



May Council Meeting Agenda

Tuesday 18 May 2021, 10:00am – 2:00pm

Kowanyama Chambers and Cairns Board Room via video conference

1) Welcome

2) Minutes from Previous Meeting

3) Action Items

- **Previous Meeting (April)**
- **In Progress (All)**

4) Reports

a) Chief Executive Officer

- i) Information Report: Monthly update

b) Executive Manager Governance and Operations

- i) Information Report: Monthly Update
 - Orange Sky
- ii) Agenda Reports
 - Employee Conflict of Interest Policy

c) Executive Manager Finance

- i) Information Report: Monthly update
- ii) Agenda Reports
 - Asset Disposal – Council Assets
 - Portable & Attractive Policy

d) Executive Manager Roads, Infrastructure and Essential Services

- i) Information Report: Monthly update (Late Report)
- ii) Agenda Reports - Nil

e) **Executive Manager Community Services**

- i) Information Report: Monthly update
- ii) Agenda Reports – Nil

f) **Executive Manager Human Resources**

- i) Information Report: Monthly update (Late Report)
- ii) Agenda Reports – Nil



KOWANYAMA ABORIGINAL SHIRE COUNCIL

Council Meeting Minutes

20 April 2021 10:04am – 3:38pm

Kowanyama Chambers Room and
Cairns Board Room

Present:**Councillors**

Mayor Robbie Sands (Chair) – Kowanyama Boardroom

Deputy Mayor Cameron Josiah (Councillor) – Kowanyama Boardroom

Cr Teddy Bernard (Councillor) – Kowanyama Boardroom

Cr Jacob Elroy Josiah (Councillor) – Kowanyama Boardroom

Cr Richard Stafford (Councillor) – Kowanyama Boardroom

Executive

Gary Uhlmann, Chief Executive Officer (CEO) – Kowanyama Boardroom

Katherine Wiggins, Executive Manager Governance and Operations (EMGO) – Cairns Boardroom

Andrew Hay, Executive Manager Finance (EMF) – Cairns Boardroom

Jacqui Cresswell, Acting Executive Manager Roads, Infrastructure & Essential Services, (EMRIES) – Cairns Boardroom

Christine Delaney, Executive Manager Human Resources (EMHR) – Kowanyama Boardroom (3.02pm – 3.21pm)

Apologies:

Kevin Bell, Executive Manager Community Services (EMCS) – Kowanyama Boardroom

Meeting Commenced: 10:04am**1) Welcome**

The Mayor welcomed Councillors, Executive Team and members from Department of Housing Public Works (HPW) and Department of Aboriginal Torres Strait Islander Partnerships (DATSIP) to the meeting.

2) Presentation – Department of Housing (HPW) and Department of Aboriginal Torres Strait Islander Partnerships (DATSIP)

- John Coyle – Department of Aboriginal Torres Strait Island Partnerships (DATSIP)
- Jamie Lupson – Department of Housing Public Works (HPW)
- Rebecca De-Lai – Department of Housing Public Works (HPW)
- Renee Samuels – Department of Housing Public Works (HPW)

John Coyle from DATSIP presented an update of information regarding the Land Holding Act (Katter) Lease to council and Executive's.

Jamie Lupson also gave information on housing from the perspective from HPW.

Deputy Mayor Cameron Josiah joined meeting at 10:12am

Jamie Lupson advised that fences, driveways and carports are not part of the HPW program.

Cr Richard Stafford left meeting at 11:07am and returned at 11:41am

Action Item: EMF to define fees and charges for home owners i.e. sewerage, water, garbage etc and provide to EMGO for home ownership team

Tea Break commenced at: 11:31am

Meeting re-commenced at 11:41am

EMGO asked the Council if there were any declarable conflict of interests with any of the Agenda Reports – all attendees confirmed there were nil.

3) Minutes from Previous Meeting

EMGO presented the minutes from March Council meeting.

Action item to be removed from previous minutes and Action Items: EMRIES to develop feral pest and weed management plan.

EMGO presented resolution for March Council Meeting and March Special Council Meeting:

RESOLUTION – Minutes Minutes from previous Council Meeting 17 March 2021 be adopted as true and accurate	Moved: Cr Sands Seconded: Cr Bernard All in favour MOTION CARRIED:
--	---

RESOLUTION – Minutes Minutes from Special Council Meeting 31 March 2021 be adopted as true and accurate	Moved: Cr Cameron Josiah Seconded: Cr Bernard All in favour MOTION CARRIED:
---	--

4) Action Items

EMGO presented the outstanding Action Items from previous month and overall.

Executive's to update Action items as they are completed.

CEO stated that the new Multi Tyre Roller from resolution at the March Special Council Meeting will arrive in June 2021. The new Job Truck has been delayed due to location and won't be delivered until possibly December 2021.

Mayor Sands would like clarification on meeting procedures and councillor remuneration. EMGO stated that the policy on remuneration would be talked through as part of the Governance and Operations Information Report.

Action Item: EMGO to meet with Mayor regarding current model meeting procedures.

5) Reports

a) CEO Information Report

Gary Uhlmann CEO presented a verbal information report:

Coming up for Council will be the May Workshop week in Cairns focusing on Budget, Operational Plan, Risk Management and Financial Management training. This is vital for Council and all Councillors and Executive Manager's should be attending. The agenda for the workshop will be emailed out today.

Budget review in today's meeting with EMF looking at revenue generation and cost cutting. Batching Plant is making good revenue.

The Infrastructure and Building program is going well. The community centre has been handed over and there are a lot of projects being conducted throughout the community.

Engineers have visited Kowanyama a few weeks ago to look at the state of the roads in the township area. Potholes throughout town are an issue due to the soil structure under the bitumen. EMRIES has been speaking with QRA about using concrete on the roads to stop potholes occurring.

Mayor Sands asked if the priority and focus for the Operational Team could be the potholes at Big Street and Dump Street.

Proposed visit by the Minister of Police to be the 01 July 2021. Would be good to talk with Council regarding the issues with policing in community. The Minister will be here to also officially open the Airport and Community Meeting Place. EMGO advised that current criminal justice priorities were included in the Operational Plan and they could be reviewed during the Operational Plan review workshop in May.

The Kowanyama Sports and Recreation Association lease has formally been accepted.

Anzac Day Service on Sunday 25 April 2021 will be conducted in community. Communication from Defence has been poor. Air Force are flying in on Friday and again on Sunday. There will be a march and a medal ceremony held at the patrol base.

Mayor advised that the flag pole requires fixing and would it be possible to get funding for a centarf.

CEO stated that biggest concern in community at the moment is the amount of alcohol (sly grog) and offending. Council need to look at the community policing model. CEO stated that QLD Police have low staff numbers in community. CEO stated that there could be interest in a night patrol.

The Co-Vid19 vaccination rollout has been halted. Not sure what is happening and when they are continuing. There have been no dates given as yet. The current advice is to not administer Astra Zeneca to the Under 50's, the Pfizer vaccine will be administered instead. Two (2) doses have to be administered to each person within a 3-week window.

There will be a meeting held with Councillors on Thursday (22 April 21) regarding the final Organisational Structure that has been developed. EMGO stated that the understanding of the Executive was that the structure was still in draft and that Peak services were going to review the most recent comments provided by the Executive. CEO clarified that the structure was still a draft and that Peak would review the feedback from the Executive.

The bakery has been closed temporarily as the baker has resigned.

Mr Kevin Bell will be the Acting CEO while Mr Gary Uhlmann is away on annual leave.

i) Roads & Transport Alliance Board Funding

Gary Uhlmann presented letter from the Roads and Transport Alliance which confirms that Kowanyama was reallocated \$260,000 funding for additional upgrade works on Topsy Creek Road.

5b) Executive Manager Governance and Operations

i) Information Report

Katherine Wiggins presented EMGO information report. Report was noted and tabled.

Cr Bernard left the meeting room at 12:27pm and returned at 12:28pm

Canteen Lease and Repayment Plan - Council and Kowanyama Sports and Recreation Association have now mutually agreed to proceed with the lease. A lease will be prepared in the coming weeks, we hope to have it completed by 1 June 2021.

Operational Plan 2021-2022 - Currently being reviewed, the draft version will be workshopped with Councillors in May.

May Workshop - Monday 17th - Friday 21st May. Councillors and Executive attending. Topics to include, budget, operational plan, risk management and financial training for councillors. Schedule currently being finalised.

Torres and Cape Hospital and Health Service (TCHHS) - TCHHS will be commencing a procurement process after Easter to engage a Principal Construction Contractor to undertake works at the Kowanyama Primary Health Centre. The overall scope of works for the project includes the following works within the Kowanyama Primary health Care Centre:

- Roof replacement
- Replacement of Ceiling tiles
- Replacement of Town Water Storage Tanks and Reticulation – which will require minor ground works
- Installation of Patient area electrical body protection
- Additional maintenance items

This project will incorporate an Indigenous Employment Opportunities Plan (IEOP) process bringing indigenous Economic Opportunities to Kowanyama.

EMGO asked council if they had any concerns with the development. Council confirmed that there were no concerns.

Staff Housing - We are currently identifying lots in Kowanyama that could be used for staff housing in the future.

IT - Matt Fox, Information Systems & Records Management Officer will be in Kowanyama over the next two weeks to undertake IT maintenance and also provide training to staff on records management in preparation to move to our new Sharepoint System by 30 June 2021.

Tenancy Management - Governance and Operations is assisting with tenancy management queries and support regarding community housing needs and that recruiting to a short-term position to provide additional assistance in this space was being considered.

Home Ownership and Pricing - In October 2019, to support home ownership in community, council agreed to the housing price methodology of 1/6 of council valuation for a 1-year trial period. We are working with Housing to complete the process in order to provide homeownership options to community members. EMGO stated that housing would like confirmation that the current council is agreeable to the sale price methodology. Council advised that the sale price methodology could stand as is but should be workshopped in the coming months.

Action Item: EMGO to workshop house prices with councillors during 2021-2022 Budget Review.

Further to the earlier comments from the Mayor EMGO reminded Councillors about the current Councillor Remuneration Policy:

- I. Councillor remuneration is determined by the Local Government Remuneration Commission.
- II. The Mayor and the Deputy Mayor will receive their pro-rata annual Councillor remuneration payment every fortnight.

- III. All Councillors (other than the Mayor and the Deputy Mayor) will receive 50% of their pro-rata annual Councillor remuneration payment every fortnight. The following 50% will be paid to the Councillor when it is confirmed by the CEO that they:
- Attended 100% the council meeting, or
 - That the Councillor provided an apology due for failing to attend the entire meeting due to ill health or family requirement, or other urgent issue, and that the apology was endorsed by council, or
 - That the Councillor provided an apology for failing to attend part of the meeting due to ill health or family requirement, or other urgent issue, and that the apology was endorsed by council
- IV. If a resolution is not received for a, b or c, the Councillor will only receive payment for the proportion of the meeting they did attend. The proportion will be equal to the number of minutes attended / the total number of minutes of the meeting.

The formal process is to be re-enforced from next month (May 2021). There is also the option of teleconference if you cannot physically make it into the office. Council should be a priority as councillors were voted in by the people of this community.

Lunch Break at 12:45pm

Meeting re-commenced at 1:25pm

5c) Executive Manager Finance

i) Information Report

Andrew Hay presented EMF information report. Report was noted and tabled.

Financial Report March 2021 - Key points from the March 2021 YTD report are as follows:

- net operating result is a \$1,623 surplus, this is **\$318K** better than budget
- actual net operating income is \$15,479K this is **\$572K** better than budget
- actual operating expenditure is \$13,855K this is **\$254K** worst than budget
- Net Profit is \$4,469K deficit, this is **\$159K** worst than budget
- Untied Cash Funds balance is \$1,475K based on receipt of SGFA and FAG's Allocation in October 2020 for 20/21 and cash reserves held for ICCIP.

Credit Card Acquittal - The latest status on acquittal of the Council's credit. No expenditure is outside of the Procurement Policy for the reported month. All Cards have been lodged with Finance for March 2021 Statements.

Bakery Operations - The Council is currently reviewing the operation of the Council operated Bakery. Currently the Bakery is closed as the previous baker has resigned as at 9th April 2021. Therefore, it is an opportunity to present options to Council on the forward direction of the Bakery Operations.

Option.1 – Continue Operating at existing site and employ a baker and associated staff

This would involve operating as normal and the need would be to improve customer offering and service to build the customer base up. We would continue to employ 4 staff in this operation and would seek to improve Labour and Cost of Sales inputs to reduce the loss making of the bakery. The outcome to Council on this option is projected to be a \$100K loss per annum

Option.2 – Move Bakery to Wholesale Bakery only – no Retail

This would involve the closing of the retail part of the Bakery and solely employing a baker to bake and then deliver the product to the applicable parties being CEQ, Church Store and internal customers like Café & Aged Care. The current staff could be reemployed at the café or other areas within Council. This outcome still produces a negative result for Council by \$65K per annum.

Option.3- Relocate Bakery to Town Centre

For the Bakery to operate as part of the Café. This would involve the re configure of the Café area to allow for ovens and refrigeration storage. It would be expected that the Bakery income would increase by 25% being located in the town centre and savings in labour could be achieved as front of house staff would service both areas. Capital outlay would be \$300,000 to complete the works and does not allow for any additional plant & Equipment as it is assumed that the existing P&E in the bakery could be relocated to the town centre.

Option.4 – Close it down

The permanent closure of the bakery would present the following issues:

- Loss of 2 Local staff in the bakery.
- Stock value write off to be confirmed and completed by June 2020.
- No freshly baked product in community and limited supply in wet season due to road closures

Option.5 – Rent Only

Lease the bakery out to interested parties and Council will receive rental income only. Another option is to package up both Bakery & Blue Café to a food operator who is experienced in the food industry. This also support the Aged Care for food options as well as well as the Canteen Bistro.

Option.6 - External supplier to fill market for community

Receive supply via External supplier like Dimbulah Bakery or Cairns Bakery. This option would purely be to supply Council operations like the café and aged care with product and not on seller to other community businesses. The other option for bakery supplies for Council run cost centres would be to utilize the CEQ store for bakery products as they might fill the market left by the potential closure of the Bakery.

Mayor advised that there has been no feedback from the community about the short-term closure of the bakery. Does not seem to be an urgency for re-opening. To minimize loss of product, transfer stock from bakery to Blue Café.

EMGO said another option could be to rent out as room to external stakeholders. Bakery would have to be stripped if not used as bakery.

BAS Upgrades – works have been completed and have yet to be invoiced. Administration is collating correct paperwork that was not sent through for payment to be finalised. 300k to be invoiced.

Insurance – was not finalised before budget last year. Working with AON and will be discussed at the risk workshop in Cairns in May.

Cr Richard Stafford re-joined meeting at 1:36pm

Cr Cameron Josiah left meeting room at 1:36pm and returned at 1:37pm

Blue Café – Short term - Current Forecast to June 2021 is Year To Date (YTD) February 2021 is **(\$31,794)** loss and forecast to 30th June 2021 is **(\$12,833)** based on revenue increases due to price increases. Budget 2021-22 would project improved result based on price increases to reflect the following mix.

- Cost of Sales – 33% including Freight
- Labour – 40% including on costs
- Other Expenses – 17% for overhead costs

Stronger inventory control on ordering to minimize wastage or stock write off especially due wet season ordering. Monthly stock takes to reflect the real picture of the café on a monthly basis to allow quick reaction to poorer results.

Long Term - Engage third party via lease or profit share for the café along with the potential utilization of the Bakery or Equipment to produce freshly baked product.

Purchase Store - The current YTD (January 2021) cost to Council for the Purchase Store is **(\$185,992)** Loss and Forecast to June 30th, 2021 will **(\$281,479)**. This has reflected an overstaff of 1 Full Time Equivalent (FTE) due to the team member being moved into the area some time ago.

The Purchase Store will be an overhead cost to Council unless it charges out to the other cost centre's a margin on top of the cost price that it currently being issued out. The problem then would be the stock items issued would be double costed for the margin when it is billed to the client i.e. QBuild or other third party. Being an internal transfer, the transfer cost must not reflect a profit margin.

Currently only retail sale is profit margined at 30 % as per Price List and Fees & Charges register. This revenue is quite small compared to contractor revenue

The other issue is the community need to have these specific items in stock but there is a cost to buy and hold these stock items on the chance Council will need them. There also is cost to freight this stock to community that is expensed in the year delivered.

Workshop - The workshop currently as at Jan21 is reflecting a loss of **\$272,816**
Workshop undertakes Internal and External works.

Internal Works for 20/21 there has been limited paper trail for works done on council fleet thus limited recoveries via internal charges to the applicable cost centres.

Currently it alleged these is items that can be classified as inventory or could be returned to the original supplier. This will need a person with knowledge of the stock items to identify it and apply a stock value to be added to Council's stocktake. Any credits/returns will need to be discussed with the applicable supplier and a re-stock fee could be possible. There will also be freight cost to Council to return to Cairns.

Council officers need to follow the prescribed processes for both Internal & external works to ensure Council does not suffer losses in the workshop.

We need to investigate a system to manage workshop workflow and there are options in Synergy around Fleet Management but that would take between 4-6 months to implement once resources are available.

Longer term we need to investigate whether it is better to have a third party operate the workshop instead of Council for the betterment to Council.

Cr Bernard left meeting room at 2:14pm and returned at 2:17pm

Cr Jacob Josiah left meeting room at 2:19pm and returned at 2:21pm

ii) **Agenda Report - Budget Review**

Andrew Hay presented Budget Review agenda report to Council.

RESOLUTION – Budget Review 2020/2021 Budget Review including all updated policies, statements and procurement: <ul style="list-style-type: none">• Corporate Structure• Revenue Policy & Revenue Statement (Fees and Charges schedule and General Rate is equivalents & utility charges)• Investment Policy• Debt Policy• QTC Indicative Principle and Interest schedule• Procurement Policy• 2020/2021 Profit & Loss budget review• Whole of Council by function• Enterprises• Summary of recurrent grants• Summary of tied grants• Portfolios• Queensland Treasury Corporation, Local Government forecasting model	Moved: Cr Sands Seconded: Cr Cameron Josiah 4 in favour MOTION CARRIED: 1 against Cr Richard Stafford
--	--

5d) **Executive Manager Roads, Infrastructure and Essential Services**

i) **Information Report**

Jacqui Cresswell presented EMRIES information report. Report was noted and tabled.

Roads - The roads crew are currently preparing the road camp in readiness for this year's road works along with minor repairs on the road network, including emergency drainage works. Road runs for photographic evidence have been taken (except Shelfo Road) and submissions are currently being built for funding. It is expected tender will be advertised late May for town streets bitumen works. Roads Crew are also repairing a large amount of potholes within the township.

Works - Building & Essential Services - Various Council buildings and houses are currently being assessed and reported on using a condition assessment report. Building defects will be rated and a program of works submitted to Council for their perusal and comments, with works to be included in the 2021/22 budget. We currently have 52 major and minor upgrades to be completed and 5 which have been tendered and awaiting QBuild approval prior to award. Building services are also looking at the fencing of houses around community.

Capital Projects - Duplexes Construction - Detailed architectural designs have been approved by Qbuild with tender documentation being prepared.

Major Projects:

Workshop compound –Complete except for minor plumbing works.

Family bistro/canteen renovation – Family bistro complete, new amenities block currently having plumbing works undertaken. Electrical works have been undertaken with Ergon upgrades to switchboard booked in, roofing works to commence in May.

Wellness centre/Town Hall – Inspection to take place ready for handover.

Contractors camp/storage area – Works to commence as soon as road opens to allow materials to arrive.

Womens meeting place - Stage 1 – works commenced with slab to be poured early May.

Staff house – Demolition has commenced with asbestos removal complete, due to be completed in the next few weeks. Kit houses to be delivered early May, expected completion to lock up by end June.

Indigenous Councils Critical Infrastructure Program (ICCIP) – Design of ponds and dump/transfer station underway. Engineer to address upcoming council meeting regarding design options prior to departmental approval.

Electrical - A casual air-conditioning technician has been employed on a temporary basis to assist the electrician with back log of air-conditioner installs. He is also sourcing quotes to upgrade the solar array at Oriners.

Airport - Facemasks are still compulsory due to Covid19 restrictions. 2 additional flights a week commenced 12 April, however the timing of flights (Tuesday & Thursday) doesn't appear to suit stakeholders, with minimal passengers booking. Surveys underway at the airport for preferred departure times via Survey Monkey.

Workshop - Doug Williams is proving an asset in the mechanics role and is working on vehicles currently in the workshop. A second mechanical assistant commenced work 9 March and is assisting with small motor repairs. Charles George commenced on a casual basis on 14 April to assist with the backlog of work, however the lack of parts is proving problematic.

The issue of afterhours use of council vehicles is ongoing with plans being put in place for the construction of an enclosed area for vehicles to be stored overnight and at weekends, in the workshop compound, to reduce this. This will allow thorough inspection of vehicles for damage and pre-start checks to be performed daily, hopefully prolonging the life of the vehicle. Lockable fuel caps are also being implemented to reduce fuel theft, with keys held at the purchase store.

Action Item: EMRIES to check with Electrician the price of installing a split system as community believe it is too high

Rangers – 4x4 Adventure visited community and rangers took them out on country. Harry Tamwoy from Dept Agriculture, Water and the Environment will be visiting for some training in early May.

Animal Management – The Animal Management Plan is to be implemented and will become effective on 01 July 2021.

Parks & Gardens – Maintenance of town streets continuing with works commencing in market garden as soon as time permits.

ii) **Agenda Report – Sole Supplier**

Jacqui Cresswell presented Sole Supplier agenda report to Council.

Council was approached by Nikki Huddy of Planz Town Planning, on behalf of the Kowanyama State School, to apply for funding under Transport & Main Roads for a road safety initiative. This is in collaboration with Yarrabah, Djarragun, Weipa, and Pormpuraaw. Ms Huddy completed all applications for the above entities to fund a theatre presentation for school children to understand road safety. This entails several theatre performances delivered in each locality during May & June 2021. This funding was successful with each entity receiving \$19,904 (ex GST). JUTE Theatre Company has now invoiced Council for \$19,904 (ex GST) for our contribution to the production.

RESOLUTION – Approval for JUTE Theatre Company to be a Sole Supplier That Council endorses JUTE Theatre Company for Sole Supplier under section 225 of the Local Government Regulation. This is for a fully funded collaborative Road Safety grant.	Moved: Cr Sands Seconded: Cr Jacob Josiah All in favour MOTION CARRIED:
---	--

Ms Chris Delaney entered meeting room at 3:02pm

Cr Stafford left meeting room at 3:02pm

5e) **Executive Manager Human Resources**

i) **Information Report**

Christine Delaney presented EMHR information report. Report was noted and tabled.

Staff numbers: 133

Current advertised Vacancies: Traineeships

Current Workers Compensation Claims: 1

Current vacancies:

- Executive Manager Roads Infrastructure and Essential Services - (currently internal staff member acting in role)
- Carpentry Supervisor – (currently internal staff member acting in role)
- Business Enterprises Manager – on hold
- Community and Cultural Support Worker - applications currently being reviewed
- Accounts Receivable Officer - applications currently being reviewed
- Traineeships/ Apprentices in a number of areas – applications currently being reviewed

New Appointments March:

- Parks and Gardens Co-ordinator –Evans Josiah
- Parks and Gardens Team – Brendan King (casual to permanent)
- Workshop Trades Assistant – Troy Tieppo
- Community Services – Casual Support Officer – McGavin Dick
- Aged Care Services – Support Staff: Jarrah Sinnamon, Leigh Brumby, Vernon Bernard

- BAS Home Services Team – Trevor Edwards, Milton George, Shantel Anthony, Gabrielle Sinnamon,
- Thomas Tent
- Airconditioning Technician – Troy Friedrich

Staffing:

Executive	6 (1)	Airport	3
Kowanyama Admin incl Community Bus	4	Bakery	3
Cairns Admin	10	Post Office	2
Building Services	9(1)	Accommodation	6
Roads	5	Radio Station	1
Centrelink	2	Women's Shelter	8
Community Police	1	Child Care	4
Electrical	2	Multipurpose Centre	17
Essential Services	5	Aged Care Facility	20
Purchase Store	4	Land, Sea and Environment	7
Workshop	2 (1)	Family Engagement Officer	1
Parks and Gardens Incl Market Garden	3 (1)	Blue Cafe	3
NDIS	4	Disaster Recovery Funding Arrangements (DRFA)	-
BAS Home Services Team	5		

Training

- Electrofusion Welding Course April 20 – 21 April (Essential Services and Parks and Gardens teams)
- First Aid Training: 10 – 11 May, 17 – 18 May and 19 – 20 May (various work areas) EMHR is currently reviewing applications for existing job vacancies.

New appointments in March 2021:

- Parks and Gardens Co-ordinator – *Evans Josiah*
- Parks and Gardens Team – *Brendan King (casual to permanent)*
- Workshop Trades Assistant – *Troy Tieppo*
- Community Services – *Casual Support Officer – McGavin Dick*
- Aged Care Services – *Support Staff: Jarrah Sinnamon, Leigh Brumby, Vernon Bernard*
- BAS Home Services Team – *Trevor Edwards, Milton George, Shantel Anthony, Gabrielle Sinnamon, Thomas Tent*
- Air Conditioning Technician – *Troy Friedrich*

BAS Home Services Team – the cleaning team for vacant temporary housing team doing really well.

Air Conditioning technician is helping with outstanding air conditioning jobs (cleaning/maintenance).

10 employees doing the Electrofusion welding training (poly-pipe welding)

First Aid Training – 10-11May, 17-18 May and 19-20 May (including defibrillator training)

Supervisor Training – group of 4 for teleconference follow up training (trainers will attend community)

Waiting on quotes from TAFE for small engine motors, numeracy and literacy and power hand tools.

Virtual Safety Training – training with a virtual headset in the next 2 weeks

5f) Executive Manager Community Services

i) Information Report

Gary Uhlmann (CEO) presented EMCS information report. Report was noted and tabled.

Aged Care centre and Multi-Purpose Centre – a lot of activity around use of the barbeque areas Aged Care residents are enjoying the new complex.

The children are still swimming in the creek which is a concern.

The MPC has been running PE classes where Sport & Rec staff are supporting the school.

The MPC has also been conducting women's classes on Friday afternoons.

The pool has been open daily in the afternoons with a lot of children attending.

Staff have run football training every Tuesday and Thursday and continued to do so over the Easter break.

PCYC – Sport and Rec staff competed in the Deadly 3's competition (playing 15 games) in Edmonton. This event was a success and all participants had a great time.

Women's Services – Cultural Community Support Workers facilitated 3 girls group activities and 1 Elder's group function from the Aged Care Centre with great engagement.

There have been talks regarding the opening of a long day care centre.

Katherine Wiggins left meeting at 3:31pm

6) Closed Business

RESOLUTION – Closed Business That Council moved into closed business at 3:33pm	Moved: Cr Sands Seconded: Cr Bernard All in favour MOTION CARRIED:
RESOLUTION – Closed Business That Council moved out of closed business at 3:37pm	Moved: Cr Sands Seconded: Cr Bernard All in favour MOTION CARRIED:
RESOLUTION – Audit and Risk Committee Minutes That Council note the April 2021 Audit and Risk Committee Minutes.	Moved: Cr Sands Seconded: Cr Cameron Josiah All in favour MOTION CARRIED:

Meeting Closed at: 3:38pm

No. Action Item in Meeting	Meeting Type	Day / Origin	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status
1	Council Meeting	20	April	2021	EMF	EMF to define fees and charges for home owners i.e. sewerage, water, garbage etc and provide to EMGO for home ownership team	EMF		In Progress
2	Council Meeting	20	April	2021	EMGO	EMGO to meet with Mayor regarding current model meeting procedures	EMGO		In Progress
3	Council Meeting	20	April	2021	EMGO	EMGO to workshop house prices with councillors during 2021-2022 Budget Review	EMGO	Initial discussions to be raised during May Workshop week	In Progress
4	Council Meeting	20	April	2021	EMRIES	EMRIES to check with electrician the price of installing a split system as community believe it is too high	EMRIES		In Progress

No. Action Item in Meeting	Meeting Type	Day / Origin	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status
5	Council Meeting	16	August	2017	Abandoned Cars	Executive Manager Governance and Operations to work with CEO to investigate options for removing car bodies.	EMRIES	Included in Prequalified supplier list 08/01/2019 - Commenced conversation with community members. Parks and Gardens Manager has continued assisting, a number of people have requested assistance if appropriate area can be accessed for parts. 1/04/19 - KASC is currently unable to move vehicles from properties as we do not have appropriate machinery, access can be obtained through a current contractor in community. Negotiations, quotes and process need to be formalised.	In progress
4	Council Meeting	22	March	2018	Fencing	Review costs for installing fencing between the proposed well-being and the morgue (for cultural sensitivities)	EMRIES	08/01/2019 - To be reviewed, Proposed Well-being Centre under scrutiny in relation to Apunipima lease	In progress
1	Council Meeting	20	June	2018	Cultural Education	Bush Tucker plants to be put into pool area with naming for children to learn.	EMRIES	08/01/2019 - Commenced conversation with Mr Viv Simamon, seedlings need to be propagated	In Progress
2	Council Meeting	20	June	2018	Post Office	Post office disability access needs to be addressed.	EMRIES	08/01/2019 - To be commenced, have determined the need for engineering capacity (awaiting report) have convened meeting of KASC builders to determine works. Engineering drawings currently being undertaken	In progress
1	Council Meeting	5	November	2018	Tender	EMF to begin the formalisation of a tender policy which is to include tender process, tender panel and template for reporting.	EMF	Draft Procedure being drafted to add to Procurement Policy - February 2021 OM	In Progress
7	Council Meeting	23	January	2019	Aircon	EMCS to liaise with health organisations and BAS for air conditioners to be installed at at-risk patients residences.	EMCS	BAS are only the project Managers of the Social Housing stock. On behalf of the EMCS I have take the option to BAS who raised the request their client. Lobbying would need to undertaken at the higher levels.	In progress
2	Council Meeting	26	February	2019	Org Structure	CEO to ensure organisational structure is up to date and includes all line managers and contractors that report to the Executive Managers	CEO	Currently being reviewed.	In progress
1	Council Meeting	25	March	2019	HR	EMHR to continue to source training to build capacity for community members.	EMHR	Ongoing work with RISE	In progress
14	Council Meeting	16	May	2019	Vehicles	EMIPW to develop a workshop strategy for next financial year	EMRIES	New policies and procedures are currently being undertaken. 2 new workshop staff to commence in December	In progress
9	Council Meeting	17	July	2019	Community Centre	EMCS to develop plan for Community Centre include – target groups, activities and management.	EMCS	Time needed to consult community prior to development of plans	In Progress
6	Council Meeting	20	November	2019	Franchises	EMF to review product lines to increase revenue at the Post Office and Purchasing Store	EMF	Further details are required on what is need to be added to the Purchase Store	In progress
4	Council Meeting	23	Oct	2019	MOU	CEO – MOU for road between PDR and Orirers with relevant Local Councils.	CEO		In Progress
5	Council Meeting	23	Oct	2019	Justice Group	CEO – Liaise with Justice Group regarding current Justice Model, with a view to reviewing the Terms of Reference of the group.	CEO	This has been discussed with Dept of Justice & Attorney General and being discussed by council	In Progress
6	Council Meeting	23	Oct	2019	The younger community members	ALEMCS – Review programs that could be implemented in Kowanyama to reduce offending and increase social and emotional well- being of young people in community.	EMCS	More time needed to meet with Justice group and coordinator to look at a framework	In Progress
1	Council Meeting	20	May	2020	Enterprises	CEO and Mayor to speak with Hope Vale Aboriginal Shire Council and Lockhart River Aboriginal Shire Councils regarding Road Gang revenue and other successful enterprises.	CEO	Target August	In Progress
2	Council Meeting	20	May	2020	Enterprises	CEO and EMFS to have discussion around ways to increase profits for the Bakery and the Blue café and provide assessment to next Council meeting	CEO	EMF progressing. Update to July Council Meeting	In progress
3	Council Meeting	20	May	2020	Enterprises	CEO to work with Business Enterprise Manager to decide which business sells different goods	CEO	On hold. Reviewing options for engaging a Business Enterprise Manager	In progress
4	Council Meeting	20	May	2020	Blue Card	EMGO to work with EMHR to organize a blue card for CR Stafford	EMHR	Awaiting HR progress report.	In Progress
5	Council Meeting	20	May	2020	Animal Management	EMWVP to organize Animal Management Officer (AMO) to attend properties and gain information for BAS regarding repairs to fences and gates	EMRIES	To be implemented 2021	In progress
1	Council Meeting	24	June	2020	Education	Mr Bell to liaise with Miss Jamie to continue to select two well behaved students for future council reports.	EMCS		In progress
1	Council Meeting	22	July	2020	Community Engagement	EMCS and CEO to invite male elder of community to the Men's Shed opening	EMCS		In progress
2	Council Meeting	22	July	2020	Centrelink	EMCS and Mayor to get feedback about self help instead of centrelink agents	EMCS		In progress
3	Council Meeting	22	July	2020	Post Office	EMCS to speak with Post Office Manager regarding the unloading of parcels to be done by Post Office employees only	EMCS		In progress
4	Council Meeting	22	July	2020	Banking	EMCS and EMHR to enquire about training/induction on policies and procedures for banking	EMCS		In progress
5	Council Meeting	22	July	2020	Employment	EMHR to re-advertise for Senior Mechanic and Workshop Manager this week	EMHR	One mechanic engaged, ongoing recruitment for second mechanic - looking at all alternatives	In progress
6	Council Meeting	22	July	2020	Airport	EMRIES to review possibilities of selling food at the airport	EMRIES	Strategy to be put in place in 2021 with goods sourced from Bakery.	In progress
7	Council Meeting	22	July	2020	Airport costs	EMRIES to review variable costs at the airport and update at the August Council Meeting. Also to find out what the other community airports fees and charges are.	EMRIES	Budget review scheduled	In progress
1	Council Meeting	19	August	2020	NDIS	EMCS to check if NDIS clients are provided electric or gas stoves	EMCS		In progress
2	Council Meeting	19	August	2020	Community Service	EMCS with EMGO to design a community consultation to gain communities view on swimming pool closure during sorry business	EMCS		In progress
1	Council Meeting	16	September	2020	Recycling	EMCS to review recycling options	EMCS		In progress
2	Council Meeting	16	September	2020	Animal Management	EMRIES to progress Animal Management Plan, with the first element being community education	EMRIES		In progress
1	Council Meeting	29	October	2020	Community Centre	EMCS to organise steel blade fans in Community Centre	EMCS		In Progress
2	Council Meeting	29	October	2020	HACC	EMCS to speak with HACC staff regarding transport for the elderly from the canteen in the afternoons	EMCS		In Progress
3	Council Meeting	29	October	2020	Human Resources	EMHR to organise Births/Deaths/Marriages to visit community	EMHR	Dependent on COVID19 Travel restrictions - has been requested	In Progress
1	Council Meeting	18	November	2020	CEO	CEO to review Travel Allowance procedures with EMF to ensure equity	CEO		In progress
2	Council Meeting	18	November	2020	EMGO	Policy on use of men's shed for temporary accommodation needs to be settled. Need funding for full-time coordinator	EMCS	In progress.	In progress
3	Council Meeting	18	November	2020	EMGO	IT plan to be developed by EMGO in conjunction with Councillors and Executive Management	EMGO	IT Audit in development.	In progress
4	Council Meeting	18	November	2020	EMRIES	EMRIES to show Mayor specifications for the fit-outs of new builds	EMRIES	No plans received as yet	In progress
1	Council Meeting	16	December	2020	CEO	CEO and Mayor to speak with contractors regarding contributions to the community	CEO		In progress
2	Council Meeting	16	December	2020	CEO	CEO to consider storage location for plant and equipment and charge for it	CEO		In progress

3	Council Meeting	16	December	2020	EMCS	EMCS - Cultural training for new staff (contractors included) i.e. closed country, sorry business etc.	EMCS		In progress
4	Council Meeting	16	December	2020	Contracts	EMF to review Australia Post Licence Agreement re purchasing gifts for sale in store	EMF	The current Agreement is very old dated 1994 so has no reference to sale of goods that are now in Post offices. Contact with Australia Post is being initiated to commence a updated agreement	In progress
6	Council Meeting	16	December	2020	EMRIES	EMRIES/CEO to speak with BAS regarding the assessment and age of houses	EMRIES		In progress
1	Council Meeting	19	January	2021	CEO	CEO, Mayor and A/EMGO to workshop early next week (Cattle Company)	CEO		In progress
2	Council Meeting	19	January	2021	EMCS	EMCS to obtain Australia Post catalogue for what can be sold in the Post Office	EMCS		In Progress
3	Council Meeting	19	January	2021	EMHR	Records Management position - local indigenous people to work with Matt Fox	EMHR		In progress
4	Council Meeting	19	January	2021	EMHR	EMHR and CEO to present RISE agreement at the next Council Meeting	EMHR		In Progress
5	Council Meeting	19	January	2021	EMHR	EMHR to see if defibrillator training can be included in the First Aid Training	EMHR		In Progress
6	Council Meeting	19	January	2021	EMHR	EMHR - require more defibrillators available across all work places	EMHR		In Progress
7	Council Meeting	19	January	2021	EMHR	EMHR - relevant leadership courses to be sourced for new co-ordinators	EMHR		In Progress
1	Council Meeting	16	February	2021	EMCS	EMCS to speak with school principal regarding school trasineeships / school holiday employment	EMCS		In progress
2	Council Meeting	16	February	2021	EMCS	EMCS to speak with CEO, Store and Church Store to stop selling energy drinks/soft drinks before and during school hours	EMCS		In progress

Council Meeting

May 2021

Information Report

<u>Title</u>	Monthly Update
<u>Author</u>	Katherine Wiggins Executive Manager Governance and Operations
<u>Meeting Date</u>	18 May 2021

Key Items

Canteen Lease

Draft lease has now been provided to Kowanyama Sports and Recreation Association.

Carbon Farming

We are in the process of engaging Tropical Forest Tree for the 2021 burn. Contract negotiations should be finalised in the next week.

Cattle Company

The Cattle Company will be transferred to Council by 1 July 2021.

Records Management

Council's access to the H drive will cease on 30 June 2021. All records will then be accessed via Sharepoint.

2021-2022 Operational Plan

A council Operational Plan details all the projects that council will focus on in the next year.

On Thursday we will be going through our current Operational Plan and gaining the Councillors' input as to what should be in the next Operational Plan.

The current Operational plan is attached at **Attachment 1**.

Orange Sky

Orange Sky Australia is a not-for-profit organisation that provides access to free laundry; safe, hot shower services; and non-judgemental conversation for people in need or who may be experiencing homelessness. Orange Sky have 31 services across Australia with three laundry services being in remote communities, Lockhart River and Palm Island in Queensland and Maningrida in the Northern Territory.

Orange Sky would like to visit Kowanyama with their mobile laundry van mid June to connect with the community.

More information is attached at **Attachment 1** and **2**.



REMOTE SERVICES OVERVIEW



TABLE OF CONTENTS

Remote services overview	1
How Orange Sky began	3
Mission	3
Remote services	3
How we partner	7
Appendix 1	9

How ORANGE SKY BEGAN

Orange Sky was originally founded in a Brisbane garage by 20 year-old friends, Nic Marchesi and Lucas Patchett who installed two commercial washing machines and two dryers in the back of their van and visited parks in Brisbane to provide a free service to wash and dry clothes for people experiencing homelessness.

Orange Sky Australia (OSA) has grown in scale and now employs around 40 staff and engages around 2000 volunteers. These volunteers currently wash over five tonnes of laundry and facilitate over 150 showers every week via the use of 32 laundry and shower services deployed to assist people experiencing homelessness and/or those in need. Most importantly, Orange Sky volunteers have engaged in more than 275,000 hours of conversations to date and through these conversations have helped to positively connect communities all around Australia.

MISSION

Orange Sky's mission is to **positively connect communities** by creating a safe, positive and supportive environment for people.

Orange Sky services enable the communities we work with to support people experiencing homelessness, economic or social challenges (regardless of age or gender) through the provision of free laundry and genuine human connection.

We also assist people who are affected by temporary homelessness, i.e. through natural disasters, such as cyclones, floods or bushfires and our support can provide a sense of normality to those affected during these challenging times. Orange Sky believes that all people should have access to basic human rights such as clean clothes, showers and conversation.



REMOTE SERVICES

Background

In Australia, disparities remain between Indigenous and non-Indigenous people across many indicators including health, education, employment and housing. There are numerous reasons for this including but not limited to, the ongoing impacts of colonisation; institutional and personal discrimination and racism; loss of land, language and culture; poorer access to health and education services; and intergenerational trauma.

Many remote communities may be similar in that they were created as mission communities by faith or government institutions and consist of multiple mobs or tribes who may or may not have historically connected and crossed paths; however, their experiences since colonization and cultural, geographic, economic, environmental, political and social context mean that each community is unique. It is also important to understand and acknowledge the perception of a community depends on who is making the judgement. For example, someone living in the community may perceive it differently from a visitor. An Indigenous person would no doubt perceive a community differently to a non-Indigenous person. Some communities may be socially cohesive but experience environmental degradation or have a strong economy but a volatile local political climate. For these reasons it is important to take an individual approach to working with each community and to be adaptable to the local context.

Our Services

In late 2017, Orange Sky Australia launched its first service in the remote community of Lockhart River, Queensland, and in late 2018 the second service was launched on Palm Island, Queensland. In early 2020 a third remote service was launched in Maningrida, Northern Territory.



One of Orange Sky's core values is **Collaborative Partnerships**. This has allowed us to scale quickly, and listen and learn from other services around Australia. Taking on feedback from the communities we have worked alongside means we are now focused on supporting **employment opportunities** in both these services.

We understand how important it is to work in partnership with local organisations to provide more holistic and locally relevant support and service. We value local knowledge, experience and credibility of a local organization and want to stay focused on listening and learning as we work towards supporting more people.

Overall, Orange Sky aims to work alongside remote communities and build impact by:

- ❖ Staying true to our mission to *positively connect communities* through access to laundry facilities and a good yarn
- ❖ Evidence of, or participation in, *community consultation and engagement* to ensure a clear and common purpose and community support
- ❖ Evidence of, or participation in, a *needs assessment* to ensure Orange Sky is an appropriate and essential service for the community
- ❖ *Collaborative partnerships* with a local organisation/s to support initial consultation and engagement; funding; employment; management and maintenance of the service; and to provide local governance and service design
- ❖ *Working to ensure funding* is available taking into consideration location, road conditions, population size, type of service required and cultural considerations. Also that funding can be obtained collaboratively from a variety of sources
- ❖ *Employment* of local people to provide the service
- ❖ Provision of the *assets, staff training and ongoing support*
- ❖ Collection of *operational and social impact* data which can be shared with a local partner
- ❖ Collaboration to ensure *safe shift operations* and adherence to workplace health and safety regulations.



In keeping with collaborative partnerships, ownership, accountabilities and outcomes are shared between Orange Sky and the community. An example of this breakup is illustrated in table 1. An illustrative figure is attached in Appendix 1.

Table 1.

Orange Sky accountabilities	Community accountabilities
<ul style="list-style-type: none"> ○ Evidence of, or participation in, <i>community consultation and engagement</i> to ensure a clear and common purpose and community support (incl Elders, TO's, orgs, community etc) ○ Conducting a needs assessment ○ Establishing collaborative partnerships (moving forward) ○ Employment opportunities for local people ○ Provision of asset, appropriate training and ongoing support and stock ○ Technology or process to collect service and impact data ○ Risk management processes to adhere to and guide local operation 	<ul style="list-style-type: none"> ○ Local governance ○ Human resources for employment purposes (general staff and person as 'train the trainer') ○ Presence of relevant tradespeople ○ Presence of fuel bowser ○ Ability to provide safe environment for asset and shifts ○ Most importantly a level of need which isn't currently being met
Shared accountabilities	
<ul style="list-style-type: none"> ○ Initial and ongoing funding ○ Storytelling (internal and external) ○ Project risks 	
Shared outcomes	
<ul style="list-style-type: none"> ○ Numbers of shifts ○ Numbers of washes ○ Numbers of people helped ○ Conversation and connection ○ Health and well-being improvements ○ Value add to community and potentially other organisations 	

HOW WE PARTNER

Orange Sky and Mala'la Health Service have established a solid partnership to support the Maningrida community and to create significant social impact. Conversations began early 2019 between the local Council, the then Department of the Chief Minister's, One Disease and Mala'la Health Service with some of the highest rates of rheumatic heart disease in the world driving the request for our support. The need for collaboration was evident and was established over time.

In September 2019 a small team from Orange Sky visited Maningrida to engage with the broader community. We brought along Cathy, one of Orange Sky's earlier laundry vans, for the community to experience and engage with prior to securing agreements and funding. Engagement with our service was overwhelming and poor access to washing facilities in the community was apparent.

Orange Sky worked with the team from Mala'la Health Service to identify funding sources and create a plan for service provision. January 2020 saw us arrive in Maningrida with a new remote style laundry vehicle and to an overwhelming reception from the community. A number of local community workers were trained to provide regular shifts and in just five short months over 20,000kg's of washing was completed. Over time the plan is for Mala'la Health Service staff to conduct outreach programs and health promotion from the van at locations around the community. Doing so will improve access to a number of services directly to the community. Health service staff are committed to maximizing impact on the ground and communicate our value in Maningrida when saying:

'I think it's really good, especially when people don't have a washing machine, especially where we park close. It's good to keep the countrymen busy while they're washing and we keep an eye on things like sores and scabies, we encourage Mum and Dad to bring the kids to the clinic. It's good working together, communicating, Mala'la involved with Orange Sky. Looking forward it's more help so we can see the future, more kids growing healthy and strong, for their life'

Health Worker, Mala'la Health Service

'I'm very hopeful this model will inform other communities. Partnerships in this space are so important because you can't go it alone, no service can do

it on their own, you have to work with other people to maximize your opportunities so you can move forward' Manager of Health and Community Services, Mala'la Health Service.

This case study demonstrates how a partnership, preferably with an Aboriginal and Torres Strait islander Community Controlled Organisation, can address key priorities as listed in the National Aboriginal and Torres Strait Islander health plan 2013–2023.

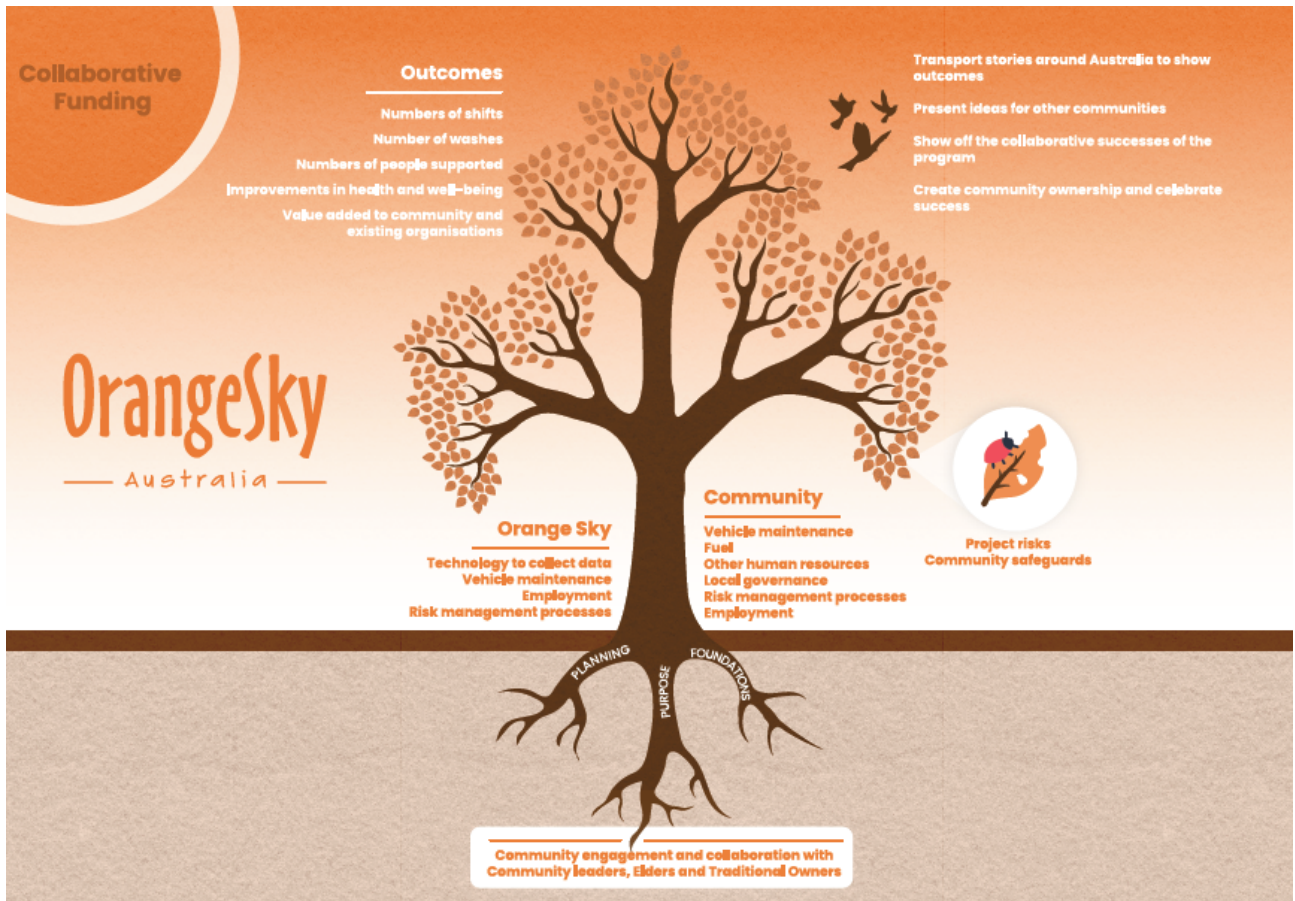
Specifically, a partnership can address the following:

- Improve *accessibility*, appropriateness and impact
- Centre *social and emotional wellbeing*
- Provide *employment* to reduce the causes of health inequality
- Facilitate opportunities for individuals and communities to actively engage in *decision making and control*
- Ensure adults have *resources* to manage their health and have long, productive lives
- Facilitate a robust, strong, vibrant and effective *community controlled health sector* (in partnership with Orange Sky)



APPENDIX 1

Figure 1: An illustrative figure, used for storytelling, of the remote service model with individual and shared accountabilities, risks and outcomes.





Employee Conflict of Interest Policy

Number: TBA
Responsible Manager: Executive Manager Governance and Operations
Head Policy: N/A
Legislation:

- a) Local Government Act 2009
- b) Local Government Regulation 2012
- c) Public Sector Ethics Act 1994

Associated Policies:

- a) Council's Code of Conduct
-

1. Purpose

All Council employees have a duty to make decisions free of conflicts and carry out their public duties to high ethical standards.

The purpose of this policy is to clearly define the obligations, roles and responsibilities that concern actual, potential or perceived employee conflicts of interest, to ensure decision-making and actions are fair, unbiased and carried out in the public interest.

2. Application

This policy applies to all employees of Kowanyama Aboriginal Shire Council

Conflicts of Interest relating to the role of Councillors have not been provided for in this policy due to the specific legislative requirements under the *Local Government Act 2009* and *Local Government Regulation 2012*, and the Councillor Code of Conduct.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009*, the *Local Government Regulation 2012*, and the *Public Sector Ethics Act 1994*, as well as Council's Code of Conduct, and Procurement Policy.

4. Definitions

Associate – Includes a spouse, parent, child, parent-in-law, or other relative, friend, co-worker, an entity which an associate has an interest in, whether direct, or indirect, or a legal or beneficial interest, including companies and directorships related to associates.

Conflict of interest - a “conflict of interest” means any matter that arises when a person’s private interest conflict with their duty to serve the public interest. A conflict of interest exists when a reasonable person might think that a Council employee’s personal interest interferes or appears to interfere, or where an employee’s personal interest may influence, or be seen to influence, their decisions or actions in the performance of their official duties.

Perceived conflict of interest – The public or a third party could form the view that personal interests could improperly influence an employee’s decision or action, now or in the future. Whilst it may or may not eventuate as a real conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

Potential conflict of interest - Personal interests that could conflict with a Council employee’s official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

Real conflict of interest – situation where there is an actual conflict between the Council employee’s official duties and their personal interests.

Employee/s – Any person employed directly by Kowanyama Aboriginal Shire Council, regardless of their employment status (full time, part time, casual, volunteer) and contractors, undertaking duties on behalf of Council.

Official Duties – Means the performance of an employee’s role at Council, including their public duty to act with the highest ethical standards and integrity when making decisions, and when exercising any power or authority which has been entrusted by Council.

Personal interests – Personal interests include private, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends.

Public interest – Acting in the public interest means carrying out duties for the benefit of the public, in a fair and unbiased way, and making decisions that are not affected by personal interests, private associations or the likelihood of personal gain or loss for employees or associates.

5. Conflict of Interest

All employees must perform their duties in a fair and unbiased way and in the public interest, ensuring that decisions and actions are not impacted by their personal interests or the likelihood of gain or loss for them or others that they may wish to benefit or disadvantage.

A conflict of interest occurs when personal interests interfere, or appear to interfere, with the performance of official duties.

5.1 Employee obligations

It is important to understand that conflicts of interest occur, and inevitably Council employees will have occasions when their personal interests come into conflict, with carrying out their official duties. However, when conflicts of interest are not identified, disclosed and managed appropriately, adverse consequences such as serious misconduct or corruption may arise.

All employees must regularly consider the relationship between their personal interests and official duties in order to honestly and transparently identify, disclose and manage any conflicts in the public interest.

Council will ensure adverse consequences that arise from employee conflicts of interest are prevented by:

- educating staff on the identification, disclosure and management of conflicts of interest
- proactively identifying and monitoring business processes that are prone to high risk of conflicts
- maintaining supporting structures, systems, clear processes and procedures for the disclosure, management and monitoring of conflicts of interest.

5.2 Areas within Council that pose a higher risk with regard to conflicts of interest

Some business functions and processes of Council may be more prone to conflicts of interest, extra care should be taken when engaging in these processes. These may include, but are not limited to:

- recruitment, selection processes, promotions and remuneration reviews
- managing of staff
- procurement
- contract management
- regulatory roles including:
 - inspecting, testing, regulating or monitoring standards, business, equipment or premises;
 - issuing, or reviewing the issue of, fines or other sanctions;
 - issuing permits, qualifications or licences;
- complaints management

6. Roles and Responsibilities

Councillors and Employees are responsible for declaring Conflict of Interests.

Mayor and Councillors are responsible for:

- demonstrating leadership and good governance of the Council and decision-making that is made in the public interest.

The Chief Executive Officer and Executive Managers are responsible for:

- providing leadership in disclosing, managing and monitoring conflicts of interest
- ensuring policies, procedures and other work instructions requiring reference to

this policy and any supporting procedure or processes are in place, in particular, for higher risk areas of Council.

- ensuring employees are aware of conflict of interest policies and procedures
- ensuring employees conflict of interests are reported to Governance and Operations

Employees who also have supervisory responsibilities must:

- ensure employees who they manage, disclose and manage any conflicts of interest and take appropriate action
- monitor any management approach that is required to be taken by their direct reports for any conflicts of interest that may exist

All employees are responsible for:

- regularly considering the relationship between their personal interests and official duties in order to proactively identify any actual, perceived or potential conflicts of interest that may influence any actions or decisions made while carrying out official Council duties
- being honest, open and transparent in their disclosure of conflict of interest
- when a potential conflict is identified the employee must cease discussions or actions and refer the matter to their line manager

Finance is responsible for

- Requiring tenderers to provide Conflict of Interest declarations
- Providing suppliers with Council's code of conduct and any other fraud/corruption related guidance materials
- Monitoring risk areas and raising potential breaches with the Executive Manager Governance and Operations

Human Resources is responsible for

- ensuring all employees receive conflict of interest training on induction, during their employment and when conflict of interest policy or procedures are revised
- maintaining a secondary employment register

Governance and Operations is responsible for:

- ensuring clear policy and procedures are in place for Council employees to follow, to identify, disclose and manage conflicts of interest;
- maintaining a confidential centralised system for the disclosure, management and monitoring of conflicts of interest for Council employees
- assessing whether the action taken mitigates risk of conflict of interest

- Raising potential breaches with the CEO and Audit and Risk Committee

Conflict of Interest Register

A Conflict of Interest Register is held by the Executive Manager Governance and Operations and is accessible to the Office of the CEO, Governance and Operations and Finance Department employees.

DRAFT

Ordinary Council Meeting

Finance Update Report

Title: Executive Manager Finance

Meeting Date: 18 May 2021

Author: Andrew Hay

Key Updates

1. Financial Report April 2021

A monthly Finance report for the month of April 2021 has been prepared as at

Attachment 1.

Key points from the April 2021 YTD report are as follows:

- net operating result is a \$2,012 surplus, this is \$1,451K better than budget
- actual net operating income is \$17,114K this is \$829K better than budget
- actual operating expenditure is \$15,102K this is \$561K worst than budget
- Net Profit is \$5,198K deficit, this is \$405K better than budget
- Untied Cash Funds balance is \$1,516K

Please note these comparisons are to the Adopted Budget Review 2020-21 as adopted at the April 2021 Meeting compared to past report referring to the Original Budget 2020-211

Recommendation

That Council note the Monthly Financial Report for April 2021.

Attachments

Appendix.1 Council Monthly Financial Report

2. Credit Card Acquittal

The latest status on acquittal of the Council's credit.

No expenditure is outside of the Procurement Policy for the reported month.

All Cards have been lodged with Finance for April 2021 Statements.

Financial Report

April 2021





CONTENTS	Page
Financial Summary	3
Operating Statement	4
Results by Function	6
Results by Program - operating	7
Results by Program - capital	8
Enterprises - Summary	9
Statement of Financial Position & Cash	10
Building Program	11

(all results are in \$)



Finance Summary - YTD April 2021

The YTD April 2021 financials show an actual operating loss of \$5,198,366 which is \$405,058 lower than budget.

This favourable variance includes higher than budgeted RISE profit share \$317,876, lower Carbon Credits internal costs \$360,000, higher NDIS profit \$80,764 and a lower than budgeted loss at the Workshop of \$83,984. In addition, favourable timing variances across the operating grant program arose of \$462,832. These are partially offset by an unbudgeted loss on the disposal of assets \$418,849 and higher than budgeted depreciation of \$627,293.

Enterprises are showing a YTD loss of \$212,917 which is \$106,112 higher than budget. Profits are lower than budget for the Batching Plant \$58,489 due to lower batching volumes than anticipated, Accommodation Centre \$19,958 and Car Hire \$4,856 in addition to higher than budgeted losses for the Blue Cafe \$35,611 and Post Office \$31,900, mainly due to higher costs than budget. These are partially offset by lower than budgeted losses for the Airport \$34,009 and the Bakery \$10,694.

The variances on the capital program are mainly due to the timing of receipts and expenditure on both grant and council funded projects.

Kowanyama Aboriginal Shire Council

Profit & Loss

Period ending - 30/04/2021

IE Code

		Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
		\$	\$	\$	\$
	Income				
100	Council Rates, Levies & Charge	495,037	495,037	0	495,037
110	Commissions & Fees Revenue	271,308	167,322	103,986	201,026
111	Aviation Landing Fees	146,425	137,751	8,674	165,302
120	Accommodation Revenue	438,051	443,226	(5,175)	531,874
125	Rental Income	706,827	726,820	(19,993)	872,184
130	Interest Received	24,969	31,898	(6,929)	40,000
140	Sale of Goods Revenue	1,083,136	1,184,663	(101,527)	2,405,421
141	Services Revenue	3,988,311	4,142,965	(154,654)	4,835,564
142	Aviation Fuel Revenue	254,066	185,947	68,119	214,557
150	Donations Received	1,000	0	1,000	0
151	Gain on Revaluation	0	0	0	0
152	Insurance Recoveries	0	0	0	0
153	Fuel Tax Credits	17,038	13,312	3,726	15,000
154	Other Income	1,096,513	867,108	229,405	1,027,259
156	Training Recoveries	66,500	51,148	15,352	50,000
157	Workcare Recoveries	71,760	25,270	46,490	30,324
160	State Government Grants - Operating	4,038,544	3,841,777	196,767	4,035,059
161	Commonwealth Government Grants - Operating	2,905,416	2,779,345	126,071	4,404,846
162	Other Grants - Operating	0	0	0	0
163	Repaid Operating Grant Funding	0	0	0	0
170	State Government Grants - Capital	0	0	0	0
171	Commonwealth Government Grants - Capital	0	0	0	0
172	Other Grants - Capital	0	0	0	0
173	Donated Assets - Capital	0	0	0	0
900	Internal Cost Recoveries - Sale of goods	422,952	99,841	323,111	(88,371)
901	Internal Cost Recoveries - Services	1,086,087	1,092,573	(6,486)	1,170,474
155	Bad debts Recovered	0	0	0	0
180	Profit on Asset Disposal	1,000	0	1,000	0
	Total Income	17,114,940	16,286,003	828,938	20,405,556
	Less Expenses				
200	Cost Of Goods Sold	859,063	825,340	(33,724)	962,649
220,221	Stock Adjustments & Stocktake variances	(1,024)	(1,064)	(40)	0
300	Wages - Permanent Staff	6,405,026	6,238,065	(166,962)	7,553,072
320	Superannuation	654,063	658,998	4,935	804,389
340	Recruitment & Relocation	37,607	43,599	5,992	51,450
341	Workers Compensation	102,162	100,144	(2,018)	121,431
342	Staff Education & Training	20,908	27,745	6,837	41,125
343	FBT	0	0	0	0
332	Other Councillor Costs	3,164	1,268	(1,896)	0
344,345	Training and Workcare Costs - recoverable	59,269	17,245	(42,024)	0
345	Employee Assistance Program	720	1,344	624	2,000
400	Audit Fees	42,630	97,401	54,771	133,915
410	Admin Expenses	15,887	11,904	(3,983)	17,618
411	Advertising Costs	18,023	15,993	(2,030)	18,508
412	Memberships & Subscriptions	63,528	61,549	(1,980)	75,184
413	Postage & Stationery	20,291	27,276	6,985	34,876
414	Staff Amenities	23,030	14,041	(8,990)	15,556
415	Disaster Recovery Expenses	0	0	0	0
416	Hcp Purchased Goods	2,902	13,053	10,150	20,000
421	MV Expenses - Fuel	73,970	81,416	7,446	101,561
422	MV Expenses - Registration	47,513	22,646	(24,867)	37,376
423	MV Expenses - Running Costs	9,452	18,739	9,287	24,936
475	R&M - MV Expenses	87,951	123,518	35,567	149,778
424	Plant Fuel & Oil Expenses	1,227	1,608	381	1,863
428	Plant Hire	4,366	3,835	(531)	4,604
429	Office Equipment Lease	0	0	0	0
430	Consultants	179,930	189,996	10,066	247,523
431	Contractors	2,823,830	3,217,228	393,398	4,478,632

Kowanyama Aboriginal Shire Council

Profit & Loss

Period ending - 30/04/2021

IE Code		Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
		\$	\$	\$	\$
432	Legal Expenses	30,180	52,419	22,239	72,419
433	Accountancy Fees	4,400	13,760	9,360	20,000
434	Computer, IT & Network	137,073	182,264	45,191	230,403
460	Telephone, Fax & Printers	257,439	252,176	(5,263)	304,471
435	Cleaning	32,226	34,941	2,715	41,267
436	Freight	157,975	175,473	17,498	204,648
437	Security	14,818	15,338	520	17,000
438	Catering	86,337	96,094	9,758	107,560
452	Donations	2,093	15,839	13,746	25,000
453	Safety Equipment	11,804	15,482	3,678	20,102
454	Protective Clothing/Uniforms	23,039	24,353	1,314	29,154
455	Consumables/Materials	611,504	836,799	225,296	1,086,047
456	Mobilisation & Demobilisation	0	0	0	0
464	Electricity	310,743	302,411	(8,332)	359,048
450	Small Tools & Equipment	101,023	114,920	13,896	136,331
451	Portable & Attractive Assets	14,643	13,908	(735)	18,338
610	Capital Assets expenditure	33,397	0	(33,397)	0
611	Capitalisation of Assets	0	0	0	0
471	R&M - Roads & Infrastructure	0	0	0	0
472	R&M - Buildings	29,819	101,341	71,523	149,731
473	R&M - Plant & Equipment	198,109	255,630	57,520	299,422
474	R&M - Other	21,212	31,634	10,423	38,585
480	Travel Exps - Accommodation	29,466	43,253	13,787	56,354
481	Travel Exps - Airfares	115,756	102,581	(13,175)	130,632
482	Travel Exps - Car Hire	12,348	10,058	(2,290)	12,231
483	Travel Exps - Meals & Incident	39,464	38,152	(1,312)	46,750
490	Rent	66,573	83,315	16,742	103,788
491	Grants Refunded	5,143	2,852	(2,291)	3,055
500-502	ATM & Eftpos Fees, Bank Charges & Interest	42,580	48,095	5,515	60,057
440	Insurance	795,680	817,580	21,900	978,933
503	Bad Debts Written Off	480	0	(480)	0
461	Fees & Charges	3,747	3,414	(333)	4,064
462	Licences	5,855	2,517	(3,338)	2,645
463	Rates & Taxes	30,736	22,025	(8,711)	26,433
457-459	Suspense Reset & Rounding	0	0	0	0
910,911	Internal Cost Charges - Sale of Goods & Services	321,611	279,750	(41,861)	333,452
920	Internal Cost Allocation - Wages	0	(76,234)	(76,234)	(111,196)
	Net Operating Expense	15,102,763	15,725,025	622,262	19,704,769
	Net Operating Profit / (Loss)	2,012,178	560,978	1,451,200	700,787
510-518	Depreciation	6,791,695	6,164,402	(627,293)	7,362,472
520,600	Loss on Reval of Finance Leases & Sale of Assets	418,849	0	(418,849)	0
	Net Profit / (Loss)	(5,198,366)	(5,603,424)	405,058	(6,661,685)

Kowanyama Aboriginal Shire Council



Enterprise Operations	Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
-----------------------	------------	--------------------	----------------------------	--------------------------

Revenue

Airport Income	\$400,492	\$323,698	\$76,794	\$379,859
Bakery Income	\$195,832	\$172,607	\$23,225	\$207,132
Batching Plant Income	\$722,890	\$377,738	\$345,152	\$435,855
Blue Cafe Income	\$267,021	\$273,481	(\$6,460)	\$328,178
Kowanyama Cattle Co Income	\$0	\$0	\$0	\$1,000,000
Post Office Income	\$287,662	\$319,379	(\$31,717)	\$383,259
Accommodation Centre Income	\$382,030	\$328,431	\$53,599	\$394,118
Car Hire Income	\$21,714	\$5,107	\$16,607	\$6,132
Total	\$2,277,640	\$1,800,441	\$477,199	\$3,134,532

Expenses

Airport Expenditure	\$711,983	\$669,198	(\$42,785)	\$800,386
Bakery Expenditure	\$278,557	\$266,027	(\$12,530)	\$309,935
Batching Plant Expenditure	\$503,050	\$99,408	(\$403,642)	\$157,288
Blue Cafe Expenditure	\$323,032	\$293,881	(\$29,151)	\$341,012
Kowanyama Cattle Co Expenditure	\$9,800	\$9,800	(\$0)	\$509,800
Post Office Expenditure	\$391,183	\$391,000	(\$183)	\$460,585
Accommodation Centre Expenditure	\$270,656	\$197,099	(\$73,557)	\$237,814
Car Hire Expenditure	\$2,296	(\$19,167)	(\$21,463)	(\$22,831)
Total	\$2,490,558	\$1,907,246	(\$583,311)	\$2,793,989

Profit / (Loss)

Airport Operations	(\$311,491)	(\$345,500)	\$34,009	(\$420,527)
Bakery Operations	(\$82,726)	(\$93,420)	\$10,694	(\$102,803)
Batching Plant Operations	\$219,841	\$278,330	(\$58,489)	\$278,567
Blue Cafe	(\$56,011)	(\$20,400)	(\$35,611)	(\$12,834)
Kowanyama Cattle Co	(\$9,800)	(\$9,800)	(\$0)	\$490,200
Post Office Operations	(\$103,522)	(\$71,621)	(\$31,900)	(\$77,326)
Accommodation Centre Operations	\$111,374	\$131,332	(\$19,958)	\$156,304
Car Hire Operations	\$19,418	\$24,274	(\$4,856)	\$28,963
Total	(\$212,917)	(\$106,805)	(\$106,112)	\$340,543



Net Results by Function			Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Office of the CEO	Office of the CEO	Loss	(\$2,973,249)	(\$2,668,055)	(\$305,194)	(\$2,823,823)
Finance	Finance	Profit	\$2,108,653	\$2,136,249	(\$27,596)	\$3,074,387
Human Resources	Hr	Loss	(\$286,238)	(\$248,355)	(\$37,883)	(\$273,172)
Community Services	Community Services	Profit	\$526,111	\$316,943	\$209,168	\$172,047
Infrastructure, Works and Projects	Infrastructure & Works	Loss	(\$4,003,519)	(\$4,555,486)	\$551,967	(\$6,080,240)
Governance and Operations	Governance & Operations	Loss	(\$570,125)	(\$584,720)	\$14,595	(\$730,883)
TOTAL NET OPERATING RESULT		Loss	(\$5,198,366)	(\$5,603,424)	\$405,058	(\$6,661,685)
Capital	Capital	Profit	\$3,408,151	(\$1,747,807)	\$5,155,958	(\$1,747,807)
TOTAL NET CAPITAL RESULT		Profit	\$3,408,151	(\$1,747,807)	\$5,155,958	(\$1,747,807)
TOTAL NET RESULT		Loss	(\$1,790,215)	(\$7,351,231)	\$5,561,016	(\$8,409,492)

Net Operating Results by Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Kowanyama Office	Loss	(\$546,257)	(\$706,576)	\$160,319	(\$893,348)
Cairns Office	Loss	(\$767,277)	(\$779,430)	\$12,153	(\$929,613)
Councillor Costs	Loss	(\$386,824)	(\$394,052)	\$7,228	(\$473,884)
General Council	Loss	(\$2,303,492)	(\$1,572,601)	(\$730,891)	(\$2,082,046)
Council Houses / Buildings	Loss	(\$3,293,235)	(\$3,468,275)	\$175,040	(\$4,175,299)
Human Resources	Loss	(\$286,238)	(\$248,355)	(\$37,883)	(\$273,172)
Governance & Operations	Loss	(\$570,125)	(\$584,720)	\$14,595	(\$730,883)
Carbon Farming	Profit	\$570,108	\$191,578	\$378,530	(\$75,062)
Building/ Carpenters	Loss	(\$463,918)	(\$530,024)	\$66,106	(\$670,782)
Centrelink	Profit	\$5,635	\$17,259	(\$11,624)	\$25,752
Community Police	Loss	(\$47,852)	(\$42,944)	(\$4,908)	(\$51,594)
Community Bus	Loss	(\$44,685)	(\$39,884)	(\$4,801)	(\$45,508)
Electrician	Loss	(\$186,356)	(\$174,885)	(\$11,471)	(\$208,674)
Essential Services	Loss	(\$1,374,995)	(\$1,214,837)	(\$160,158)	(\$1,418,214)
Mp Sport & Rec Facility	Loss	(\$106,490)	(\$112,325)	\$5,835	(\$127,877)
Parks & Gardens	Loss	(\$204,429)	(\$218,507)	\$14,078	(\$267,647)
Purchase Store	Loss	(\$258,099)	(\$243,266)	(\$14,833)	(\$281,480)
Roads	Loss	(\$158,670)	(\$139,094)	(\$19,575)	(\$149,577)
Workshop	Loss	(\$362,141)	(\$446,125)	\$83,984	(\$561,707)
Swimming Pool	Loss	(\$12,242)	(\$22,099)	\$9,857	(\$31,151)
Heavy Plant	Profit	\$688,564	\$650,135	\$38,429	\$634,426
National Disability Insurance Scheme (Ndis)	Profit	\$108,568	\$27,804	\$80,764	\$77,730
Road Contractors Camp	Profit	\$19,803	\$35,350	(\$15,547)	\$42,421
Pandemic Covid-19	Loss	(\$7,304)	(\$8,292)	\$989	(\$8,292)
Domestic Services	Loss	(\$14,516)	\$0	(\$14,516)	\$0
Payroll Use Only	Profit	\$0	\$0	\$0	\$0
Airport	Loss	(\$311,491)	(\$345,500)	\$34,009	(\$420,527)
Bakery	Loss	(\$82,726)	(\$93,420)	\$10,694	(\$102,803)
Batching Plant	Profit	\$219,841	\$278,330	(\$58,489)	\$278,567
Blue Cafe	Loss	(\$56,011)	(\$20,400)	(\$35,611)	(\$12,834)
Kowanyama Cattle Co	Loss	(\$9,800)	(\$9,800)	(\$0)	\$490,200
Post Office	Loss	(\$103,522)	(\$71,621)	(\$31,900)	(\$77,326)
Accommodation Centre	Profit	\$111,374	\$131,332	(\$19,958)	\$156,304
Car Hire	Profit	\$19,418	\$24,274	(\$4,856)	\$28,963
FAGS - General Purpose	Profit	\$575,846	\$575,845	\$1	\$1,704,197
SGFA - State Government Financial Aid	Profit	\$1,932,220	\$1,932,220	\$0	\$1,932,221
Revenue Replacement	Profit	\$764,700	\$764,700	\$0	\$764,701
IAS RIBS	Profit	\$15,620	\$13,429	\$2,191	\$0
Dept Of Emergency Services	Profit	\$11,223	\$4,767	\$6,456	\$0
Covid-19 Aged Care Continuity Of Workforce	Profit	\$240	\$19,200	(\$18,960)	\$19,200
Dete Childcare	Profit	\$15,950	\$27,307	(\$11,357)	(\$600)
Get Ready Queensland	Loss	(\$2,522)	(\$749)	(\$1,773)	(\$45)
IAS Family Services	Profit	\$24,287	\$6,486	\$17,800	\$351
IAS Sport & Rec	Loss	(\$3,760)	\$11,189	(\$14,948)	\$0
Indigenous Economic Development	Profit	\$3,345	\$3,222	\$123	(\$12,924)
Indigenous Sports & Rec Progra	Loss	(\$216)	\$31,641	(\$31,857)	\$0
IRADF Arts	Profit	\$0	(\$3,941)	\$3,941	(\$3,941)
NAIDOC	Loss	(\$30,228)	(\$30,228)	\$0	(\$30,228)
Men's Shed Operating Grant	Profit	\$28,518	\$42,632	(\$14,114)	\$39,938
QHSP Aged Care	Profit	\$645,896	\$420,247	\$225,649	\$378,511
Qld Health Public Health	Profit	\$42,400	\$21,402	\$20,998	\$8,502
Womans Shelter	Loss	(\$64,431)	(\$24,107)	(\$40,324)	(\$1,165)
Working On Country	Profit	\$170,083	(\$111,288)	\$281,370	\$167
Plant & Equipment Replacement Grant	Profit	\$0	\$0	\$0	\$0
Women's Wellness Centre Operating Grant	Profit	\$66,218	\$22,977	\$43,241	(\$0)
Datsip Community Safety Plan	Loss	(\$4,372)	\$0	(\$4,372)	\$0
Department Of Tourism	Loss	(\$1,233)	\$0	(\$1,233)	\$0
Road Safety Grant - Dept Transport & Main Roads	Profit	\$19,904	\$19,904	\$0	\$0
QBuild Upgrade Program	Profit	\$534,363	\$672,429	(\$138,066)	\$807,871
QBuild R&M Program	Profit	\$272,967	\$108,263	\$164,704	\$66,501
TOTAL NET OPERATING RESULT	Loss	(\$5,198,366)	(\$5,603,424)	\$405,058	(\$6,661,685)

Kowanyama Aboriginal Shire Council



TOTAL NET CAPITAL RESULT	<i>Profit</i>	\$3,408,151	(\$1,747,807)	\$1,078,146
---------------------------------	---------------	--------------------	----------------------	--------------------

Net Capital Results by Program		Actual YTD	Full Year Current Budget COF Only	Variance to Current Budget COF Only
Capital Grants	Profit	\$0		
Pmc Funding	Profit	\$37,500		
Dilgp Funding	Profit	\$269,923		
W4Q	Profit	\$205,893		
Multi Purpose Centre Upgrade	Loss	(\$49,847)		
DATSIP Men's Shed	Loss	(\$7,350)		
Aged Care Refurbishment	Profit	\$10,108		
W4Q 2020-21 Covid Works	Profit	\$289,924		
Roads To Recovery	Profit	\$230,779		
Drfa Emergent Works 2019	Profit	\$0		
Drfa Repa 2019	Loss	(\$442,425)		
Qra 2019 Betterment Kasc.0007 & 0008	Profit	\$9,095		
2020 Drfar Repa	Loss	(\$99,588)		
Drfa Repa Kasc.26.20 National Park	Loss	(\$93,939)		
Drfar Repa Immediate Works Topsy Creek Road	Profit	\$0		
Drfa 2020 Town Streets	Profit	\$198,565		
Drfa Emergent Works 2021	Loss	(\$128,139)		
ICCIP	Profit	\$3,408,625		
Qra 2019 Betterment 0009,0010 & 0011 Pormpuraaw Rd	Loss	(\$56,306)		
Airport Terminal Stage 2 - Building Our Regions	Loss	(\$22,841)		
Tids Atsi 2018/19-2021/22	Loss	(\$1,802)		
Canteen & Blue Café refurbishment	Loss	(\$235,051)		
HPW New Housing	Profit	\$606,718		
Iterra Disaster Recovery	Profit	\$7,376		
Gensets Disaster Recovery	Profit	\$42,049		
Men's Shed Power & Water Supply	Loss	(\$144,561)		
Women's Meeting Place - Datsip	Profit	\$43,105		
Batching Plant (COF)	Loss	(\$231,000)	(\$231,000)	\$0
Power Infrastructure (COF)	Profit	\$0	(\$428,536)	\$428,536
Kowanyama Cattle Company (COF)	Loss	(\$200,000)	(\$200,000)	\$0
Forklift Purchase Store (COF)	Loss	(\$31,045)	(\$31,045)	\$0
Workbench Workshop (COF)	Loss	(\$7,829)	(\$7,829)	(\$0)
Grundfos Sewage Pumps (COF)	Loss	(\$15,476)	(\$15,476)	(\$0)
Council Building Works (COF)	Loss	(\$11,471)	(\$11,471)	\$0
CAT CW34NN Multi Tyre Roller	Loss	\$0	(\$178,977)	\$178,977
Airport Sliding Door (COF)	Loss	\$0	(\$12,580)	\$12,580
Hino 4 x 4 Crew Truck (COF)	Loss	\$0	(\$108,054)	\$108,054
Working for Qld - R4 - Council Housing (COF)	Loss	\$0	(\$350,000)	\$350,000
Fleet renewal 2020-2021 (COF)	Loss	(\$172,839)	(\$172,839)	(\$0)



Net Results by Function			Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Office of the CEO	Office of the CEO	Loss	(\$2,973,249)	(\$2,668,055)	(\$305,194)	(\$2,823,823)
Finance	Finance	Profit	\$2,108,653	\$2,136,249	(\$27,596)	\$3,074,387
Human Resources	Hr	Loss	(\$286,238)	(\$248,355)	(\$37,883)	(\$273,172)
Community Services	Community Services	Profit	\$526,111	\$316,943	\$209,168	\$172,047
Infrastructure, Works and Projects	Infrastructure & Works	Loss	(\$4,003,519)	(\$4,555,486)	\$551,967	(\$6,080,240)
Governance and Operations	Governance & Operations	Loss	(\$570,125)	(\$584,720)	\$14,595	(\$730,883)
TOTAL NET OPERATING RESULT		Loss	(\$5,198,366)	(\$5,603,424)	\$405,058	(\$6,661,685)
Capital	Capital	Profit	\$3,408,151	(\$1,747,807)	\$5,155,958	(\$1,747,807)
TOTAL NET CAPITAL RESULT		Profit	\$3,408,151	(\$1,747,807)	\$5,155,958	(\$1,747,807)
TOTAL NET RESULT		Loss	(\$1,790,215)	(\$7,351,231)	\$5,561,016	(\$8,409,492)

Kowanyama Aboriginal Shire Council



Current Assets		20/21	Current Liabilities	
Cash At Bank & Onhand		8,334,510	Trade Creditors	- 536,740
Trade & Other Receivables		1,054,415	Accrued Expenses	- 445,069
Provision For Doubtful Debts	-	234,824	Income Received in Advance	
Inventories		903,728	Payroll & Other Creditors	194
GST Receivable	-	47,218	Loan Liability	- 36,161
Accrued Income / Payments in advance		893,475	Provisions	- 855,196
TOTAL CURRENT ASSETS		10,904,087	Lease Liability	- 74,158
			TOTAL CURRENT LIAB	- 1,947,130
Non-Current Assets			Non-Current Liabilities	
Finance Leases		5,197,973		
Prepaid Pastoral Leases		181,158	Loan Liability	- 1,512,687
Security Deposits		17,500	Provisions	- 3,022,481
<i>Property, Plant & Equipment (at written down value)</i>			Lease Liability	- 396,919
Buildings		21,265,969	TOTAL LIABILITIES	- 4,932,088
Residential Housing		51,467,962		
Plant & Equipment		400,900	TOTAL LIABILITIES	- 6,879,218
Motor Vehicles		1,026,580		
Furniture & Fittings		0	TOTAL NET ASSETS	178,826,634
Roads, drainage, culverts		60,967,859		
Water		5,158,694		
Sewerage		3,285,052		
Other Infrastructure		10,691,834		
Works in Progress		14,701,721		
Right of Use Asset		438,563		
TOTAL NON-CURRENT ASSETS		174,801,765		
TOTAL ASSETS		185,705,852		

Equity

Asset Revaluation Reserve	98,126,173
Retained Earnings	80,700,461
TOTAL EQUITY	178,826,634

Cash Position		Ageing	Trade Debtors & Other Receivables	Trade Creditors (Payables)
Total Cash At Bank - All Accounts	\$ 8,334,510	Current	\$ 735,267	\$ 328,813
Tied Funds - Quarantined	\$ 5,021,355	30 Days	\$ 38,039	\$ 160,459
Operating Funds remaining	\$ 3,313,155	60 Days	\$ 10,556	\$ 1,021
<i>*We do not want operating funds to fall below \$3m at any given time</i>		90+ Days	\$ 270,553	\$ 46,447
		Total	\$ 1,054,415	\$ 536,740
Sustainability (with no incoming funds)				
Number of fortnights covered at \$500k p/fn	6.6			
<i>*Note \$500k is based upon fortnightly expenses of:</i>				
Payroll	\$300,000			
Supplier & Misc Payments	\$200,000			



Building Programs

	Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Revenue				
QBuild R&M Program Income	\$520,747	\$458,592	\$62,155	\$550,311
QBuild Upgrade Program Income	\$2,414,518	\$2,818,945	(\$404,427)	\$3,382,737
Qbuild Domestic Services Income	\$0	\$0	\$0	\$0
Building/ Carpenters Income	\$81,598	\$7,114	\$74,484	\$8,539
Domestic Services Income			\$0	
Total	\$3,016,863	\$3,284,651	(\$267,788)	\$3,941,587

Expenses

QBuild R&M Program Expenditure	\$247,779	\$350,329	\$102,550	\$483,810
QBuild Upgrade Program Expenditure	\$1,880,155	\$2,146,516	\$266,361	\$2,574,865
Qbuild Domestic Services Expenditure	\$0	\$0	\$0	\$0
Building/ Carpenters Expenditure	\$545,516	\$537,138	(\$8,378)	\$679,320
Domestic Services Expenditure	\$14,516	\$0	(\$14,516)	\$0
Total	\$2,687,966	\$3,033,983	\$346,017	\$3,737,996

Profit / (Loss)

QBuild R&M Program	\$272,967	\$108,263	\$164,704	\$66,501
QBuild Upgrade Program	\$534,363	\$672,429	(\$138,066)	\$807,871
QBuild Domestic Services	\$0	\$0	\$0	\$0
Building/ Carpenters	(\$463,918)	(\$530,024)	\$66,106	(\$670,782)
Domestic Services	(\$14,516)	\$0	(\$14,516)	\$0
Total Profit	\$328,896	\$250,668	\$78,228	\$203,591

Repair & Maintenance Open Jobcards	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Total outstanding jobs >60 days	247	270	249	237	179
Total outstanding jobs <60 days	145	159	109	147	151

Upgrade Open Jobcards	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Total outstanding jobs >60 days	0	0	0	0	7

Council Meeting

Agenda Report

Title: Asset Disposal – Council Assets

Meeting Date: 18 May 2021

Author: Andrew Hay – Executive Manager Finance

Resolution

That in line with Council's Asset Disposal Policy, Council endorse the disposal of the following asset/s:

Background

As per Council's Asset Disposal Policy, all asset disposals need to be disposed either via

1. Council's Annual Asset Disposal Plan and adopted annual Budget
2. or a specific Council Resolution

Therefore we propose the disposal of the following Assets

House – 288 Ogimburngk St Kowanyama was transferred to Evans Josiah under a Katter Lease dated the 23rd February 2021.

Asset_Code	Asset_Description	Asset_Class_Description	Opening_Valuation
	200288.1 Lot 288 Kunjen Street - Substructure	Substructure	\$ 51,300.00
	200288.2 Lot 288 Kunjen Street - Superstructure	Superstructure	\$ 190,400.00
	200288.3 Lot 288 Kunjen Street - Roof	Roof	\$ 24,900.00
	200288.4 Lot 288 Kunjen Street- Finishes	Finishes	\$ 41,200.00
	200288.5 Lot 288 Kunjen Street - Fittings	Fittings	\$ 35,500.00
	200288.6 Lot 288 Kunjen Street - Services	Services	\$ 64,500.00
	200288.7 Lot 288 Kunjen Street - External Services	External Service	\$ 2,900.00
200288S	Lot 288 Kunjen Street - Site Improvements	Site Improvements	\$ 30,730.00
			\$ 441,430.00

Total Disposal Value **\$441,430.00.**

Council Building – Workshop Compound –

Amenities Block was disposed as part of the new Workshop upgrade.

Asset_Code	Asset_Description	Asset_Class_Description	Date_Acquired	Opening_Valuation
100511.1	Workshop Compound Amenities - Substructure	Substructure	1/07/2008	\$ 11,200.00
100511.2	Workshop Compound Amenities - Superstructure	Superstructure	1/07/2008	\$ 54,900.00
100511.3	Workshop Compound Amenities -Roof	Roof	1/07/2008	\$ 6,500.00
100511.4	Workshop Compound Amenities -Finishes	Finishes	1/07/2008	\$ 20,400.00
100511.5	Workshop Compound Amenities - Fittings	Fittings	1/07/2008	\$ 18,000.00
100511.6	Workshop Compound Amenities - Services	Building	1/07/2008	\$ 68,800.00
100511.7	Workshop Compound Amenities - External Services	External Service	1/07/2008	\$ 700.00
				\$ 180,500.00

Total Disposal Value \$180,500.00

100513 Plumbers Storage Building	Building	1/07/2008	\$	184,000.00
----------------------------------	----------	-----------	----	------------

Total Disposal Value \$184,000.00

100510 Carpenters Storage Shed	Building	1/07/2008	\$	93,800.00
--------------------------------	----------	-----------	----	-----------

Total Disposal Value \$93,800.00

100512 Carpenter/Cdep Building	Building	1/07/2008	\$	331,900.00
--------------------------------	----------	-----------	----	------------

Total Disposal Value \$331,900.00

This relates to the part disposal of an asset connected to the renewal of 2 pumps at Pump Station 1 & 2.

Group - Sewerage

801748.3	Sewerage Pump Station No 1 - Mechanical	15/08/2020	0.00	7,738.06	5,030.28	(2,707.78)	Part Disposal due to Pump Ren.
801750.3	Sewerage Pump Station No2 - Mechanical	15/08/2021	0.00	7,738.06	5,030.28	(2,707.78)	Part Disposal - Pump - Sewerage
			<u>\$0.00</u>	<u>\$15,476.12</u>	<u>\$10,060.56</u>	<u>-\$5,415.56</u>	

Total Disposal Value \$15,476.12

Recommendation

That council approve the disposal of the attached Disposals as detailed.

Attachment

Nil

Council Meeting

May 2021

Agenda Report

<u>Title</u>	Portable & Attractive Policy	
<u>Author</u>	Andrew Hay	Executive Manager Finance
<u>Meeting Date</u>	18 May 2021	

Resolution

That Council endorse the Portable & Attractive Policy

Executive Summary

Council is best served to have a Portable & Attractive Policy.

This policy is to set a framework for the proper administration of small items and assets that are under the Council's capitalisation threshold of \$5,000.

Certain significant items are, by their nature and value, particularly susceptible to theft or loss. These items are referred to as 'Portable and/or Attractive Items' (P&A). The following details how to account for and manage these items

Portable and/or attractive items are those items that, due to their nature and value, have the following characteristics:

- a) Are subject to the risk of loss or theft due to their desirability; and
- b) Have a GST exclusive value of between \$500 to \$5,000 (below capitalisation threshold) and
- c) Are readily moveable/detachable and easily portable; or
- d) May be easily concealed and readily disposed of..

On the basis of the above characteristics and without restricting the application of this section, Council has determined that the following items will be classified as portable and/or attractive items:

- a) Cameras, video and audio equipment;
- b) Laptops/notebooks/netbooks
- c) Tablets or iPads

- d) Mobile phones
- e) Power tools/trade equipment;
- f) Floating plant/loose tools; and
- g) Household goods for Staff Accommodation i.e. Televisions, Fridges, Washers, Furniture
- h) Any other items so classified from time to time by the Chief Executive Officer or Executive Manager Finance.

The Policy is attached as at **Attachment 1**.

Recommendation

That Council endorse the Portable & Attractive Policy



Portable & Attractive Policy

Number: Stat. 13
Responsible Manager: Executive Manager Finance
Head Policy: N/A
Legislation:

- a) Local Government Act 2009 (s104 (5b (ii))).
- b) Local Government Regulation 2012 (s180).
- c) AASB 13 Property Plant & Equipment

Associated Policies:

- a) KASC Asset Management Policy Admin.PO1

Objective

To provide a management framework for the proper administration and control of the assets below the Council asset capitalisation threshold.

Certain significant items are, by their nature and value, particularly susceptible to theft or loss. These items are referred to as 'Portable and/or Attractive Items' (P&A). The following details how to account for and manage these items

Scope

Portable and/or attractive items are those items that, due to their nature and value, have the following characteristics:

- a) Are subject to the risk of loss or theft due to their desirability; and
- b) Have a GST exclusive value of between \$500 to \$5,000 (below capitalisation threshold) and
- c) Are readily moveable/detachable and easily portable; or
- d) May be easily concealed and readily disposed of.



4. Policy

On the basis of the above characteristics and without restricting the application of this section, Council has determined that the following items will be classified as portable and/or attractive items:

- a) Cameras, video and audio equipment;
- b) Laptops/notebooks/netbooks
- c) Tablets or iPads
- d) Mobile phones
- e) Power tools/trade equipment;
- f) Floating plant/loose tools; and
- g) Household goods for Staff Accommodation i.e. Televisions, Fridges, Washers, Furniture
- h) Any other items so classified from time to time by the Chief Executive Officer or Executive Manager Finance.

4.1 Asset recording

To facilitate effective internal control over these items, each item will be individually registered and maintained in the Council's recognised asset registers by the Executive Manager Finance or their delegate.

Where possible, each item within the register will be assigned an Asset Code from Synergy Soft and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.

Portable and Attractive Asset Registers must be regularly maintained and should contain the following information as a minimum:

- a) A description of the asset
- b) the location of the asset
- c) the serial number
- d) asset value
- e) custodian and manager details
- f) date of stock take

All costs for portable and attractive items is to be expensed using the appropriate natural account as determined by Council's chart of accounts. Use Account 452



Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register – Synergy Soft

P&A items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or lost or stolen. Ideally items should be removed at the time of the disposal, however items that are lost or stolen may only be identified during a stocktake (see section 4.3).

- Exclusions from the Portable and Attractive Asset Registers include:
- items that individually exceed the asset acquisition threshold or are capitalised as a group/network asset, as per the Council's 'Asset Acquisition' policy.
- laptops and other computer items which are specifically included as capital items in the Council's Asset Registers.
- Whiteboards and other items considered to be fixtures and secured to buildings or other corporate assets.

4.2 Asset care and use

All staff responsible for P&A items will ensure all possible means are taken for its proper use and safekeeping. Any damage incurred or repairs required will be brought to the attention of the relevant Manager or their delegate as soon as possible.

P&A items no longer required are to be returned to the relevant Manager or their delegate for disposal in accordance with Council's Asset Disposal Policy.

4.3 Stocktake

Each Executive/Manager (in conjunction with the Finance) will be responsible for ensuring that a stock take of all registered P&A items within their jurisdiction is carried out on a regular basis, but at a minimum annually. In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Executive Manager Finance or their delegate, to ensure that adequate control over these items has been maintained.

Audits may take the following form:

- In conjunction with tag and testing
- Recognition of existence through regular servicing/maintenance schedules
- Include a condition rating

Outcomes of the stocktake will be reported to the Executive Manager Finance, highlighting those items identified as lost, stolen or unaccounted for in detail. These items will also be advised to the custodians Manager and the Finance.

4.4 Reporting



A report will be produced annually for each Manager outlining the staff who are noted as custodians of P&A items and the last time the item was part of a stocktake and where applicable, the condition of the item.

4.5 Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Council's Asset Disposal Policy.

5. Review

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

6. Resolution

Adopted by Council on the 18th May 2021

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council's Complaints Management Policy shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Gary Uhlmann

Date: 18th May 2021

Ordinary Council Meeting

Information Report

Title: Community Services Portfolio

Meeting Date: 18 May 2021

Author: Executive Manager Community Services

AGED AND DISABILITY SERVICES APRIL IN REVIEW

Service Update

- GOOD News - We finally had our new Zero Turn Mower arrive assisting staff to speed through the large list of lawns needing mowing.
- The Rangers have been wonderful in supporting HACC by providing the centre with some Wallaby for our client's meals on wheels – this was enjoyed by all
- Planned evening of music by Les Drahm (Apunimpima) at HACC centre was placed on hold due to recent sorry business but hope to see it eventuate later this month.

NDIS –

- Current clients 15
- NDIS services provided \$14,021

Home Care Packages –

- Total client (17) One client left for permanent placement, one returned to Kowanyama
- HCP services provided \$48,278

CHSP –

- Current clients (36)
- CHSP services provided \$30,299



Compliment & Complaints – 0
Incidents 1- Missing bus key

Youth and Children's Services April in Review

Kowanyama celebrated Queensland Youth Week with the staff and youth sharing ideas, participating in competitions and showcasing their talents over the Easter Holiday break. Community were also able to enjoy the week, break bread and share in several BBQs at the pool.



MPC

: 100+ kids, youth and adults frequented the MPC in the evenings where sports and music were the major hit.

POOL

: 50+ kids/youth attend the pool daily. It's been great to see more and more families attend the afterschool pool sessions

FOOTBALL FIELD

: 60+ men, youth and children accessing the fields Tuesday and Thursday nights prepping for tournament coming up in May in Normanton. More and more men showing up as tournament is nearing. Staff keeping community prepared raising fitness levels to a more strenuous training session.

PLAYGROUP



Staff have started working with the Kindy at Kowanyama State School every Monday for Term 2.

Introduce the babies to a classroom setting and help weave in different learning styles for Staff, parent/carer's and babies

**Compliment & Complaints – 0
Incidents 0-**

Women's Services April in Review

Womens Shelter

Kowanyama Womens Shelter supported 19 clients over this reporting period.

15 clients received center based support from the Kowanyama Womens Shelter and were linked to additional services and programs in community. 4 women received temporary supported accommodation for this reporting period.

Kowanyama Womens Group

3 women's groups were facilitated in this reporting period with over 40 clients engaging in programs. Kowanyama Community Cultural Support Workers continue to engage with stake holders to maximise outcomes for the women in Kowanyama.

- KSS – Discussed first numeracy & literacy class Every Wednesday afternoon 3:30-4pm
- RAATSICC – Discussed Foster and Kinship care
- RFDS – discussed healthy relationship's



Compliment & Complaints – 0
Incidents 0-