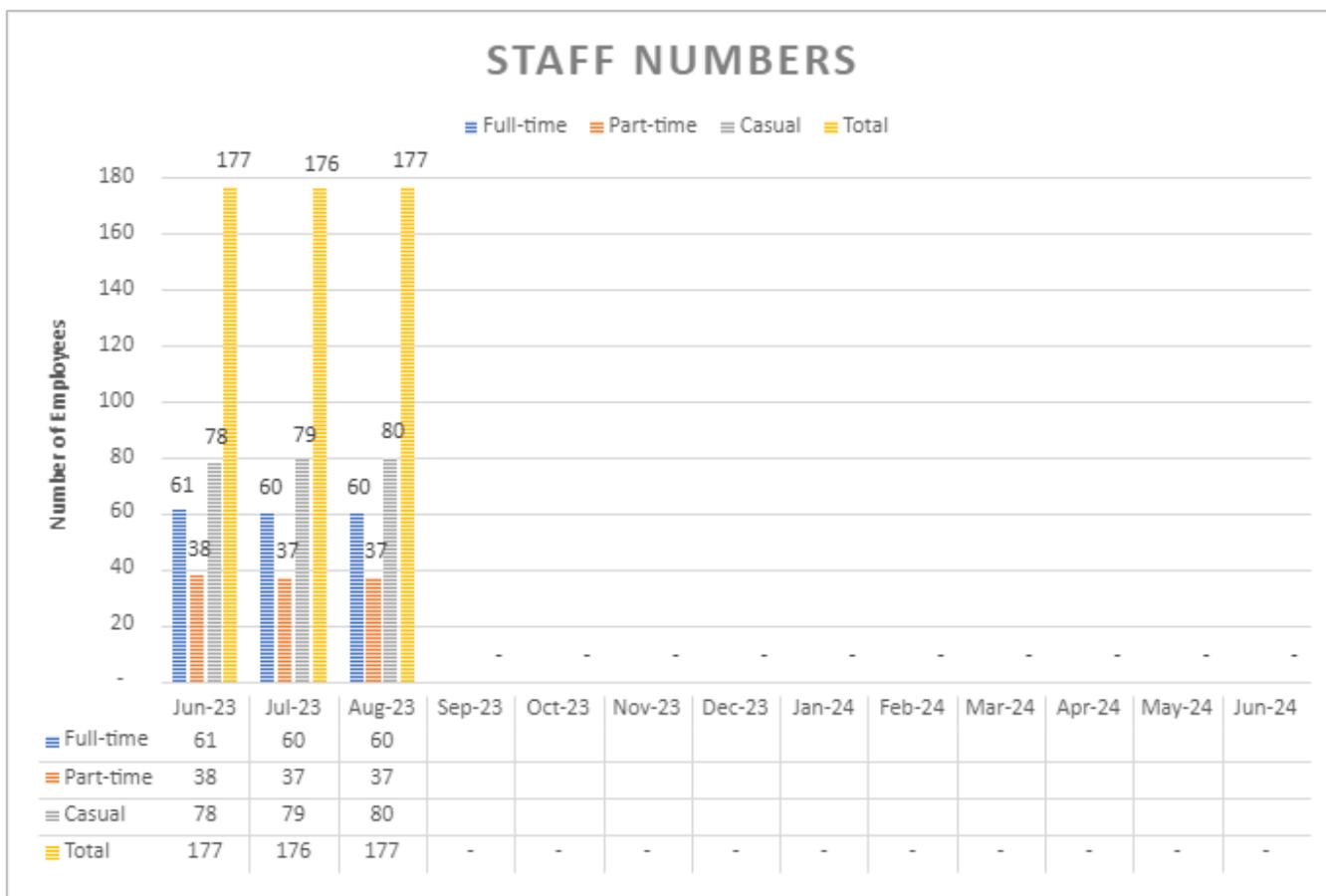
Title:	HR Monthly Information Report
Author:	Manager Human Resources
Meeting Date:	25 October 2023

#### HR Key items

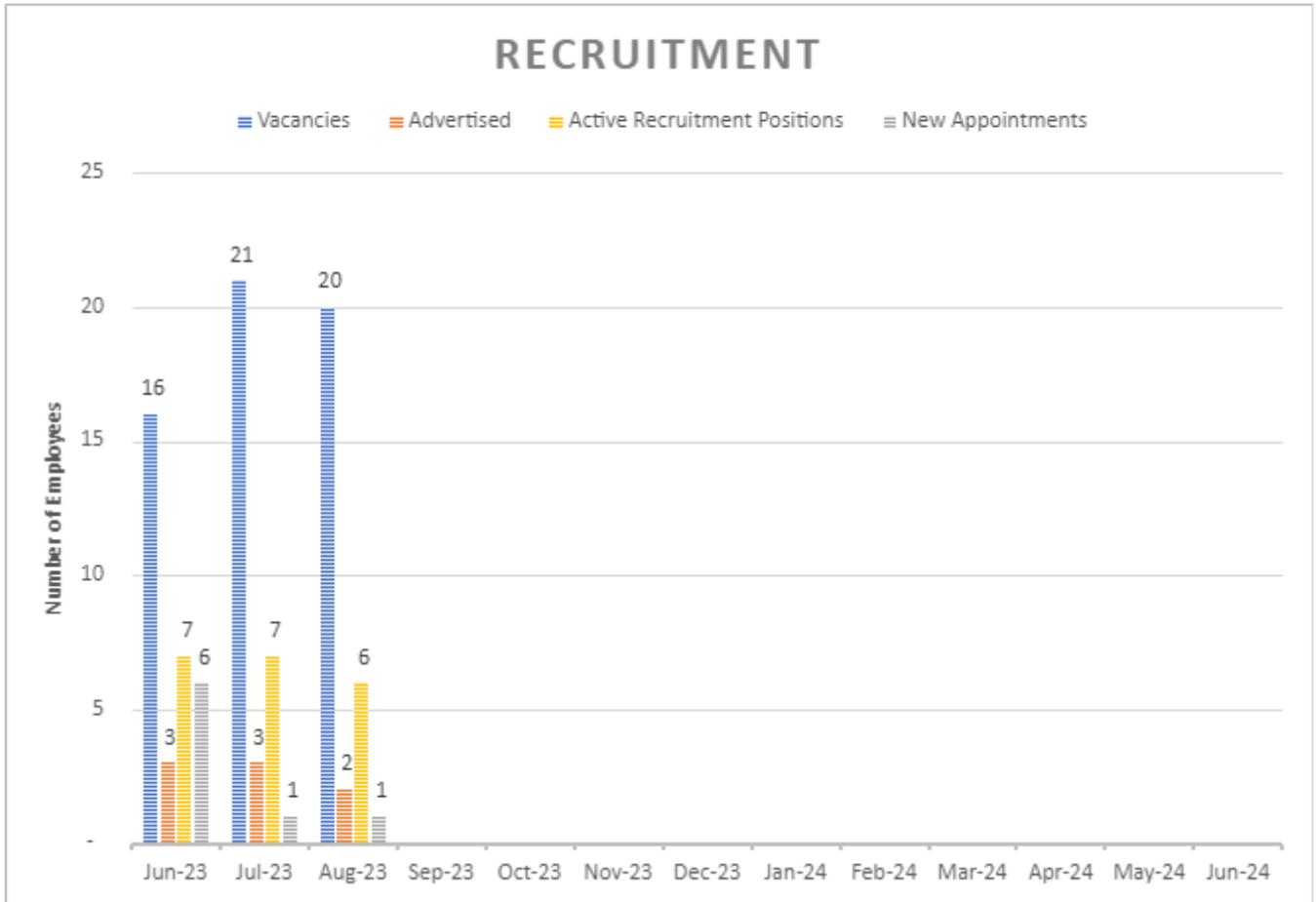
##### 1. Current Projects

New HR/Payroll system – Exploring new system options for this project is still in progress. Further updates will be available for next month’s Council meeting.

##### 2. Staffing Update



### 3. Recruitment



*Current Vacancies Advertised*

- Aged Care Support Worker
- Aged Care Cook

*Active Recruitment Positions (at end of month)*

- Women’s Services Manager
- Post Office Assistant
- Ranger x 2
- Building Services Manager
- Carpentry Supervisor

*Current Vacancies*

- Carpenter
- Manager ICT
- Organisational Health and Safety Officer
- Advocacy & Grants Officer
- Records Officer
- Radio Announcer
- Purchasing Administration Officer
- Aged Care Support Worker
- Aged Care Cook
- Administration Officer (Kowanyama)
- LTC Administration Officer

*New Appointments:*

- Post Office Assistant Manager

*RISE – NEXT step employment participant placements commencing August 2023*

- NIL

*Current Workers Compensation Claims*

- NIL

### 5.2.2.a – Policy and Procedure

Title:	Policy and Procedure
Author:	Governance Officer
Meeting Date:	25 October 2023

**Recommendation:** That Council adopts the following policy

1. Insurance Policy

#### Summary

**Insurance Policy** – updates to existing policy

- At the Audit and Risk Committee (A&RC) Meeting, 12 October, the Committee unanimously recommends that the Contribution to Council's Self-Insurance Reserve for Industrial Special Risks/Assets be capped at \$2,500,000 and the policy be updated to reflect this change and presented to Council for endorsement.

The Policy includes tracked changes.

**Recommendation:** It is recommended that the presented policies be approved by Council.

## Attachments:

- Insurance Policy



# Insurance Policy



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**Policy Number:** KASC-STRAT-031  
**Responsible Manager:** Chief Executive Officer  
**Legislation:** Local Government Act 2009  
Local Government Regulation 2012  
**Approval Date:** 15 August 2022

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## 1. Purpose of this Policy

1.1. To detail how Council shall manage its Insurances to mitigate against Loss.

## 2. Scope of this Policy

2.1. This Policy sets out how Council shall seek to mitigate Loss and manage Claims with respect to:

- 2.1.1. Non-Insurable Loss; and
- 2.1.2. Insurable Loss.

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## 3. Definitions, Terms, Acronyms and Abbreviations

3.1. In this policy:

<b>Acts:</b>	Means the Local Government Act 2009 and/or Local Government Regulation 2012.
<b>Claim(s):</b>	Means any claim made by Council upon any of its insurance policies or its Self-Insurance Reserve (never both).
<b>Contribution:</b>	Means a financial contribution by Council to its Self-Insurance Reserve.
<b>Council/KASC:</b>	Means Kowanyama Aboriginal Shire Council.
<b>Insurable Loss:</b>	Means a Loss which Council can appropriately mitigate by taking out a third-party insurance policy, on reasonable market terms.
<b>Non-Insurable Loss:</b>	Means a Loss which Council is not able to appropriately mitigate by taking out a third-party insurance policy, on reasonable market terms. This may be because a third-party insurer will not insure a Loss, or its terms are so unfavourable, unaffordable and/or otherwise not fit for purpose thereby rendering cover prohibitive (e.g., premium/ exclusions/ deductible/ limits etc). Non-Insurable Loss

generally results in effective "self-insurance" by Council. Non-Insurable Loss is identified by category (e.g., Cyber Crime, Industrial Special Risk/ Assets, Rural etc).

**Loss:** Means a potential and/or realised financial loss sustained by Council arising out of or incidental to, a Risk Event. Risk Events are listed and assessed in Council's Strategic Risk Management Framework. Insurance is but one control mitigating against Loss.

**Risk Event:** Any event giving rise to a financial liability for Council, including but not limited to a formal demand, claim, application, writ, allegation, notice, subpoena etc.

#### 4. Acronyms and Abbreviations

4.1. In this policy:

**KASC:** Means Kowanyama Aboriginal Shire Council

#### 5. Non-Insurable Loss Claims

5.1. Establishment of a Self-Insurance Reserve

5.1.1. A Self-Insurance Reserve is hereby established by Council.

5.1.2. The purpose of the Self-Insurance Reserve shall be solely to indemnify Council against Non-Insurable Loss.

5.2. Contribution

5.2.1. Prior to 1 July annually, Council generally goes to market to seek acceptable insurance terms to mitigate against potential Loss. In some instances, acceptable terms are provided, and third-party insurance is approved by Council (Insurable Loss). In other instances, acceptable terms are not provided resulting in effective "self-insurance" of that Loss by Council (Non-Insurable Loss).

5.2.2. For Non-Insurable Loss, Council has resolved to contribute amounts it considers, at its sole discretion, appropriate in order to indemnify itself (in whole or in part) against the occurrence of Non-Insurable Loss ("Contribution"). The Contribution shall be deposited into the Self-Insurance Reserve at a time specified by Council, but typically following the adoption of and in compliance with, an annual budget.

5.2.3. In calculating a Contribution to the Self-Insurance Reserve, the Council must:

5.2.3.1. specifically identify each Non-Insured Loss category with a corresponding Contribution value.

For example:

Non-Insurable Loss	Contribution 2022/23
Industrial Special Risks/ Assets	\$1,025,000.

- 5.2.3.2. consider current balances in the Self-Insurance Reserve with reference to a current statement (as anticipated in clause ~~5.3.4.3.3~~ herein).
- 5.2.3.3. consider an extract from the Strategic Risk Management Framework for each identified Non-Insurable Loss category (including current controls, the effectiveness of controls, likely impact, and the likelihood of impact etc.).
- 5.2.3.4. consider written recommendation(s) from the Audit and Risk Committee; and
- 5.2.3.5. consider any premium offered by a third-party insurer, even where not accepted by Council.

*Example: A premium of \$1.05M may be offered by a third-party insurer for Industrial Special Risk cover, but not accepted by Council due to unfavourable terms (e.g., deductibles, exclusions, limits etc.). Council may however, at its sole discretion, adopt this indicative third-party premium as its own annual Contribution to the Self-Insurance Reserve for the identified Non-Insurable Loss category.*

### 5.3. Managing the Self-Insurance Reserve

- 5.3.1. The Self-Insurance Reserve shall be uniquely identified in Council's financial accounts and sufficiently segregated to avoid amalgamation with other Council funds and shall be the subject of ongoing internal and external audits, in the usual manner.
- ~~5.3.2.~~ 5.3.2. This Self-Insurance reserve to be capped at \$2.5M.
- ~~5.3.3.~~ 5.3.3. The Chief Executive Officer shall cause to be maintained an up-to-date ledger of all transactions on the Self-Insurance Reserve, identifiable both by Non-Insurable Loss category, and consolidated.
- ~~5.3.2-5.3.4.~~ 5.3.4. Upon seeking to determine a Contribution, or as otherwise requested by Council, the Chief Executive Officer shall cause to be produced a statement of the ledger showing all transactions and current balances on the Self-Insurance Reserve over the past three (3) financial years, by Non-Insurable Risk category and consolidated.

### 5.4. Claims on the Self-Insurance Reserve

- 5.4.1. Upon the occurrence of a Risk Event, the receiving officer shall immediately notify the Chief Executive Officer.
- 5.4.2. Upon receiving notice of a Risk Event, the Chief Executive Officer shall cause the Governance Division of Council to assess both eligibility and/or feasibility of a Claim.
- 5.4.3. Upon timely advice to the Chief Executive Officer by the Governance Division of Council, the Chief Executive Officer may instruct the Governance Division of Council to lodge a Claim upon one or more of its insurance policies or Self-Insurance Reserve, whichever is applicable.
- 5.4.4. The Governance Division of Council shall manage all Claims on the Self-Insurance Reserve.
- 5.4.5. In the unlikely event where a Claim can be made on one or more Council insurance policies and the Self-Insurance Reserve, the Claim must be made on the insurance policies in the first instance, before making a Claim on the Self-Insurance Reserve.
- 5.4.6. Claims may only be made on the Self-Insurance Reserve for Non-Insurable Loss categories against which Contributions have been made to the Self-Insurance Reserve, and only up to available Non-Insurable Loss category balances (i.e., balances cannot be overdrawn). For the avoidance of doubt, the Self-Insurance Reserve may not be released for an Insurable Loss, nor for a Non-Insurable Loss for which Contributions have not been made. The Self-Insurance Reserve indemnifies Council for Non-Insurable Loss categories specifically identified at the time of Contribution, by formal resolution of Council, up to available Non-Insured Loss category balances only (see clause 4.2.3.1 herein).
- 5.4.7. Self-Insurance Reserve sub-allocations by Non-Insurable Loss categories may be reallocated by Council resolution only.
- 5.4.8. E.g.: Council may at any time, by resolution, reallocate available funds between Non-Insured Loss categories within the Self-Insurance Reserve (e.g., \$10,000 from Rural/Agricultural to Cyber Crime to meet a Claim).
- 5.4.9. The Self-Insurance Reserve may not be overdrawn, absent budget revision in accordance with the Acts.
- 5.4.10. All Claims on the Self-Insurance Reserve shall be assessed via resolution by the Audit & Risk Committee prior to Council resolution.

- 5.4.11. All Claims on the Self-Insurance Reserve shall be approved by Council resolution only.
- 5.4.12. All Claims considered by Council under clause 4.4.9 must be supported by:
- 1.1.1.1 Chief Executive Officer and Audit and Risk Committee written endorsement, as being consistent with the terms of this Insurance Policy;
  - 1.1.1.2 Management written explanation of the Loss, including but not limited to its circumstances, chronology, and quantum; and
  - 1.1.1.3 Self-Insurance Reserve statement per clause 4.3.3 herein.
- 5.4.13. A Claim may include indemnification for costs ancillary to a potential Non-Insured Loss category, up to available category balances in the Self-Insurance Fund (as amended in accordance with clause 4.4.2 herein), such as indemnity for legal costs to be incurred of and incidental to defending legal proceedings and/or seeking professional advice/services/ consultancy pertaining to a Non-Insured Loss.

## 6. Insurable Loss Claims

- 6.1. Upon the occurrence of a Risk Event, the receiving officer shall immediately notify the Chief Executive Officer.
- 6.2. Upon receiving notice of a Risk Event, the Chief Executive Officer shall cause the Governance Division of Council to assess both eligibility and/or feasibility of a Claim against one or more its insurance policies.
- 6.3. Upon timely advice to the Chief Executive Officer by the Governance Division of Council, the Chief Executive Officer may instruct the Governance Division of Council to lodge a Claim upon one or more of its insurance policies.
- 6.4. The Governance Division of Council shall manage all Claims on its insurance policies.

## 7. Financial Reporting

- 7.1. The Self-Insurance Reserve shall be treated as Restricted Cash in general financial reporting.
- 7.2. Quarterly report should be produced for Council information detailing the balance and claims for the period and year to date. This report should also be tabled half yearly with the Audit and Risk Committee.

## 8. Policy Review

- 8.1. The policy is to be reviewed in accordance with the Policy Framework.
- 8.2. Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

## 9. Approval

- 9.1. This policy was duly authorised by Council on 15 August 2022 as Kowanyama Aboriginal Shire Council's Insurance Policy and shall hereby supersede any previous policies of the same intent.

# Council Meeting

## Information Report

**Title: Executive Manager Report**

**Meeting Date: Wednesday 25 October 2023**

**Author: Temba Lama**

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### Executive Summary

- Target is to award the town street repair tender by 26 Oct 2023

### Capital Projects Update

<b>S.N.</b>	<b>Project</b>	<b>Phase</b>	<b>Remarks</b>
1	Kowanyama Subdivision	Construction: Site possession on 21 Sep 2023	Commenced on 18 Oct
2	Cyclone Vault: project on hold	ILUA Negotiations	to be reported by OM Corporate Governance
3	ICCIP Waste, Water and Solid project (Ongoing 95% complete)	Defects Liability Period	All minor projects target for completion by end of 2023
4	Housing Lot 306	Construction	Target for completion by end of 2023
5	Housing Lot 344	Construction	External concreting and carports underway
6	Essential Services Shed	Construction	Shed structure complete. Commence internal works
7	Splash Park/kiddies waddling pool	Defects Liability Period	Completion Wednesday 20 September 2023
8	Workshop Compound	Construction	access ramp works remaining
9	Airport Fuel Farm and PAAL Lighting	Construction	Fuel Tank remaining
10	Gas Storage	Construction	90% complete
11	Magnificent Creek Stabilisation Project	Planning	Survey complete Geotechnical Investigation in progress

## Operations Update

<b>S.N.</b>	<b>Department</b>	<b>Area</b>	<b>Remarks</b>
<b>1</b>	<b>Essential Services</b>		
a	Internal works orders	plumbing	completed
b	Security continues to be an issue at the sewer ponds with Children/Teenagers breaking into the area and causing disruption to the operation of the treatment process and swimming in the lagoons and deceased animals now taking prominence in the Pond lagoon Areas that was never prevalent before Suspect Children are throwing them into the ponds, predominately cats and kittens	<b>Sewer Ponds</b>	
<b>2</b>	<b>Roads and Workshop report.</b>	<b>Length</b>	<b>Status</b>
a	2800 tons of sand carted		delivered
b	Kowanyumvl Road	Medium formation grade	completed
c	Topsy Road	30 Km heavy formation	completed
d	Shelfo Road	6000 tonnes delivered	MC Group
e	Pompuraaw Road	25 Km of Heavy formation	current
<b>3</b>	<b>Building Services</b>	<b>Phase</b>	<b>Status</b>
a	5 out of 12 tenders approved	7 Awaiting approval	QBuild
b	3 DISMODS approved	All approved	Housing
<b>4</b>	<b>Airport</b>	<b>No of Flights</b>	<b>Status</b>
a	RPT		
b	Turnarounds		
c	Firefighters		
d	Charters		
e	RFDS Evacs		
f	RFDS Clinic		
g	Refuels		

# Ordinary Council Meeting

## Agenda Report

**Title:** Leaking swimming pool repairs  
**Meeting Date:** 25 October 2023  
**Author:** Temba Lama  
Executive Manager Roads, Infrastructure & Essential Services

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### Resolution

The Council resolves to approve the repairs of the leaking swimming pool of \$70545.45 Excl GST in accordance with section 173 (2) of the Local Government Regulation 2012.

### Executive Summary

It has been identified by the Executive Manager of Roads Infrastructure and Essential Services that the recent engagement of Kirra Tech Lifestyle Pools to repair the pool and undertake deep cleaning for \$70545.45 Excl GST had to be undertaken under genuine emergency unauthorised spending as per S173(2) therefore requires resolution from the Council to authorise this emergency spending.

### Key Details

- The existing swimming pool was leaking from the expansion joints during my visit to the pool on 7 September 2023.
- Kirra Tech Lifestyle Pools were on site at the time and were in the process of completing the splash park by the first week of the school holidays on 20 September 2023.
- Council invited Kirra Tech for quote to repair the leaking expansion joints and deep cleaning of the pool as per the Procurement Policy Clause 8.2.2.c(i)
- Council had to engage Kirra Tech to undertake the repair works which was completed on the 20 Sep 2023 to ensure that the splash park project could be commissioned, and pool was open to the public by the 21 September 2023.
- The opening of the splash park and the swimming pool was a real highlight for our residents this year.

<b>TOTAL</b> <b>Purchase:</b>	<b>\$70545.45 (excluding GST)</b>
----------------------------------	-----------------------------------

### Recommendation

- To resolve that the existing swimming pool repairs for \$70545.45 Excl GST was under genuine emergency unauthorised spending per S173(2) and the spending be approved by Council.

### Attachments: 1 Quote

1. Quote from Kirra Tech Lifestyle Pools

## QUOTE NO. 128

Kowanyama Aboriginal Council  
PO Box 769  
Bungalow QLD 4870



**Date:** 25/09/2023  
**Valid for:** 30 Days  
**Site:** Carrington Street  
Kowanyama

ATTN: Temba Lama  
ADDRESS: Kowanyama Pool  
FROM: Richard May  
RE: Repair Leaking Expansion Joints

27/09/2023

We have pleasure in submitting the following quotation to repair the leaking expansion joints at Kowanyama Pool.

### Scope of Works:

- Drain pool.
- Cut out 2 x expansion joints.
- Jackhammer and remove.
- Diamond grind rebate into floor over both joints.
- Clean and prep rebates.
- Apply combi flex band with sika-dua compound.
- Apply second coat of sika-dua compound to top side of combi bank.
- After curing lay tiles to either side of expansion joint with kerapoxy.
- Glue and grout.
- After curing clean, apply primer and mapil AC to joint.
- After 5 days cure, gerni and acid wash pool.
- Replace all hydro valves.
- Rebalance pool and balance chemicals.

**COST GST Inclusive \$77,600.00**

Please note the following regarding this variation:

1. The above works had to be undertaken urgently as the pool was leaking and was in need of urgent repair and deep cleaning.

Regards,

Kirratech Lifestyle Pools  
Rick May

We had to ensure this work was undertaken in order to ensure that the Splash Park project could be commissioned and opened to the public in the school holidays. Please pay this invoice under GL code W4Q022E.610 Splash Park

approved to pay  
Temba Lama  
EMRIES 7 Oct 2023

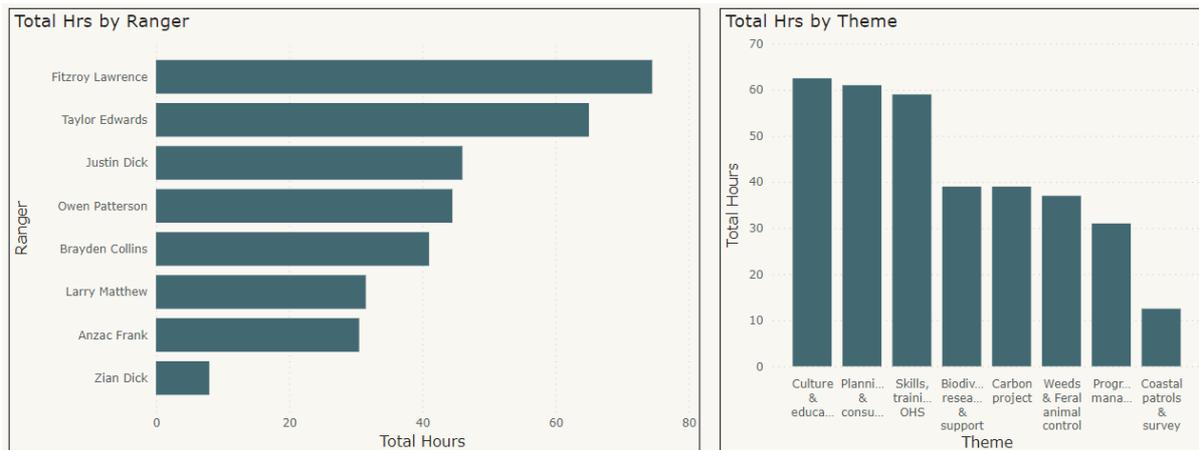
<b>Sub Total Ex GST</b>	\$70,545.45
<b>GST</b>	\$7,054.55
<b>Total Inc GST</b>	\$77,600.00

**we love locals supporting locals**

## Community Services Report (October 2023)

### Rangers Overview

1. Major clean-up and re-organise at Ranger Shed
2. Assisting Vet with care for town dogs (worms, fleas, ticks)
3. Turtle monitoring
4. Attendance at RUOK breakfast
5. Fence repair at Red Lily
6. Maintaining chainsaws and other small equipment
7. Attendance at Oriners for patrols and homestead work



### Kowanyama Aged Care Overview

- Aged Care and Disability Organisational Structure Kowanyama Aboriginal Shire Council accepted the change, however within Council budget this cannot go ahead if new positions cannot be funded within budget. Aged Care and Disability Services is not a grant; recommendation of a new improved budget needs to be created or new model to manage the business, separate to other Council departments. Revenue can be doubled if employment is created.
- Aged Care and Disability under delivered in Services:
  - Common Home Support Program contract hours were not met. Group Support being the lowest off 100 hours, Contracted hours of 548 hours.
  - NDIS (ITEC) clients under delivered in mowing, domestic and community support.
  - Aged Care Operations Manager and Disability Team Leader agree this is due to poor transport with having a vehicle shortage. Employees cannot complete their contracted services with no vehicle.

### Solutions

- Compliance Manager Aged Care and Disability Services negotiate a new improved contract to remain compliant and meet contract hours with the approval of Executive Team.
- Kowanyama State School and KASC Aged Care to meet once a week; Year one will come to the Aged Care and spend quality time during group support to meet CHSP contract hours.

## Community Services Report (October 2023)

- Dex reporting late, due on the 14<sup>th</sup> of October; data in ROCS has not been complete, continued issues with remote desktop is ongoing. Noncompliance letter will be issued for this report.
- NDIS Halloween Event 31<sup>st</sup> of October, all stakeholders welcome. Council encouraged to engage and participate in the event.
- Aged Care and Disability Services new sign to have office hours displayed for community to abide by:  
  
Monday – Friday:            08:00 – 12:00, 13:00 – 17:00
- IEI wages to be consumed by Aged Care services only, GLcode 12115260 to be applied for 10% of Employee wages to cover the cost of running the Disability services.
- IEI Training plan in place to use up the IEI monies. Jengar to deliver training in community. Meeting with Executive Team to discuss the training plan and what works with a whole of Council.

### **Sport & Recreation**

Main events and activities conducted by Sport & Recreation KASC team:

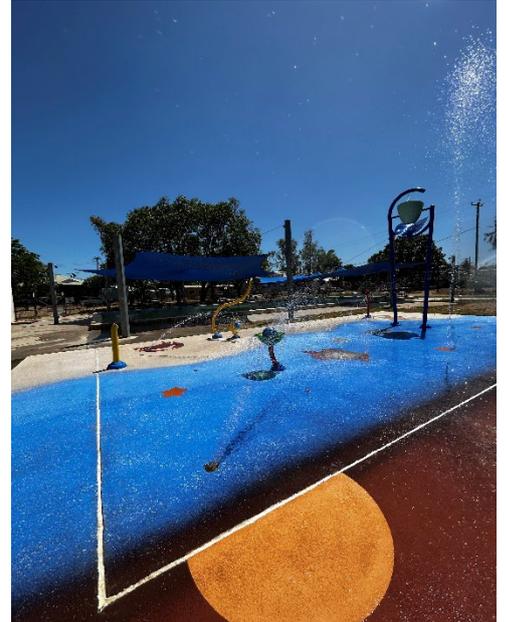
- Indigenous Outreach Program



## Community Services Report (October 2023)

### Sport & Recreation Overview

- Splash Park and Pool is open for business:



- Multi- Purpose Centre utilised for indoor basketball.



## Community Services Report (October 2023)

### Centrelink

#### SERVICES AUSTRALIA OVERVIEW

Assisting customers MyGov:	199	Assist customer on computer (SST):	38
Centrelink:	59	Assist customer to upload documents:	8
Medicare:	9	Assist customer using silver service:	23
Child Support:	4	Assist customer with faxing:	7
Register customer for MyGov:	6	Assist customer to confirm identity:	3
Register customer for a Linking Codes:	3	Assist customer to complete forms:	7
Assist customer with MyGov website:	4	Assist by providing forms/publications:	5
Assist customer on their own device:	7	Refer customer to Services Australia:	72
Customer Duration 30mins – 60mins:	13	Customer Duration 5mins 30mins:	236

#### Night Patrol Overview

Issue: Night Patrol officers share the vehicle with the Women's Services & Women's Shelter staff. This is an ongoing issue as Night Patrol funding does not provide a vehicle only wages of the Night Patrol officers.

It has been requested by Aged Care staff that when the elders are at the Tavern that they are transported by Night Patrol staff. I have informed Night Patrol officers it is not safe to transport the elders unless they have a family member to assist them in case of an incident occurring.

#### Men's Services Overview

The month of September has been busy for Men's Group participants:

- Arts & Craft
- Spear Making
- Boomerang Making
- Yarning Sessions and
- BBQ and Kowanyama men voicing their opinions.



**Community Services Report (October 2023)**

**Men's Services Overview**



*Men's Services proactively in engaging in activities with Kowanyama men of all different cohorts.*

## Community Services Report (October 2023)

### Women's Services Overview:

Women's Group were conducted, participated, and hosted several activities in the month of September, 2023.

- RU Ok Day Brunch for the community of Kowanyama
- Participated in the Kowanyama State School March and BBQ to promote awareness on RUOk Day
- Court Support
- Funeral Support
- Cultural Induction to first timers in the township of Kowanyama



*Women's Group Staff conducting Cultural Induction services for Swimming QLD Staff, RAATSICC staff and Apunipima staff.*

## Community Services Report (October 2023)

### Women's Services Overview



*RUOK Brunch hosted by KASC Women's Services*

### Women's Shelter

In the month of September, we have had ten (10) services users who have accessed the Kowanyama Women's Shelter to seek refuge from domestic family and sexual violence and this is due to the influx of sly grog circulating the township of Kowanyama. Majority of service users were referred by Kowanyama (QPS) officers. There were only two (2) service users who accessed the Women's Shelter who self-referred.

On another note, KASC (Kowanyama Women's Shelter) have successfully meet the requirements of the Human Services Quality Standards (HSQS) and achieving recertification to the standards.

11 September 2023

Ani Seruvatu  
Executive Manager Community Services & Cultural Heritage  
Kowanyama Aboriginal Shire Council  
30 Chapman Road  
Kowanyama  
QLD 4892

Dear Ani,

**NOTIFICATION OF RECERTIFICATION**

On behalf of HDAA, I would like to congratulate Kowanyama Aboriginal Shire Council on successfully meeting the requirements of the Human Services Quality Standards (HSQS) and achieving recertification to the standards.

It is with pleasure that I include the certificate for Kowanyama Aboriginal Shire Council. The certificate is dated from 8 September 2023 and recertification is due prior to June 2026 (3 months before the expiry date of current certificate).

A condition of maintaining certification to the HSQS is that a progress report that includes evidence of action taken to address the identified improvements must be completed by us prior to 23 June 2024. Evidence of progress should be provided to us by 3 June 2024 to ensure timeframes as set out in the Scheme procedures are met.

As the HSQS Scheme requires that a mid-term maintenance assessment must occur prior to 18 Months from the certification assessment visit, your next maintenance assessment to the HSQS is scheduled for 5-6 November 2024. We will contact you closer to the time to confirm the scope for this assessment.

As a certified service you are eligible to demonstrate your achievement of certification to the HSQS by accessing and using the HDAA Mark. The HDAA Mark demonstrates that Kowanyama Aboriginal Shire Council has met the requirements of the HSQS. The "Guidelines for the HDAA Mark" are located on our website at <http://www.hdaau.com.au/hdaa-mark/>. Electronic files of the HDAA Mark will be forwarded when requested.

The JASANZ register has been updated to show Kowanyama Aboriginal Shire Council is certified to the HSQS. This can be viewed at <https://register.jasanz.org/certified-organisations>.

Because we are committed to continuing to improve the service we provide you we would appreciate your feedback on your assessment experience. We have a brief survey located at <https://www.surveymonkey.com/r/HDAAClientSurvey> and welcome your completion of this. All responses are non-identified and confidential.

I would like to thank you for the opportunity to complete this assessment. We appreciate the effort that goes in to developing your organisation and we look forward to working with you in the future.

If you have any questions please call me at the office on 07 3491 6878; or you can email me at: [lisa.esaias@hdaau.com.au](mailto:lisa.esaias@hdaau.com.au).

Kind regards,



Lisa Esaias  
Program Leader



## CERTIFICATE of REGISTRATION

This is to certify that

### Kowanyama Aboriginal Shire Council

ABN 86255216480  
30 Chapman Road, Kowanyama 4892 QLD, AUSTRALIA

*Operates a service delivery system that has met the requirements for certification against the Queensland Government's*

### Human Services Quality Standards 2012

*and requirements of the Human Services Quality Framework User Guide - Certification (version 8.1)*

*For the following scope*

Services funded by Department of Justice and Attorney-General (DJAG)

- Domestic and Family Violence Support Services

**Certificate number 752HSQ4**

Originally Issued	27 May 2020
Current Issue	8 September 2023
Expires	7 September 2026

Andrew Mortimore  
Vice President, Chief Executive, CIF Pacific Operating Region



Registered by: HDAA Australia Pty Ltd (ACN 134 482 625) Level 11 500 Collins Street, Melbourne, Victoria 3000 and subject to the HDAA Service Agreement and Conditions for Certification. This certificate remains the property of HDAA Australia Pty Ltd and must be returned to HDAA upon its request. Refer to Certificate Schedule that accompanies this certificate for full scope detail. To verify that this certificate is current please contact HDAA on [info@hdaa.com.au](mailto:info@hdaa.com.au) or refer to the JAS-ANZ register [www.jas-anz.org/register](http://www.jas-anz.org/register).



# CERTIFICATE *of* REGISTRATION

## Kowanyama Aboriginal Shire Council

Certificate number      752HSQ4

### Sites of Certificate of Registration

Funding department	Site address	Funding / program area	Service types
DJAG	Kowanyama Women's Shelter Confidential site, 4892	Domestic and Family Violence Support Services	(ST6) Support - Temporary Supported Accommodation - Immediate
		Domestic and Family Violence Support Services	(ST4) Support - Centre Based Support

## 8.1 –Trustee Dealings

Title:	Trustee Dealings – Lots 183 Transfer
Author:	Acting Manager Governance
Meeting Date:	25 October 2023

**RESOLUTION: That Council as Trustee resolve to consent to the transfer of lot 183 on SP253355 from lessee/transferor Lilian Raymond to Transferees Christopher Anthony Wilson, Shekia Shaylee Raymond and Isaacson Manfred Raymond for love and affection.**

### **BACKGROUND**

The State Government via the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts have advised of various dealings on Council Deed of Grant in Trust comprising the Kowanyama Township, requiring the trustee's formal endorsement, by resolution, specifically:

1. An application by LHA lessee/transferor Lilian Raymond over lot 183 on SP253355 to transfer her interest in love and affection, to new lessees/transferees Christopher Wilson, Shekia Raymond and Isaacson Raymond.

Transfer documents **attached**.

### **RECOMMENDATION**

It is recommended that all proposed trustee dealings be endorsed/ accepted by the trustee, as presented.

**RESOLUTION: That Council as Trustee resolve to consent to the transfer of lot 183 on SP253355 from lessee/transferor Lilian Raymond to Transferees Christopher Anthony Wilson, Shekia Shaylee Raymond and Isaacson Manfred Raymond for love and affection.**

## Attachments:

### **Lot 183 Transfer**

1. Form 1 Transfer
2. Letter to Council dated 6 October 2023
3. Draft Form 18 General Consent

Duty Imprint

Dealing Number



OFFICE USE ONLY

Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

Print one-sided only

Client No: 3722465 Duties Act 2001  
 Assessment No: 526-973-045  
 Duty Paid \$ NIL  Exempt  
 UTI \$ S.151A  
 Date: 29/9/23 Signed: M. Raymond

1. Interest being transferred (if shares show as a fraction)  
TRUSTE LEASE NO 715625216

Lodger (Name, address, E-mail & phone number) Lodger Code  
 Attn: John Coyle  
 DSDSATSIP  
 PO Box 5461  
 Cairns QLD 4870  
 FNQCSP@dstdsatsip.qld.gov.au  
 (07) 4252 5124  
 475  
 BE 2880

Note: A Form 24 - Property Information (Transfer) must be attached to this Form where interest being transferred is "fee simple" (Land Title Act 1994), "State leasehold" (Land Act 1994) or "Water Allocation" (Water Act 2000)

2. Lot on Plan Description  
183 ON SP253355

Title Reference  
51085517

3. Transferor  
LILLIAN RAYMOND

4. Consideration  
FOR NATURAL LOVE AND AFFECTION

5. Transferee	Given names	Surname/Company name and number	(include tenancy if more than one)
	CHRISTOPHER ANTHONY	WILSON	AS JOINT TENANTS
	SHEKIA SHAYLEE	RAYMOND	
	ISAACSON MANFRED	RAYMOND	

6. Transfer/Execution The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof. The Transferor declares that the information contained in items 3 to 6 on the attached Form 24 is true and correct. The Transferee states the information contained in items 1, 2, 4 to 6(h) on the attached Form 24 is true and correct. Where a solicitor signs on behalf of the Transferee the information in items 1, 2, 4 to 6(h) on the Form 24 is based on information supplied by the Transferee.

NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.

Separate executions are required for each transferor and transferee. Signatories are to provide to the witness, evidence that they are the person entitled to sign the instrument (including proof of identity).

Maxine E. Adams  
 MAXINE E. ADAMS JP MAG CT 115206 ..... 18/04/2023 ..... Lillian Raymond  
 Witnessing Officer (signature, full name & qualification) Execution Date Lillian Raymond  
 Transferor's Signature

..... 18/04/2023 .....  
 Witnessing Officer (signature, full name & qualification) Execution Date  
 Transferor's Signature

Maxine E. Adams  
 MAXINE E. ADAMS JP MAG CT 115206 ..... 18/04/2023 ..... Christopher Anthony Wilson  
 Witnessing Officer (signature, full name & qualification) Execution Date Christopher Anthony Wilson  
 \*Transferee's or Solicitor's Signature

Maxine E. Adams  
 MAXINE E. ADAMS JP MAG CT 115206 ..... 18/04/2023 ..... Shekia Shaylee Raymond  
 Witnessing Officer (signature, full name & qualification) Execution Date Shekia Shaylee Raymond  
 \*Transferee's or Solicitor's Signature

(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg Legal Practitioner, JP, C Dec)



Note: A Solicitor is required to print full name if signing on behalf of the Transferee and no witness is required in this instance

Title Reference 51085517

**6. Transfer/Execution** The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof. ~~The Transferor declares that the information contained in items 3 to 6 on the attached Form 24 is true and correct. The Transferee states the information contained in items 1, 2, 4 to 6(h) on the attached Form 24 is true and correct. Where a solicitor signs on behalf of the Transferee the information in items 1, 2, 4 to 6(h) on the Form 24 is based on information supplied by the Transferee.~~

**NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.**

Separate executions are required for each transferor and transferee. Signatories are to provide to the witness, evidence that they are the person entitled to sign the instrument (including proof of identity)

*m e adams*  
.....

MAXINE E. ADAMS, J.P. MAG. CT. 115206  
Witnessing Officer (signature, full name & qualification)

18/7/2023  
Execution Date

*I RAYMOND*  
.....  
Isacson Manfred Raymond  
Transferee's Signature



(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

\*Note: A Solicitor is required to print full name if signing on behalf of the Transferee and no witness is required in this instance

**1. Lot on Plan Description**

**Title Reference**

LOT 183 ON SP253355

51085517

**2. Instrument/document being consented to**

Instrument/document type TRANSFER OF TRUSTEE LEASE 715625216

Dated

Names of parties LILLIAN RAYMOND AS TRANSFEROR AND CHRISTOPHER ANTHONY WILSON AND SHEKIA SHAYLEE RAYMOND AND ISAACSON MANFRED RAYMOND AS TRANSFEREE'S..

**3. Instrument/document under which consent required**

Instrument/document type TRUSTEE LEASE .....

Dealing No. 715625216 .....

Name of consenting party KOWANYAMA ABORIGINAL SHIRE COUNCIL DEED OF GRANT IN TRUST THE GRANTEE TO HOLD THE SAID LAND IN TRUST FOR THE BENEFIT OF ABORIGINAL INHABITANTS AND FOR NO OTHER PURPOSE WHATSOEVER .....

**4. Execution by consenting party**

The party identified in item 3 consents to the registration of the instrument/document identified in item 2.

**Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994**

.....signature

.....full name

.....qualification

/ /

**Execution Date**

**Mayor/Chief Executive Officer  
Kowanyama Aboriginal Shire Council**

**Witnessing Officer**

**Consenting Party's Signature**

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Mortgagee's Australian Credit Licence (if any)

**Privacy Statement**

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.



Our Ref: LHA KO17/87  
Date: 06 October 2023

Department of  
**Seniors, Disability Services and  
Aboriginal and Torres Strait  
Islander Partnerships**

Chris McLaughlin  
A/Manager Governance  
Kowanyama Aboriginal Shire Council  
PO Box 30  
Kowanyama QLD 4892

Dear Chris,

Please find attached Form 18 General Consent for a transfer of a Land Holding Act lease, the transferor is seeking Trustee execution by Mayor Sands or yourself as Chief Executive Officer, to progress the transfer.

Details of the transfer are:

- Lot/plan – Lot 183 on SP253355
- Address – 183 Kowanyama Street
- Transferor – Lillian Raymond
- Transferees – Christopher Anthony Wilson  
Shekia Shaylee Raymond  
Isaacson Manfred Raymond

Reason – wishes to transfer the lease to a family member for love and affection

I have attached a copy of the executed Form 1 transfer document if required.

Please let me know if you require me to send you a hard copy of the Form 18.

When the document has been executed would please arrange it to be poste to;  
DATSIPCA  
Attention - John Coyle  
PO Box 5461  
Cairns  
QLD 4870

Should you have any questions concerning any of the above, please do not hesitate to contact me on 4252 5117 or via e-mail [john.coyle@dstdsatsip.qld.gov.au](mailto:john.coyle@dstdsatsip.qld.gov.au).

Yours sincerely

John Coyle  
**Manager, Home Ownership Team  
Remote Indigenous Land and Infrastructure Program Office**

Cairns Corporate Tower  
Level 9, 15 Lake Street  
Cairns QLD 4870

Telephone: +61 7 4252 5129  
[www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

ABN: 25 791 185 155



## Infrastructure and Coordination

Department of  
Seniors, Disability Services and  
Aboriginal and Torres Strait  
Islander Partnerships

Cairns Corporate Tower  
Level 9, 15 Lake Street  
Cairns QLD 4870

Telephone: +61 7 4252 5129  
[www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

ABN: 25 791 185 155