



## **January Council Meeting Agenda**

Tuesday 18 January 2022, 10:00am – 5:00pm  
Kowanyama Chambers / Cairns Board Room

### **1) Welcome**

### **2) Declaration of Office – Newly Elected Councillor**

### **3) Minutes from Previous Meeting (December 2021)**

### **4) Action Items**

### **5) Reports**

#### **a) Chief Executive Officer (Acting)**

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

#### **b) Executive Manager Governance and Operations (Acting)**

- i) Information Report: Monthly Update
  - Operational Plan Q2
  - Community Safety Plan (Stage 2)
- ii) Agenda Reports
  - Business Continuity Plan

#### **c) Executive Manager Finance (Acting)**

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

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

- i) Information Report: Monthly update
- ii) Agenda Reports
  - Contract Exceeding \$200k (Late Report)

#### **e) Executive Manager Community Services**

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

#### **f) Executive Manager Human Resources (Acting)**

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

### **6) Other Business**

# **Ordinary Council Meeting**

## **Agenda Report**

**Title:** Declaration of Office

**Meeting Date:** 18 January 2022

**Author:** CEO

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### **Key Issues**

As per the Local Government Act 2009 a councillor needs to make a declaration of office within 1 month of being elected. David Jack, was successfully elected on Saturday 15 January 2022.

**David Jack is to state the following words:**

I, David Jack, having been elected as a Councillor of the Kowanyama Aboriginal Shire Council, declare that I will faithfully and impartially fulfil the duties of the Office, in accordance with the local government principles under the Local Government Act 2009, to the best of my judgment and ability.

David Jack will also be required to complete the register of interest form and provide a brief bio for our website.

### **Legal – For Information only**

#### **169 Obligations of councillors before acting in office**

- (1) A councillor must not act in office until the councillor makes the declaration of office.
- (2) The **declaration of office** is a declaration prescribed under a regulation.
- (3) The chief executive officer is authorised to take the declaration of office.
- (4) The chief executive officer must keep a record of the taking of the declaration of office.
- (5) A person ceases to be a councillor if the person does not comply with subsection (1) within—
  - (a) 1 month after being appointed or elected; or
  - (b) a longer period allowed by the Minister.



KOWANYAMA ABORIGINAL SHIRE  
COUNCIL

**Council Meeting Minutes**

16 December 2021 10:28am – 3.18pm

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Kowanyama Chambers Room and  
Cairns Board Room

**Present:****Councillors**

Mayor Robbie Sands (Councillor) – Cairns Boardroom

Deputy Mayor Cameron Josiah (Councillor) – Cairns Boardroom

Cr Teddy Bernard (Councillor) – Cairns Boardroom

Cr Jacob Elroy Josiah (Councillor) – Cairns Boardroom

**Executive**

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

Chris McLaughlin, Acting Executive Manager Governance and Operations (A/EMGO) – Cairns Boardroom

Kate Hams, Acting Executive Manager Community Services (A/EMCS) – Kowanyama Boardroom (10:07am)

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

Nicola Strutt, Acting Executive Manager Finance (A/EMF) – Cairns Boardroom (10:28am – 12:50pm)

**Apologies:**

NIL

**Morning Tea – 10:28am – 10:48am**

Mayor welcomed Councillors, Executive Team and Cairns office staff and thanked them for their help over the year.

**Meeting Commenced: 10:48am****1) Welcome**

The Mayor welcomed Councillors and Executive Team to the December Council Meeting.

**2) Minutes from previous meeting**

<b>RESOLUTION – Minutes</b> Minutes from Ordinary Council meeting 16 November 2021 be adopted as true and accurate	<b>Moved: Cr Jacob Elroy Josiah</b> <b>Seconded: Cr Teddy Bernard</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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**Action item:** Title of Michael Healy MP to be corrected in November 2021 Minutes

**Action item:** Number of ICU beds (should be 14) to be corrected in November 2021 Minutes

**3) Action Items**

Action Items “In Progress” – Executive’s to update register as required. All OK

#### **4) Reports**

##### **a) Chief Executive Officer - Information Report - Verbal**

Gary Uhlmann, CEO presented a verbal information report:

- Congratulations to Kevin Bell on arrival of new baby boy.
- Kate Hams is acting Executive Manager Community Services in Kevin's absence.
- Co-Vid vaccinations for community – 83% 1<sup>st</sup> dose and 73% 2<sup>nd</sup> dose
- Vaccinations were being done in community this week – total of 15 people.
- Friday 17 Dec 21 – restrictions will be dropped and border open.
- There was a flight from Sydney – Townsville – 1 person tested positive and that flight was quarantined.
- QLD Health, Aged Care & Canteen – persons will need proof of vaccination to enter as of 17 Dec 21.

A/EMCS advised there will be additional support from Centrelink assisting with vaccination certificates.

- All contractors must be vaccinated to enter Aged Care, School, Canteen etc.

EMRIES advised that the contractors will supply a list to Council of employees who are double vaxxed.

- 10 cases on Gold Coast yesterday – possible to enter communities after restrictions lifted.
- Omicron variant – much more infectious but milder symptoms.
- Community to be prepared for cases and how to deal with it.
- Possibly by late January may see cases in community.
- Disaster Management – Clean ups and storm preparedness.
- If there is an even over the Christmas period – Mayor and Kate will lead actions.
- Early January – Jacqui Cresswell will be Acting CEO from 04 Jan 22 to 13 Jan 22.
- Canteen Lease has been accepted. A/EMGO to elaborate in EMGO agenda report.
- Carbon business – CEO, EMGO, EMCS and John Brisbin to formalise plans.
- There has been a lack of response from Prescribed Body Corporate (PBC) regarding the cattle agistment.
- Tourism Minister visit – Micheal Healy and Richie Bates visited Kowanyama and Oriner's Station for possible tourism funding.
- Police Commissioner visited community to meet with Council.
- 2021 has been a good year for Council development i.e. roads, building infrastructure and cattle company etc.
- Culture – Council have purchased items from the Arts/Culture centre to be displayed in the Council office.
- Council team – Attitude/Behaviour/Performance – Good team and work environment.

##### **b) Executive Manager Governance and Operations**

###### **i) Information Report**

Mr Chris McLaughlin, A/EMGO presented EMGO information report:

- Flood Study has been completed with consultants to identify at risk areas in Kowanyama. The flood study was presented by Council's consultant (Langtree Consulting) at its December technical Working Group and will form the basis of interagency land use planning and development for Kowanyama.
- Canteen Lease – The KSRA lease terms are agreed in principle and are to be placed before the Trustee at its December 2021 Trustee Meeting.
- Anglican Church Leases – The Anglican Church lease terms are agreed in principle and are to be placed before the Trustee at its December 2021 Trustee Meeting.
- Cattle Company – the cattle muster concluded on 30 November 21. 18 locals employed making up more than 90% of the workforce.
- Indigenous training – 18 employees trained over the program, including the use of the bionic arm catch technique.

- Community Support – Kowanyama Rodeo – arranging, transporting and assembling portable panels. Majority of employees assisted over the 2 days eg: running the backyards and protection as clowns for bull riders. Provision of complementary beef to local families.
  - A grazing license has not yet been agreed to by the Prescribed Body Corporate (PBC).
  - Audit & Risk Committee – A draft Audit & Risk committee calendar for 2022 was developed in November 2021. 5 Committee meetings are planned for 2022.
  - Apunipima Accommodation Proposal – Council (as Trustee) entered into a lease with Apunipima on 01 July 2018 for 30 years (10+10+10) over Lot 203. The permitted use includes staff accommodation; however, any alterations must be first approved by Council.
- It is noted that the proposal complied with both the lease and planning scheme and should be approved by Council.

<b>RESOLUTION – Apunipima Lease (Lot 203)</b>  <b>That Council endorse the accommodation proposal of Apunipima (as presented) in accordance with the Lease.</b>	<b>Moved: Cr Jacob Elroy Josiah</b> <b>Seconded: Cr Teddy Bernard</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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- It is not a requirement to install air conditioning in dialysis patients' properties. Council will request and write to Department of Housing that air conditioning should be installed as a requirement.

<b>RESOLUTION – Department of Housing - Installation of Air Conditioning in dialysis patients' properties</b>  <b>That Council inform the Queensland Government (as represented by the Dept of Housing) that it shall be a requirement for all dialysis patients in social/ community housing, to be offered air-conditioning under the disability modification scheme.</b>	<b>Moved: Cr Robbie Sands</b> <b>Seconded: Cr Cameron Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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- Air Services Australia (ASA) – June/July 2022 before they are moved from site.
- Annual report is available on council's website.

**ii) Agenda Reports**  
**Council Meeting Dates 2022**  
Chris McLaughlin presented agenda report:

<b>RESOLUTION – Council Meeting Dates 2022</b> <b>That Council approve dates for the 2022 Council Meetings</b>	<b>Moved: Cr Teddy Bernard</b> <b>Seconded: Cr Jacob Elroy Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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## Procurement Policy

Dr Chris McLaughlin presented agenda report:

Governance and operations are currently undertaking a Policy Review Project (PRP) in order to update and outdated policies and create policies or procedures where there are identified gaps.

A refresh has occurred to the Procurement Policy with the Executive Team to ensure compliance with the Local Government Act 2009 (Qld) and other statutory requirements.

The following detail the primary changes to the Policy:

- Extending credit cards from select Executive Manager's to all Executive Manager's.
- Further scrutiny around credit card acquittal monthly; and
- Providing greater transparency around exemptions to quotes/EOI/Tenders

<b>RESOLUTION – Council Meeting Dates 2022</b> That Council endorse the Procurement Policy 2021	<b>Moved: Cr Cameron Josiah</b> <b>Seconded: Cr Teddy Bernard</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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### c) Executive Manager Finance

#### i) Information Report

Ms Nicola Strutt, A/EMF presented the EMF information report:

- The monthly finance report for November 2021 has been prepared. All reports have been sent out to Executive Manager's.
- Any not operating to budget will need to be resolved ASAP.

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

- net operating result (before depreciation) is a \$3,662K profit, this is \$1,137K better than budget
- actual net operating income is \$10,462K this is \$187K better than budget
- actual operating expenditure is \$6,800K this is \$950K better than budget
- Net Profit is \$130K, this is \$1,032K better than budget
- Untied Cash Funds balance is \$7,389K

Please note these comparisons are to the Budget 2021-22 as adopted at the June 2021 Special Meeting.

CEO asked if there were any risks at the moment i.e. cattle company?

A/EMF advised according to budget reports there could be a slight risk.

#### Action item: EMF to check the value of Oriner's and Sefton Stations

EMRIES advised there is an airport specialist relieving Airport Manager while on leave. Specialist will look at the operation of day-to-day, rosters, part-time admin and the performance of the airport.

EMRIES enquired about vehicles for the carpenters – there are 4 x carpenters and 1 x vehicle. Vehicles have never been replaced. 2WD utes would be fine for around town.

Hire cars – Council need more hire cars.

CEO asked if a summary of all vehicles could be taken to the budget review.

EMRIES – fleet management – need to lock vehicles up at night to keep in good condition.

CEO – Signing in and out of vehicles from compound and need to clean each day before being returned.

EMRIES advised that vandalism and break-ins are a problem.

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

Jacqui Cresswell, EMRIES presented the EMRIES information report:

- Roads - Works are expected to be completed on Shelfo Road this week, with all road works being successfully completed.
- Works - Building & Essential Services - Plumbers and carpenters are continuing with BAS maintenance works, although timeframes are still problematic.
- Capital Projects - Duplexes Construction - Both tenders have now been issued with works to commence in the dry.
  
- Major Projects - Family bistro/canteen renovation – completion pre-Christmas
- 27 Kowanyama staff houses - on track for completion in new year (3<sup>rd</sup> week January 22)
- Wet season planning
- Oriners shelter
- New social houses – awaiting on funding agreement
- Women's meeting place stage 2 – there has been vandalism to the fence.
- ICCIP - The redesign of the dump is now complete, depending on how the wet season impacts the area, further works may need to be undertaken.
- Award for access road construction is recommended later in this meeting.
- Tender documents for lining of sewage ponds currently advertised with compulsory site inspection on Thursday.
- Request for a design and construct of a new water testing lab at the water tower will be issued shortly so we can do more comprehensive water testing.
- Electrical - All generator servicing has been completed ready for storm season
- Organising new generator for Oriners to be delivered to site pre wet season-still waiting confirmation
- Water bore has now been drilled at Oriners-in anticipation of the tourism project.
- Airport - ARO training was completed 2 weeks ago with 5 new staff now being qualified to work airside. Refuelling course is being undertaken on 21 & 22 December so more operators are trained in refuelling. New Covid rules take effect at the airport as of 17 December.
- Workshop - Contractor currently undertaking works in workshop with 2 local labourers, there have been a number of vehicles repaired and back in commission in the last month.

CR Teddy Bernard asked if there will be Wi-Fi available at the airport for passengers?

EMRIES – unable to get Wi-Fi at the airport at the moment. Need to chase up with EMGO.

**Action item: EMGO to check Wi-Fi for community at the airport (possible connectivity issues)**

#### **ii) Agenda Reports**

Jacqui Cresswell presented Agenda report:

##### **Kieza Constructions Contracts exceeding \$200k**

As per council's Procurement Policy, the Chief Executive Officer's financial delegation is \$200,000 and transactions that total in excess of \$200,000 for a particular company. Over a year, require Council's endorsement.

Council has requested Barto's Constructions, CHC Constructions and Kieza Constructions to supply quotes for the construction of a new concrete driveway at the dump.



Council has received notification from DLGRMA that this project is fully funded under ICCIP.

<b>RESOLUTION – Kieza Constructions Contracts exceeding \$200k</b> That in line with Council's financial delegations Council endorse payment of \$210,000 to Kieza Constructions	<b>Matter Left lying on table (To be brought to January 2022 Council Meeting)</b>
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#### **Lunch Break 12:50pm to 2:01pm**

#### **Reduction of turnaround fees – Hinterland Aviation**

Hinterland Aviation are proposing to commence flying into Kowanyama in January 2022. A request has been made from their Operations Manager for reduced turnaround fees whilst they rebuild their passenger numbers.

From 1 July 2021, Council endorsed relevant airport turnaround fee (up to 12 passenger seat capacity) of \$178.33 per plane per turn around.

Current fees are \$178.33 per plane, a reduction of 30% has been requested for a 6-month period bringing the turnaround fee to \$124.83 a reduction of \$53.50. Hinterland Aviation have committed to purchasing fuel from our airport should this reduction occur.

<b>RESOLUTION – reduction of turnaround fees – Hinterland Aviation</b> That in line with Council's financial delegations Council endorse reduction of turnaround fees for Hinterland Aviation. CONDITIONAL – must purchase fuel from Kowanyama Airport	<b>Moved: Cr Robbie Sands Seconded: Cr Jacob Elroy Josiah</b>  <b>All in favour MOTION CARRIED:</b>
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#### **e) Executive Manager Human Resources**

Jacqui Cresswell EMRIES presented the EMHR information report:

- Executive Manager Corporate Services to be re-advertised
- Airport Administration position to be re-advertised
- Playgroup Team Leader – interviews in progress
- Training – Airport Refuelling Course booked for 21 & 22 December 2021.

Training currently in planning:

- Essential Supervisory Skills and Dealing with Hostile and Violent People workshops – early 2022
- Literacy and Numeracy (in conjunction with RISE)
- Cert III Conservation and Land Management
- Certificate 1 Maritime Operations
- Agricultural Chemicals Distribution Control

**Action item: EMHR to breakdown employee roles into permanent full-time, part-time and casuals.**

- There are a lot of employees on the council books. Are they accountable for their hours? How many employees aren't working in certain areas anymore? Time sheet fraud to be watched more closely.

**Action item: EMHR to implement position numbers for different areas and payroll codes for all employees**

**f) Executive Manager Community Services**

Gary Uhlmann, CEO presented the EMCS information report:

- Coordination of Community Christmas event in partnership with Air Services Australia
- Co-Vid Vaccinations in internal community support coordination
- Management recruitment Kowanyama LPO/Aged Care Managers
- Storm season preparation
- Aged Care systems coordination with ROCS
- End of calendar year Budget review
- TAFE training being undertaken – full attendance and participation with staff
- Due to lack of vehicles, suggestions to be bought forward to council of having a scheduled bus run service by the aged care staff for our clients.
- More week day activities – individual support to be provided by Aged Care and disability staff to meet the needs of clients.
- HCP / CHSP fees increased to break even on costs.
- NDIS – A young participant has been undertaking work experience, training and interacting with staff during school holidays.
- Sports & rec – implementation of Christmas break school holiday programs.
- Planning for Christmas in Kowanyama community event
- This month, Kowanyama Women's Shelter and Kowanyama Community Cultural Support – Women's Group continued to work with internal and external stakeholders, to provide temporary support accommodation, center-based activities, and information sessions for the community members of Kowanyama.
- Kowanyama Women's Shelter staff supported 12 clients over the November reporting period. All clients received Temporary Supported Accommodation and were then linked to additional services and programs in the community through Centre-Based Support. This month, the Women's Shelter received their Spotlight order, which contained new towels, pillows, blankets, mattress protectors, pots and pans and bed covers.
- This month, Kowanyama Community Cultural Support Workers facilitated 6 women's groups gatherings for women and community members to attend. These gatherings ranged from regular weekly women's group BBQ's, weekly cooking sessions at the MPC, engaging with HAC Centre members and partnered with RAATSICC to host an end of year celebration BBQ, for the whole of the Kowanyama community.
- Land and Sea – Rangers have had an interview with ABC for work with NDIS and getting TO's out on the water and their homelands for the day. Completed work surveys with the red crested finch program on bird numbers around Kowanyama.
- Queensland Tourism Minister visited Oriner's station.
- 2 x rangers went to Cairns for training with James Cook University to build capacity regarding land conservation. Additional 2 x rangers went to Cairns for carbon forum. Firearms training and recreational boat licences undertaken.
- Cyclone Prep has commenced with Parks & Gardens team.

**5) Other Business**

- Men's Shed is not running at the moment. Need a Men's Shed Co-ordinator to organise men's events.

**Council Meeting Closed at 2:48pm**

## 6) Trustee Meeting

<b>RESOLUTION – Trustee Meeting</b> That Council moved into Trustee Meeting at 2:48pm	<b>Moved: Cr Teddy Bernard</b> <b>Seconded: Cr Jacob Elroy Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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**Cr. Jacob Elroy Josiah declares conflict of interest with respect to the KSRA Lease and agrees to leave the room for that item.**

### i) Community Forum

Chris McLaughlin presented Agenda Report:

#### **Management of Trust Land**

A report was provided to the Trustee at November 2021 meeting of the Trustee with a view to enhancing rigour around the making of trust change decisions under the Local Government Act 2009 (Qld) with respect to the requirements set out in section 179 of the Aboriginal Land Act 1991 (Qld).

The establishment of a Community Forum comprising members wholly of Aboriginal decent will assist the Trustee to consider trust change proposals whilst complying with relevant statutory requirements via a rigorous Trustee decision-making process.

1 representative

<b>RESOLUTION – Community Forum</b> Pursuant to section 85(3) of the Local Government Act 2009 (Qld), that Council establish a Community Forum and approve the Terms of Reference as presented and authorise and instruct the Chief Executive Officer to advertise for Members.	<b>Moved: Cr Robbie Sands</b> <b>Seconded: Cr Jacob Elroy Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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#### **Anglican Church Lease**

Pursuant to section 85A of the Local Government Act 2009 (Qld) Council in its capacity as Trustee of the Kowanyama township Deed of Grant in Trust may make trust change decisions in relation to the trust (including creating interests in land – such as leases). It should seek to make decisions for the benefit of Aboriginal inhabitants of the trust area.

Historically, the Corporation of the Diocesan Synod of North Queensland (the Anglican Church) has occupied lots 8, 39 and 71 for the described permitted uses under an informal occupation arrangement with Council over its DOGIT land. Since 2019, Council's lawyers have been working with the Anglican Church to formalise a formal tenure arrangement over the three (3) lots.

#### **Considerations**

Council is seeking to establish a Community Forum and Terms of Reference, comprising a more rigorous Trustee decision-making process for consideration of trust change proposals (incl leases) pursuant to s85(3) of the Local Government Act 2009 (Qld) and s179 of the Aboriginal Land Act 1991 (Qld). Council may wish to defer making this trust change decision until it receives advice from its Community Forum on the trust change proposal in early 2022, particularly given the long-term nature of this trust change decision.

There is a risk of further delay should Council wish to await Community Forum input.

<p><b>RESOLUTION 1 – Community Store</b></p> <p>That subject to the lessee first obtaining Native Title approval under the Native Title Act 1993 (Cth) (as applicable), pursuant to section 85A(3) of the Local Government Act 2009 (Qld), the Trustee approve a lease to The Corporation of The Diocesan Synod of North Queensland and authorise the Chief Executive Officer to finalise negotiations and sign the Agreement to Lease and Lease and do all other things reasonably necessary to register the lease with Land Titles, on the following essential terms:</p> <p>Lot on Plan: Lot 71 on SP 272069</p> <p>Permitted Use: Commercial Use as a Community Store</p> <p>Term: Twenty (20) Years</p> <p>Annual rent: \$100 + GST per annum</p> <p>Annual Rent Reviews: CPI</p> <p>Rates: Municipal Service Charges as resolved by Council from year to year paid to the Trustee</p>	<p><b>Matter Left lying on table (defer to Community Forum)</b></p>
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<p><b>RESOLUTION 2 – Church &amp; Rectory</b></p> <p>That subject to the lessee first obtaining Native Title approval under the Native Title Act 1993 (Cth) (as applicable), pursuant to section 85A(3) of the Local Government Act 2009 (Qld), the Trustee approve a lease to The Corporation of The Diocesan Synod of North Queensland and authorise the Chief Executive Officer to finalise negotiations and sign the Agreement to Lease and Lease and do all other things reasonably necessary to register the lease with Land Titles, on the following essential terms:</p> <p>Lot(s) on Plan: Lot 8 on SP 272069</p> <p>Lot 39 on SP 272069</p> <p>Permitted Use: Church and Rectory</p> <p>Term: Twenty (20) Years</p> <p>Annual rent: \$100 + GST per annum</p> <p>Annual Rent Reviews: CPI</p>	<p><b>Matter Left lying on table (defer to Community Forum)</b></p>
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Rates:	Municipal Service Charges as resolved by Council from year to year paid to the Trustee	
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**Cr Jacob Elroy Josiah declared Conflict of Interest and left the meeting at 3:13pm**

#### **KSRA Lease**

Pursuant to section 85A of the Local Government Act 2009 (Qld) Council in its capacity as Trustee of the Kowanyama township Deed of Grant in Trust may make trust change decisions in relation to the trust (including creating interests in land – such as leases). It should seek to make decisions for the benefit of Aboriginal inhabitants of the trust area.

At its October 2020 Ordinary Meeting, Council resolved:

#### **RESOLUTION**

1. That Council resolve to write-off up to 40% of the Debt owed to it by Kowanyama Sport and Recreation Association Inc (KSRA) pertaining to unpaid rent on the Canteen Premises, on the condition that the KSRA: -
  - a. agrees to enter into a new lease with Council as DOGIT Trustee, on terms acceptable to Council; and
  - b. complies with the conditions set out in the repayment arrangement.
2. That Council delegate authority to the Chief Executive Officer to negotiate terms acceptable to Council for the KSRA lease and repayment arrangement.
3. That upon the Chief Executive Officer being satisfied with the negotiated terms of the lease and repayment arrangement, Council make a recommendation to the DOGIT Trustee to grant a lease to KSRA.

**Moved: Cr Sands**

**Seconded: Cr Bernard**

**MOTION CARRIED:**

**All in favour**

Negotiator's Agreement has been reached between Council and KSRA's lawyers as to lease terms over lot 68.

The in principle agreed terms are:

<b>Lot on Plan:</b>	<b>Lot 68 on SP 272069</b>
<b>Permitted Use:</b>	<b>Operation of a Canteen including sale of alcohol and meals</b>
<b>Term:</b>	<b>3+3+3 (9 years)</b>

**Annual rent:**

<b>Annual Rent</b>	
<b>First Lease Year</b>	NIL
<b>Second Lease Year</b>	\$300 per night (estimated \$62,400 pa)
<b>Third Lease Year</b>	\$350 per night (estimated \$72,800 pa)
<b>Fourth Lease Year (Option 1)</b>	\$400 per night (estimated \$83,200 pa)
<b>Fifth Lease Year</b>	\$450 per night (estimated \$93,600 pa)
<b>Sixth Lease Year</b>	\$500 per night (estimated \$104,000 pa)
<b>Seventh Lease Year (Option 2)</b>	\$550 per night (estimated \$114,400 pa)
<b>Eighth Lease Year</b>	\$600 per night (estimated \$124,800 pa)
<b>Ninth Lease Year</b>	\$650 per night (estimated \$135,200 pa)

**Annual Rent Reviews:**      **As above.**

**Considerations**

Council is seeking to establish a Community Forum and Terms of Reference, comprising a more rigorous Trustee decision-making process for consideration of trust change proposals (incl leases) pursuant to s85(3) of the Local Government Act 2009 (Qld) and s179 of the Aboriginal Land Act 1991 (Qld). Council may wish to defer making this trust change decision until it receives advice from its Community Forum on the trust change proposal in early 2022, particularly given the long-term nature of this trust change decision.

There is a risk of further delay should Council wish to await Community Forum input.

<p><b>RESOLUTION – KSRA Lease</b></p> <p>That pursuant to section 85A(3) of the Local Government Act 2009 (Qld), the Trustee approve a lease to Kowanyama Sport and Recreation Association Inc IA 34569 and authorise the Chief Executive Officer to finalise negotiations and sign the Lease and do all other things reasonably necessary to register the lease with Land Titles, on the following essential terms:</p>		<p><b>Moved: Cr Teddy Bernard</b>  <b>Seconded: Cr Cameron Josiah</b></p> <p><b>All in favour</b>  <b>MOTION CARRIED:</b></p>
Lot on Plan:	Lot 68 on SP 272069	
Permitted Use:	Operation of a Canteen including sale of alcohol and meals	
Term:	3+3+3 (9 years)	
Annual rent:		

<b>Annual Rent</b>		
<b>First Lease Year</b>	NIL	
<b>Second Lease Year</b>	\$300 per night (estimated \$62,400 pa)	
<b>Third Lease Year</b>	\$350 per night (estimated \$72,800 pa)	
<b>Fourth Lease Year (Option 1)</b>	\$400 per night (estimated \$83,200 pa)	
<b>Fifth Lease Year</b>	\$450 per night (estimated \$93,600 pa)	
<b>Sixth Lease Year</b>	\$500 per night (estimated \$104,000 pa)	
<b>Seventh Lease Year (Option 2)</b>	\$550 per night (estimated \$114,400 pa)	
<b>Eighth Lease Year</b>	\$600 per night (estimated \$124,800 pa)	
<b>Ninth Lease Year</b>	\$650 per night (estimated \$135,200 pa)	
<b>Annual Rent Reviews: As above.</b>		

**Trustee Meeting Closed: 3:18pm**

No. Action Item in Meeting	Meeting Type	Day / Origin	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status	Priority.	Target Date for Completion
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 - will pick up with Enterprise Manager	In progress		
3	Council Meeting	17	Aug	2021	Housing	EMCS to contact Department of Housing regarding 342 Uwelkoril St	EMCS	completed	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		
1	Council Meeting	20	April	2021	Fees & Charges	EMF to define fees and charges for home owners i.e. sewerage, water, garbage etc and provide to EMGO for home ownership team	EMF	Once Budget 21/22 is finalised new F&C will be forwarded to Home Ownership Team	In progress		
6	Council Meeting	23	June	2021	Town Roads	EMGO to investigate street locations on Google maps and see if it can be rectified	EMGO	Comments received back from Councillors. Progressing with DATSIP.	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. Information Not provided by Councillor	In Progress		
5	Council Meeting	22	July	2020	Employment	EMHR to re-advertise for Senior Mechanic and Workshop Manager this week	EMHR	EMRIES currently looking at operational model for Workshop	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		
3	Council Meeting	19	January	2021	Employment	Records Management position - local indigenous people to work with Matt Fox	EMHR	Lack of interest shown, will readvertise role.	In progress		
4	Council Meeting	19	January	2021	RISE	EMHR and CEO to present RISE agreement at the next Council Meeting	EMHR		In Progress		
6	Council Meeting	19	January	2021	First Aid	EMHR - require more defibrillators available across all work places	EMHR	Funding currently being sought	in progress		
7	Council Meeting	19	January	2021	Training	EMHR - relevant leadership courses to be sourced for new co-ordinators	EMHR	Course information obtained, currently reviewing best delivery model	In Progress		
2	Council Meeting	17	March	2021		EMHR to include defibrillator training in First Aid Course (Reminder from January Action Items)	EMHR	Separate Training is being arranged for all work areas	In progress		
4	Council Meeting	21	Sep	2021	Training	EMHR to follow up on security training	EMHR		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 Sinnamon, seedlings need to be propagated	In progress		
5	Council Meeting	20	May	2020	Animal Management	EMIWP to organize Animal Management Officer (AMO) to attend properties and gain information for BAS regarding repairs to fences and gates	EMRIES	Currently being undertaken	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		
2	Council Meeting	16	September	2020	Animal Management	EMRIES to progress Animal Management Plan, with the first element being community education	EMRIES		In progress		
6	Council Meeting	16	December	2020	Housing	EMRIES/CEO to speak with BAS regarding the assessment and age of houses	EMRIES		In progress		
1	Council Meeting	17	March	2021		EMRIES to develop Feral Pest and Weed Management Plan	EMCS		In progress		
6	Council Meeting	17	Aug	2021	Fencing	EMRIES to advise Animal Control Officer (ACO) when issuing dog registrations to check the condition of the fencing	EMRIES	Still progressing	In progress		
1	Council Meeting	16	Nov	2021	Building Maintenance	EMCS to check with the building supervisor on cultural centre being cyclone proof	EMCS		In progress		
2	Council Meeting	16	Nov	2021	Workshop	EMRIES to check connectors for pump and blowers at the workshop	EMRIES		In progress		
1	Council Meeting	16	Dec	2021	Minutes	Title of Micheal healy MP to be corrected in November 2021 minutes	EA		In progress		
2	Council Meeting	16	Dec	2021	Minutes	Number of ICU beds (should be 14) to be corrected in November 2021 Minutes	EA		In progress		
3	Council Meeting	16	Dec	2021	Oriner's Station	EMF to check the value of Oriner's and Sefton Stations	EMF		In progress		
4	Council Meeting	16	Dec	2021	Wi-Fi	EMGO to check Wi-Fi for community at the airport (possible connectivity issues)	EMGO		In progress		
5	Council Meeting	16	Dec	2021	Positions	EMHR to breakdown employee roles into permanent full time, part-time and casuals	EMHR		In progress		
6	Council Meeting	16	Dec	2021	Position Numbers	EMHR to implement position numbers for different areas and payroll codes for all employees	EMHR		In progress		



# **Council Meeting**

## **January 2022**

### **Information Report**

<b><u>Title</u></b>	Monthly Update
<b><u>Author</u></b> and	Dr. Chris McLaughlin – A/ Executive Manager Governance Operations
<b><u>Meeting Date</u></b>	<b><u>18 January 2022</u></b>

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#### **Key Items**

##### **Executive Manager Corporate and Finance**

Recruitment ongoing. Expected to be filled in Feb/March 2022.

##### **Community Forum**

Memberships now advertised. Closes 28 January 2022.

##### **Canteen Lease**

KSRA Lease signed.

##### **Anglican Church Leases**

Deferred to Community Forum. Likely to come to the March 2022 Trustee Meeting.

##### **Cattle Company**

Cattle Muster 2022 Preferred Supplier Arrangement to soon be advertised Q2 2022.

##### **Audit and Risk Committee**

A Draft Audit and Risk Committee Calendar 2022 was developed between the Committee Chair (Cam), A/EMGO (Chris), A/EMF (Nicola) in November 2021 for the 2022 calendar year. Five (5) Committee meetings are planned for 2022 (Feb/ May/ Jun/ Aug/ Oct 2022).

## **Carbon Farming Audit**

Auditor appointed in December 2021. Audit expected to be complete in Feb 2022.  
Extension of time requested from Clean Energy Regulator from due date 1 January 2022 to 28 Feb 2022.

## **Cairns Office Renewal**

Cairns office has been renewed for a further 5 years from March 2022.

## **ASA Lease**

Monthly update meetings ongoing. Expected relocation date June/July 2022.

## **Business Continuity Management Framework**

A Business Continuity Management Framework has been developed, comprising so far:

1. Business Continuity Policy
2. Business Continuity Plan – Pandemic
3. Business Impact Assessment – Pandemic
4. Risk Register
5. Organisational Structure

END

# **Council Meeting**

## **January 2022**

### **Agenda Report**

**Title** Business Continuity Policy

**Author** A/Executive Manager Governance and Operations

**Meeting Date** 18 January 2022

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#### **Resolution**

That Council endorse the *Business Continuity Policy 2022*

#### **Executive Summary**

Following conclusion of the Risk Register update in 2021, Council requires to have a Business Continuity Management Framework in place to help manage and mitigate HIGH to EXTREME risks identified in the Risk Register.

As part of that Business Continuity Management Framework, the Business Continuity Policy 2022 has been developed, under which individual Business Continuity Plans and Business Impact Assessments will be developed by administration to help manage and mitigate priority risks.

#### **Recommendation**

That Council endorse the Business Continuity Policy 2022.



Dr. Chris McLaughlin

***Acting Executive Manager Governance and Operations***



## **BUSINESS CONTINUITY POLICY**

<b>Number:</b>	KASC-[INSERT]
<b>Responsible Manager:</b>	Chief Executive Officer
<b>Head Policy:</b>	NA
<b>Legislation:</b>	Local Government Act 2009 (Qld)
<b>Commencement Date:</b>	18 January 2022

### **1. Policy Statement**

The Kowanyama Aboriginal Shire Council ("Council") recognises the importance of organisational resilience to ensure the uninterrupted availability of all key business resources and critical business functions. Effective business continuity management helps to prevent and mitigate the severity of potential business interruptions on the organisation and its stakeholders and fully restore operations in the most efficient manner following an interruption.

### **2. Definitions & Terms**

2.1 In this policy:

**Business Continuity Management** – means a holistic management program that identifies potential events that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, the environment, reputation, brand and value creating activities.

**Business Continuity Plan** – means the central plan that documents continuity and recovery procedures for crises events. The Business Continuity Plan provides sufficient detail regarding the deployment of appropriate strategies for the resumption of operations according to predetermined priorities.

**Council** – means the Kowanyama Aboriginal Shire Council.

**Critical Business Activities** – means a vital functions, without which the council cannot effectively operate and as a result could suffer serious risk to wellbeing of constituents, including Council's own reputation, financial, legal or other damages or penalties.

**Significant Business Interruption** – means an extraordinary event causing a disruption to or loss of key critical business functions

**Strategic Risk Register** – means a process that identifies and analyses controls, exposures and operations to establish planning needs, strategies and recovery objectives.

**Workers** – includes employees, contractors, volunteers and all others who perform work on behalf of council.

### **3. Purpose of the Policy**

- 3.1 This policy demonstrates the commitment of Council to planning and preparing for organisational resilience during significant business interruptions and at all times ensuring the safety and wellbeing of its workers, the community and the environment.

### **4. Application and Scope of this Policy**

- 4.1 This policy is an integral element of Council's governance framework and applies to all Council sections and workers.

### **5. Associated Documents**

*Business Continuity Management Framework and Business Continuity Plans*

*Strategic Risk Register*

*Local Government Disaster Management Group*

*Local Disaster Management Plan*

### **6. Policy Provisions**

- 6.1 Council will develop and maintain its Business Continuity Management Framework and Business Continuity Plans by anticipating risks, identifying mitigating strategies and having in place pre-tested strategies to minimise the disruption caused to Council's operations should a significant business interruption occur.
- 6.2 Council will build a business continuity culture to continuously improve the resilience and response capabilities within the organisation's critical business functions.
- 6.3 Council will investigate the requirement for Business Continuity Plans. Plans will be developed and tested for all those functions that are identified as being critical to the organisation (by Risk Category).
- 6.4 In the event of a significant business interruption, Council will:
- ensure key critical business functions are restored and maintained as soon as possible;
  - endeavour to ensure the confidence of Workers, the community and stakeholders;
  - fulfil regulatory and contractual requirements and obligations; and
  - mitigate financial, legal/regulatory, service delivery, well-being and reputation/brand consequences.

This will be achieved by:

- identifying the organisation's key critical business functions;
- undertaking business impact analysis of each of the identified key critical business functions;
- identification and development of new and existing risk mitigation processes and procedures for all key critical business functions;
- maintenance of an enterprise wide Business Continuity Management framework, business continuity action plan and supporting response plans;

- testing and maintenance of Business Continuity Plans and subsequent plans within the organisation via desktop audits, simulation or full plan testing;
- regular reporting on the status of Business Continuity Management;
- development and support of a culture of responsible business continuity management within the organisation; and
- an integrated and coordinated approach with the disciplines of risk management, disaster management and emergency management.

## **7. Policy Review**

- 7.1 The policy is to be reviewed in accordance with the Policy Framework Policy – KASC-[INSERT].
- 7.2 Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

## **8. Resolution**

- 8.1 This policy was duly authorised by Council resolution on 18 January 2022 as the Kowanyama Aboriginal Shire Business Continuity Policy and shall hereby supersede any previous policies of the same intent.

END





# **Ordinary Council Meeting**

## **Finance Update Report**

**Title:** Acting Executive Manager Finance  
**Meeting Date:** 18 January 2022  
**Author:** Nicola Strutt

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### **Key Updates**

#### **1. Financial Report December 2021**

A monthly Finance report for the month of December 2021 has been prepared as at Attachment 1.

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

- net operating result (before depreciation) is a \$4,293K profit, this is **\$1,848K** better than budget
- actual net operating income is \$13,073K this is **\$1,328K** better than budget
- actual operating expenditure is \$8,780K this is **\$519K** better than budget
- Net Profit is \$45K, this is **\$1,713K** better than budget
- Untied Cash Funds balance is \$5,072K

Please note these comparisons are to the Budget 2021-22 as adopted at the June 2021 Special Meeting.

### **Recommendation**

That Council note the Monthly Financial Report for December 2021.

### **Attachments**

1. Council Financial Report December 2021

#### **2. Credit Card Acquittal**

The acquittals of the Council's credit cards for November 2021 are attached.

No expenditure is outside of the Procurement Policy.

### **Attachments**

2. Credit Card Acquittals – November 2021.

# Financial Report

## December 2021





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(all results are in \$)





## **Year to Date December 2021**

### **Finance Summary**

The YTD December 2021 financials show an actual operating profit of \$45,236 compared to a budgeted loss of \$1,668,191.

This favourable variance includes \$392,743 for Carbon Farming mainly resulting from higher than budgeted carbon credit revenue and \$145,995 for General Council mainly due to Community Development Program estimated profit share being higher than originally budgeted. The balance of the variance is due to the timing of receipts and expenditure compared to budget phasing across a number of areas. This includes favourable variances for Heavy Plant \$554,442, Road Contractors Camp \$98,699 and Human Resources \$104,491 offset by unfavourable variances for Qbuild upgrades program (\$50,476) and the operating Grants program (\$192,384).

Enterprises are showing a YTD profit of \$911,974 which is \$194,160 higher than budget. Profits are higher than budget for the Accommodation Centre \$34,936, due to higher occupancy rates to date, Cattle Co \$159,702, Airport \$53,302, mainly due to lower jet fuel cost than budget and the timing of budgeted repairs and maintenance, Batching Plant \$47,129 and Car Hire \$11,886. Unfavourable variances arose for the Post Office (\$100,380) and the Bakery (\$3,010) and Blue Cafe (\$9,405) which are currently closed.

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 - 31/12/2021**

IE Code

		Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
		\$	\$	\$	\$
	<b>Income</b>				
100	Council Rates, Levies & Charge	510,831	510,829	2	510,829
110	Commissions & Fees Revenue	89,875	101,730	(11,855)	203,465
111	Aviation Landing Fees	83,417	75,000	8,417	150,000
120	Accommodation Revenue	640,273	386,496	253,777	773,000
125	Rental Income	302,935	427,416	(124,481)	854,839
130	Interest Received	8,824	15,000	(6,176)	30,000
140	Sale of Goods Revenue	1,449,673	433,158	1,016,515	866,336
141	Services Revenue	2,284,109	2,220,535	63,574	4,130,188
142	Aviation Fuel Revenue	94,287	109,998	(15,711)	220,000
150	Donations Received	0	0	0	0
151	Gain on Revaluation	0	0	0	0
152	Insurance Recoveries	0	0	0	0
153	Fuel Tax Credits	14,680	10,000	4,680	20,000
154	Other Income	565,102	1,319,494	(754,392)	1,639,000
156	Training Recoveries	102,835	70,000	32,835	70,000
157	Workcare Recoveries	0	0	0	0
160	State Government Grants - Operating	3,509,122	3,583,885	(74,763)	4,159,929
161	Commonwealth Government Grants - Operating	1,802,692	1,792,844	9,848	4,339,297
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	125,912	(17,010)	142,922	(34,000)
901	Internal Cost Recoveries - Services	1,488,407	705,480	782,927	1,411,000
155	Bad debts Recovered	0	0	0	0
180	Profit on Asset Disposal	0	0	0	0
	<b>Total Income</b>	<b>13,072,972</b>	<b>11,744,855</b>	<b>1,328,117</b>	<b>19,343,883</b>
	<b>Less Expenses</b>				
200	Cost Of Goods Sold	391,780	326,082	(65,698)	652,195
220,221	Stock Adjustments & Stocktake variances	(1,187)	0	1,187	0
300	Wages - Permanent Staff	3,747,296	3,985,758	238,462	8,582,787
320	Superannuation	383,782	382,482	(1,300)	824,152
340	Recruitment & Relocation	34,924	15,000	(19,924)	30,000
341	Workers Compensation	75,764	68,634	(7,130)	137,465
342	Staff Education & Training	19,903	21,120	1,217	42,272
343	FBT	0	0	0	0
332	Other Councillor Costs	0	1,500	1,500	3,000
344,345	Training and Workcare Costs - recoverable	6,412	0	(6,412)	0
345	Employee Assistance Program	120	2,250	2,130	4,500
400	Audit Fees	35,243	62,886	27,643	125,800
410	Admin Expenses	67,351	14,604	(52,747)	29,225
411	Advertising Costs	22,232	9,240	(12,992)	18,500
412	Memberships & Subscriptions	38,087	34,824	(3,263)	69,700
413	Postage & Stationery	16,523	12,036	(4,487)	24,170
414	Staff Amenities	16,074	11,370	(4,704)	22,850
415	Disaster Recovery Expenses	2,084	0	(2,084)	0
416	Hcp Purchased Goods	19,868	0	(19,868)	0
421	MV Expenses - Fuel	54,763	72,528	17,765	145,175
422	MV Expenses - Registration	2,072	22,824	20,752	45,700
423	MV Expenses - Running Costs	5,943	8,232	2,289	16,500
475	R&M - MV Expenses	30,591	44,388	13,797	88,850
424	Plant Fuel & Oil Expenses	0	0	0	0
428	Plant Hire	3,360	498	(2,862)	1,000

Kowanyama Aboriginal Shire Council  
Profit & Loss  
Period ending - 31/12/2021

IE Code		Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
		\$	\$	\$	\$
429	Office Equipment Lease	0	0	0	0
430	Consultants	51,763	192,696	140,933	385,408
431	Contractors	1,522,509	1,744,434	221,925	3,489,000
432	Legal Expenses	57,283	47,496	(9,787)	95,000
433	Accountancy Fees	0	2,496	2,496	5,000
434	Computer, IT & Network	111,962	147,846	35,884	295,750
460	Telephone, Fax & Printers	140,242	174,498	34,256	349,109
435	Cleaning	21,593	18,132	(3,461)	36,350
436	Freight	86,444	79,374	(7,070)	158,900
437	Security	10,894	8,118	(2,776)	16,250
438	Catering	118,820	49,488	(69,332)	99,067
452	Donations	0	9,996	9,996	20,000
453	Safety Equipment	5,732	14,316	8,584	28,750
454	Protective Clothing/Uniforms	16,056	14,220	(1,836)	28,500
455	Consumables/Materials	452,689	350,394	(102,295)	700,990
456	Mobilisation & Demobilisation	0	0	0	0
464	Electricity	151,870	250,470	98,600	501,000
450	Small Tools & Equipment	48,895	44,886	(4,009)	89,852
451	Portable & Attractive Assets	3,634	48,228	44,594	96,500
610	Capital Assets expenditure	0	0	0	0
611	Capitalisation of Assets	0	0	0	0
471	R&M - Roads & Infrastructure	2,139	0	(2,139)	0
472	R&M - Buildings	763	120,216	119,453	240,500
473	R&M - Plant & Equipment	5,466	155,448	149,982	311,000
474	R&M - Other	0	23,736	23,736	47,500
476	Council Damage & Vandalism	2,182	0	(2,182)	0
480	Travel Exps - Accommodation	28,944	25,356	(3,588)	50,800
481	Travel Exps - Airfares	65,289	48,702	(16,587)	97,500
482	Travel Exps - Car Hire	17,775	5,418	(12,357)	10,900
483	Travel Exps - Meals & Incident	40,702	26,520	(14,182)	53,100
490	Rent	58,272	51,504	(6,768)	103,030
491	Grants Refunded	0	0	0	0
500-502	ATM & Eftpos Fees, Bank Charges & Interest	23,332	31,170	7,838	62,350
440	Insurance	511,454	494,256	(17,198)	988,518
503	Bad Debts Written Off	0	0	0	0
461	Fees & Charges	2,341	1,746	(595)	3,500
462	Licences	450	1,986	1,536	4,000
463	Rates & Taxes	15,346	17,496	2,150	35,000
457-459	Suspense Reset & Rounding	(0)	0	0	0
910,911	Internal Cost Charges - Sale of Goods & Services	232,521	40,464	(192,057)	80,960
920	Internal Cost Allocation - Wages	0	(37,620)	(37,620)	(75,241)
	<b>Net Operating Expense</b>	<b>8,780,348</b>	<b>9,299,742</b>	<b>519,394</b>	<b>19,272,684</b>
	<b>Net Operating Profit / (Loss)</b>	<b>4,292,624</b>	<b>2,445,113</b>	<b>1,847,511</b>	<b>71,200</b>
510-518	Depreciation	4,247,388	4,113,264	(134,124)	8,226,597
520,600	Loss on Reval of Finance Leases & Sale of Assets	0	0	0	0
	<b>Net Profit / (Loss)</b>	<b>45,236</b>	<b>(1,668,151)</b>	<b>1,713,386</b>	<b>(8,155,397)</b>

Year to Date December 2021

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	(\$609,166)	(\$986,257)	\$377,091	(\$3,635,553)
Finance	Finance	Profit	\$2,595,359	\$2,463,878	\$131,481	\$2,980,459
Human Resources	Hr	Loss	(\$48,657)	(\$154,148)	\$105,491	(\$403,367)
Community Services	Community Services	Profit	\$115,560	\$338,283	(\$222,723)	(\$16,261)
Infrastructure, Works and Projects	Infrastructure & Works	Loss	(\$2,028,848)	(\$2,949,687)	\$920,839	(\$6,004,833)
Governance and Operations	Governance & Operations	Profit	\$20,986	(\$380,220)	\$401,206	(\$1,075,843)
<b>TOTAL NET OPERATING RESULT</b>		<b>Profit</b>	<b>\$45,236</b>	<b>(\$1,668,151)</b>	<b>\$1,713,386</b>	<b>(\$8,155,397)</b>
Capital	Capital	Profit	\$1,211,700	\$608,611	\$603,089	\$608,611
<b>TOTAL NET CAPITAL RESULT</b>		<b>Profit</b>	<b>\$1,211,700</b>	<b>\$608,611</b>	<b>\$603,089</b>	<b>\$608,611</b>
<b>TOTAL NET RESULT</b>		<b>Profit</b>	<b>\$1,256,935</b>	<b>(\$1,059,540)</b>	<b>\$2,316,475</b>	<b>(\$7,546,786)</b>



Year to Date December 2021

Net Operating Results by Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Kowanyama Office	Loss	(\$416,366)	(\$441,264)	\$24,898	(\$882,643)
Cairns Office	Loss	(\$392,550)	(\$487,968)	\$95,418	(\$1,029,572)
Councillor Costs	Loss	(\$213,358)	(\$227,046)	\$13,688	(\$483,715)
General Council	Loss	(\$1,175,650)	(\$1,321,645)	\$145,995	(\$3,165,630)
Council Houses / Buildings	Loss	(\$1,956,248)	(\$2,011,338)	\$55,090	(\$4,022,711)
Human Resources	Loss	(\$48,657)	(\$154,148)	\$105,491	(\$403,367)
Governance & Operations	Loss	(\$400,539)	(\$409,002)	\$8,463	(\$845,343)
Carbon Farming	Profit	\$421,525	\$28,782	\$392,743	(\$230,500)
Building/ Carpenters	Loss	(\$348,780)	(\$316,446)	(\$32,334)	(\$688,117)
Centrelink	Profit	\$11,903	\$5,208	\$6,695	\$4,372
Community Police	Loss	(\$15,270)	\$0	(\$15,270)	\$0
Community Bus	Loss	(\$26,456)	(\$21,420)	(\$5,036)	(\$46,220)
Electrician	Loss	(\$86,604)	(\$98,022)	\$11,418	(\$215,428)
Essential Services	Loss	(\$829,072)	(\$827,058)	(\$2,014)	(\$1,692,669)
Mp Sport & Rec Facility	Loss	(\$36,300)	(\$67,794)	\$31,494	(\$142,521)
Parks & Gardens	Loss	(\$120,960)	(\$156,516)	\$35,556	(\$337,854)
Purchase Store	Loss	(\$147,283)	(\$176,688)	\$29,405	(\$376,777)
Roads	Loss	(\$24,003)	(\$118,575)	\$94,572	(\$153,439)
Workshop	Loss	(\$60,936)	(\$135,108)	\$74,172	(\$293,178)
Swimming Pool	Loss	(\$15,582)	(\$25,986)	\$10,404	(\$52,000)
Heavy Plant	Profit	\$926,694	\$372,252	\$554,442	\$744,450
National Disability Insurance Scheme (Ndis)	Profit	\$89,007	\$38,646	\$50,361	\$65,205
Road Contractors Camp	Profit	\$192,851	\$94,152	\$98,699	\$188,250
Pandemic Covid-19	Profit	\$0	\$0	\$0	\$0
Domestic Services	Loss	(\$16,038)	\$0	(\$16,038)	\$0
Payroll Use Only	Profit	\$0	\$0	\$0	\$0
Airport	Loss	(\$175,436)	(\$228,738)	\$53,302	(\$481,180)
Bakery	Loss	(\$3,010)	\$0	(\$3,010)	\$0
Batching Plant	Profit	\$68,627	\$21,498	\$47,129	\$43,000
Blue Cafe	Loss	(\$27,423)	(\$18,018)	(\$9,405)	(\$50,673)
Kowanyama Cattle Co	Profit	\$1,091,458	\$931,756	\$159,702	\$863,500
Post Office	Loss	(\$134,424)	(\$34,044)	(\$100,380)	(\$81,980)
Accommodation Centre	Profit	\$72,136	\$37,200	\$34,936	\$50,900
Car Hire	Profit	\$20,046	\$8,160	\$11,886	\$16,300
FAGS - General Purpose	Profit	\$420,422	\$430,310	(\$9,889)	\$1,721,239
SGFA - State Government Financial Aid	Profit	\$1,980,504	\$1,951,542	\$28,962	\$1,951,542
Revenue Replacement	Profit	\$764,700	\$764,700	\$0	\$764,700
IAS RIBS	Profit	\$36,984	\$1,916	\$35,068	\$0
Dept Of Emergency Services	Profit	\$22,542	\$6,777	\$15,765	\$0
Dete Childcare	Loss	(\$9,789)	\$5,220	(\$15,009)	\$174
Get Ready Queensland	Profit	\$3,105	\$3,054	\$51	\$0
IAS Family Services	Profit	\$43,760	\$69,304	(\$25,544)	\$0
IAS Sport & Rec	Profit	\$15,555	\$42,926	(\$27,371)	\$0
Indigenous Economic Development	Profit	\$32,615	\$34,742	(\$2,127)	(\$17,965)
Indigenous Sports & Rec Progra	Loss	(\$100,398)	\$92,692	(\$193,090)	\$0
NAIDOC	Profit	\$0	(\$15,240)	\$15,240	(\$30,500)
Men's Shed Operating Grant	Profit	\$9,549	\$18	\$9,531	\$0
QHSP Aged Care	Profit	\$290,641	\$263,720	\$26,921	\$418,124
Qld Health Public Health	Loss	(\$6,071)	\$5,742	(\$11,813)	\$4,998
Womans Shelter	Loss	(\$33,345)	\$9,492	(\$42,837)	(\$1)
Working On Country	Loss	(\$48,919)	(\$50,954)	\$2,035	(\$155,912)
Women's Wellness Centre Operating Grant	Loss	(\$60,125)	\$9,006	(\$69,131)	\$0
Dsdsatsip Community Safety Plan	Profit	\$34,193	\$0	\$34,193	\$0
Department Of Tourism	Loss	(\$8,340)	\$0	(\$8,340)	\$0
Service Enhancement Dsdsatsip	Profit	\$35,000	\$0	\$35,000	\$0
Local Leadership Dsdsatsip	Profit	\$10,000	\$0	\$10,000	\$0
QBuild Upgrade Program	Profit	\$219,524	\$270,000	(\$50,476)	\$540,000
QBuild R&M Program	Profit	\$159,929	\$130,002	\$29,927	\$260,000
Qbuild Domestic Services	Profit	\$9,900	\$46,050	(\$36,150)	\$87,743
<b>TOTAL NET OPERATING RESULT</b>	<b>Loss</b>	<b>\$45,236</b>	<b>(\$1,668,151)</b>	<b>\$1,713,386</b>	<b>(\$8,155,397)</b>



## CAPITAL PROJECTS SCHEDULE as at 31/12/21

CENTRAL PROJECTS CONTRIBUTED TO IN 2021/22												
			PROJECT BUDGET			GRANT FUNDING				(excluding outstanding PO's)		
JOB # Income	JOB # Expense	Project	Project Funding - Grant	Project Funding - COF	Project Total Budget	Grants Received upto 30/6/21	Grants Received 2021/22	Grants balance not yet received	Expenditure to 30/6/21	Expenditure 2021/22	Total project expenditure to 31/12/21	Remaining Budget available as j = (g - h)
			a	b	g = (a + b)	c	d	h = (a - c - d)	e	f	i = (e + f)	j = (g - h)
R2REC7R	R2REC7E	R2R - 2021/22 Urcip Extra Funding	130,978	5,193	136,171	91,685	0	39,293	0	136,171	136,171	(0)
R2REC8R	R2REC8E	R2R - 2021/22 Works	160,816	0	160,816	3,385	157,431	(0)	0	158,624	158,624	2,192
PMC001R	PMC001E	PMC Cattleyards	50,000	0	50,000	50,000	0	0	12,338	27,796	40,134	9,866
DLGR14R	DLGR14E	Canteen & Blue Cafe Refurbishment Capital	946,688	105,188	1,051,875	404,856	541,832	0	631,041	377,855	1,008,896	42,979
54522	54526	Dilgip lccip Water, Waste & Solid	10,000,000	0	10,000,000	5,139,959	(0)	4,860,041	1,849,127	798,472	2,647,599	7,352,401
W4Q0017R	W4Q0017E	W4Q Contractors Camp	895,000	0	895,000	800,280	89,500	5,220	865,518	88,048	953,566	(58,566)
W4Q0018R	W4Q0018E	W4Q Workshop Compound Renovations Stage 2	665,000	0	665,000	603,720	66,500	(5,220)	553,659	111,628	665,287	(287)
DATSIP001R	DATSIP001E	Datsip Mens' Shed	903,594	271,187	1,174,781	903,594	0	0	1,174,781	0	1,174,781	(0)
54022	54026	DRFA Emergent Works 2019	0	0	0	0	0	0	39,855	0	39,855	(39,855)
54122	54126	DRFA Repa 2019	3,462,863	0	3,462,863	3,249,023	175,580	38,260	3,462,863	0	3,462,863	0
TIDS21122R	TIDS21122E	Tids Atsil 2021/23	236,493	6,087	242,580	0	236,493	0	242,580	0	242,580	(0)
RRTG0001R	RRTG0001E	RRTG 2021/22	236,493	0	236,493	0	220,636	15,857	0	220,636	220,636	15,857
QRRRF001R	QRRRF001E	Men's Shed Power & Water Supply	230,000	0	230,000	207,000	23,000	23,000	251,353	2,405	253,758	(23,758)
QRRRF002R	QRRRF002E	Magnificent Creek Bank Stabilisation	60,630	0	60,630	0	54,567	6,063	0	60,686	60,686	(56)
54622	54626	Qra 2019 Betterment Kasc.0007 & 0008	251,660	0	251,660	222,735	28,925	0	213,641	0	213,641	38,020
54722	54726	DRFA REPA 2020	5,803,205	0	5,803,205	5,489,594	313,611	0	5,803,205	0	5,803,205	0
55022	55026	DRFA 2020 Town Streets	661,882	0	661,882	198,565	36,693	426,625	4,855	0	4,855	657,028
HOUSING1R	HOUSING1E	HPW New Housing	2,352,941	0	2,352,941	641,711	0	1,711,230	39,813	40,582	80,395	2,272,546
55222	55226	QRA Betterment 9, 10 & 11	369,348	0	369,348	332,414	56,306	(19,371)	388,719	0	388,719	(19,371)
W4QC2001R	W4QC2001E	Contractors Camp Stage 2 - Covid Works	660,000	0	660,000	594,000	66,000	0	238,052	325,246	563,297	96,703
W4QC2002R	W4QC2002E	Upgrade To Council Owned Staff House - Covid Works	250,000	0	250,000	225,000	25,000	0	237,404	12,595	249,999	1
W4QC2003R	W4QC2003E	Upgrade To Kowanyana Community Canteen - Covid Works	250,000	0	250,000	225,000	25,000	0	69,776	185,472	255,248	(5,248)
W4QC2004R	W4QC2004E	Arts & Cultural Centre Stage 2 - Covid Works	300,000	0	300,000	270,000	30,000	0	293,829	4,815	298,644	1,356
55722	55726	DRFA Emergent Works 2021	0	0	0	0	0	0	342,187	54,151	396,337	(396,337)
WMP12R	WMP12E	Women's Meeting Place Stage 1	313,000	0	313,000	313,000	0	0	99,685	164,634	264,320	48,680
55822	55826	Drfa Repa 2021 Kasc.0025.2021	4,963,012	0	4,963,012	1,488,904	1,237,325	2,236,783	422,491	5,965,271	6,387,763	(1,424,751)
55922	55926	Drfa Town Streets Kasc.0024.2021	1,692,599	0	1,692,599	507,780	880,786	304,034	0	1,582,770	1,582,770	109,830
56322	56326	DRFA National Park KASC.0026.2021	2,771,918	0	2,771,918	0	1,665,601	1,106,317	0	169,114	169,114	2,602,803
W4Q0020R	W4Q0020E	W4Q 21-24 Additional Staff House - Revenue	0	0	0	0	0	0	0	0	0	0
W4Q0021R	W4Q0021E	W4Q 21-24 Staff House's Stage 2 - Revenue	340,000	0	340,000	0	170,000	170,000	0	181,735	181,735	158,265
W4Q0022R	W4Q0022E	W4Q 21-24 Kiddies Wading Pool & Pumps Upgrade - Revenue	300,000	0	300,000	0	150,000	175,000	0	0	0	300,000
W4Q0023R	W4Q0023E	W4Q 21-24 Women's Meeting Place Stage 2 & 3 - Revenue	670,000	0	670,000	0	335,000	335,000	0	89	89	669,911
W4Q0024R	W4Q0024E	W4Q 21-24 Workshop Compound Stage 3 - Revenue	390,000	0	390,000	0	195,000	195,000	0	30,038	30,038	359,962
	21026	Fuel Tanks (COF)	0	25,000	25,000	0	0	0	0	19,230	19,230	5,770
	WIP	CAT CW34NN Multi Tyre Roller (COF)	0	178,977	178,977	0	0	0	0	0	0	178,977
	WIP	CAT Dozer (COF)	0	284,000	284,000	0	0	0	0	0	0	284,000
	WIP	Airport Sliding Door (COF)	0	12,580	12,580	0	0	0	0	0	0	12,580
	WIP	Hino 4 x 4 Crew Truck (COF)	0	108,054	108,054	0	0	0	0	0	0	108,054
	10226	Cairns Office Printer (COF)	0	6,880	6,880	0	0	0	0	6,880	6,880	0
	20126	Domestic Bore Drainers	0	22,400	22,400	0	0	0	0	22,400	22,400	0
			40,318,121	1,025,546	41,343,666	21,962,203	6,757,787	11,623,131	16,994,193	11,441,794	28,435,987	12,907,679

# Kowanyama Aboriginal Shire Council



## Year to Date December 2021

Enterprise Operations	Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
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### Revenue

Airport Income	\$177,704	\$184,998	(\$7,294)	\$370,000
Bakery Income	\$0	\$0	\$0	\$0
Batching Plant Income	\$166,529	\$49,998	\$116,531	\$100,000
Blue Cafe Income	\$2,759	\$174,996	(\$172,237)	\$350,000
Kowanyama Cattle Co Income	\$1,122,748	\$1,000,000	\$122,748	\$1,000,000
Post Office Income	\$93,376	\$174,864	(\$81,488)	\$349,729
Accommodation Centre Income	\$286,117	\$198,996	\$87,121	\$398,000
Car Hire Income	\$22,100	\$11,250	\$10,850	\$22,500
Total	\$1,871,332	\$1,795,102	\$76,230	\$2,590,229

### Expenses

Airport Expenditure	\$353,140	\$413,736	\$60,596	\$851,180
Bakery Expenditure	\$3,010	\$0	(\$3,010)	\$0
Batching Plant Expenditure	\$97,902	\$28,500	(\$69,402)	\$57,000
Blue Cafe Expenditure	\$30,182	\$193,014	\$162,832	\$400,673
Kowanyama Cattle Co Expenditure	\$31,290	\$68,244	\$36,954	\$136,500
Post Office Expenditure	\$227,799	\$208,908	(\$18,891)	\$431,709
Accommodation Centre Expenditure	\$213,980	\$161,796	(\$52,184)	\$347,100
Car Hire Expenditure	\$2,054	\$3,090	\$1,036	\$6,200
Total	\$959,357	\$1,077,288	\$117,931	\$2,230,362

### Profit / (Loss)

Airport Operations	(\$175,436)	(\$228,738)	\$53,302	(\$481,180)
Bakery Operations	(\$3,010)	\$0	(\$3,010)	\$0
Batching Plant Operations	\$68,627	\$21,498	\$47,129	\$43,000
Blue Cafe	(\$27,423)	(\$18,018)	(\$9,405)	(\$50,673)
Kowanyama Cattle Co	\$1,091,458	\$931,756	\$159,702	\$863,500
Post Office Operations	(\$134,424)	(\$34,044)	(\$100,380)	(\$81,980)
Accommodation Centre Operations	\$72,136	\$37,200	\$34,936	\$50,900
Car Hire Operations	\$20,046	\$8,160	\$11,886	\$16,300
Total	\$911,974	\$717,814	\$194,160	\$359,867



# Kowanyama Aboriginal Shire Council



Year to Date December 2021

<b>Current Assets</b>	21/22
Cash At Bank & Onhand	7,645,216
Trade & Other Receivables	1,723,550
Provision For Doubtful Debts	- 222,617
Inventories	1,072,976
GST Receivable	186,105
Accrued Income / Payments in advance	1,087,042
<b>TOTAL CURRENT ASSETS</b>	<b>11,492,272</b>

<b>Non-Current Assets</b>	
Finance Leases	4,975,956
Prepaid Pastoral Leases	175,558
Security Deposits	17,500
<i>Property, Plant &amp; Equipment (at written down value)</i>	
Buildings	22,489,207
Residential Housing	51,060,068
Plant & Equipment	513,475
Motor Vehicles	1,448,813
Furniture & Fittings	0
Roads, drainage, culverts	56,259,197
Water	5,843,980
Sewerage	3,266,608
Other Infrastructure	10,785,786
Works in Progress	18,122,388
Right of Use Asset	367,164
<b>TOTAL NON-CURRENT ASSETS</b>	<b>175,325,702</b>

**TOTAL ASSETS** **186,817,974**

<b>Current Liabilities</b>	
Trade Creditors	- 212,031
Accrued Expenses	- 93,783
Income Received in Advance	
Payroll & Other Creditors	-
Loan Liability	- 66,942
Provisions	- 773,072
Lease Liability	- 74,637
<b>TOTAL CURRENT LIAB</b>	<b>- 1,220,464</b>

<b>Non-Current Liabilities</b>	
Loan Liability	- 1,379,731
Provisions	- 3,615,250
Lease Liability	- 320,899
<b>TOTAL NC LIABILITIES</b>	<b>- 5,315,881</b>

**TOTAL LIABILITIES** **- 6,536,345**

**TOTAL NET ASSETS** **180,281,630**

## Equity

Asset Revaluation Reserve	96,740,706
Retained Earnings	83,540,923
<b>TOTAL EQUITY</b>	<b>180,281,630</b>

Cash Position		Ageing	Trade Debtors & Other Receivables	Trade Creditors (Payables)
Total Cash At Bank - All Accounts	\$ 7,559,555	Current	\$ 1,239,155	\$ 187,557
Tied Funds - Quarantined	\$ 2,487,337	30 Days	\$ 198,839	\$ 18,903
Operating Funds remaining	<u>\$ 5,072,218</u>	60 Days	\$ 11,288	\$ 391
<i>*We do not want operating funds to fall below \$3m at any given time</i>		90+ Days	\$ 274,269	\$ 5,180
		Total	\$ 1,723,550	\$ 212,031
Sustainability (with no incoming funds)				
Number of fortnights covered at \$500k p/fn	10.1			
<i>*Note \$500k is based upon fortnightly expenses of;</i>				
Payroll	\$300,000			
Supplier & Misc Payments	\$200,000			



Year to Date December 2021

## Building Programs

	Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Revenue</b>				
QBuild R&M Program Income	\$457,117	\$259,998	\$197,119	\$520,000
QBuild Upgrade Program Income	\$923,253	\$1,350,000	(\$426,747)	\$2,700,000
Qbuild Domestic Services Income	\$9,900	\$75,000	(\$65,100)	\$150,000
Building/ Carpenters Income	\$59,966	\$7,500	\$52,466	\$15,000
Domestic Services Income			\$0	
<b>Total</b>	<b>\$1,450,236</b>	<b>\$1,692,498</b>	<b>(\$242,262)</b>	<b>\$3,385,000</b>

## Expenses

QBuild R&M Program Expenditure	\$297,188	\$129,996	(\$167,192)	\$260,000
QBuild Upgrade Program Expenditure	\$703,729	\$1,080,000	\$376,271	\$2,160,000
Qbuild Domestic Services Expenditure	\$0	\$28,950	\$28,950	\$62,257
Building/ Carpenters Expenditure	\$408,745	\$323,946	(\$84,799)	\$703,117
Domestic Services Expenditure	\$16,038	\$0	(\$16,038)	\$0
<b>Total</b>	<b>\$1,425,701</b>	<b>\$1,562,892</b>	<b>\$137,191</b>	<b>\$3,185,374</b>

## Profit / (Loss)

QBuild R&M Program	\$159,929	\$130,002	\$29,927	\$260,000
QBuild Upgrade Program	\$219,524	\$270,000	(\$50,476)	\$540,000
QBuild Domestic Services	\$9,900	\$46,050	(\$36,150)	\$87,743
Building/ Carpenters	(\$348,780)	(\$316,446)	(\$32,334)	(\$688,117)
Domestic Services	(\$16,038)	\$0	(\$16,038)	\$0
<b>Total Profit</b>	<b>\$24,535</b>	<b>\$129,606</b>	<b>(\$105,071)</b>	<b>\$199,626</b>

Repair & Maintenance Open Jobcards	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
Total outstanding jobs >60 days	199	184	117	133	147
Total outstanding jobs <60 days	128	83	134	143	153

Upgrade Open Jobcards	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
Total outstanding jobs >60 days	5	6	3	2	4

# **Ordinary Council Meeting**

## **Information Report**

**Title:** Roads, Infrastructure & Essential Services  
**Meeting Date:** 18 January 2022  
**Author:** Jacqui Cresswell, Executive Manager Roads,  
Infrastructure & Essential Services

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### **Executive Summary**

#### **Roads.**

Emergency works and pre-cyclone cleanup continuing, road damage photos being stored ready for submission to QRA.

#### **Works - Building & Essential Services**

Plumbers and carpenters are continuing with BAS maintenance works, although timeframes are still problematic.

#### **Capital Projects**

##### *Duplexes Construction*

Both tenders have now been issued with works to commence in the dry.

#### **Major Projects**

##### *Family bistro/canteen renovation –*

- Completed except for powder coated mesh to fencing and old air conditioning/plumbing cages (external to building, waiting for road opening)

##### *27 Kowanyama staff houses*

- Fencing and carport still to be done, on track for completion in new year.

##### *Wet season planning*

- Oriners shelter
- New social houses – awaiting on funding agreement
- Women's meeting place stage 2

## *ICCIP*

- The redesign of the dump is now complete, wet season impacts are being monitored to see what further works may need to be undertaken.
- Award for access road construction is recommended later in this meeting.
- Tender closed 14 January for lining of sewage ponds, recommendation to be put forward in February meeting after assessment.
- Request for a design and construct of a new water testing lab at the water tower will be issued shortly so we can do more comprehensive water testing.

## **Electrical**

- All generator servicing has been completed ready for storm season

## **Airport**

ARO and re-fuelling training completed with 5 new staff now being qualified to work airside. David Durst is currently on annual leave with temp Chris Bernecic relieving in the position. Quotes are being sourced for fuel farm upgrade for submission to LGGSP funding round.

## **Workshop**

Contractor returned to community yesterday after Christmas break. Decision to be made whether we go for Expression of Interest to lease out the building and equipment or retain contract labour.

## **Recommendation**

That Council note the contents of this report.

## **Attachments**

Nil

# Ordinary Council Meeting

## Information Report

**Title: Human Resource Management**

**Meeting Date: 18 January 2022**

**Author: Caroline Smith**

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### **Executive Summary**

Staff numbers: 161

Current advertised 0

Current Workers Compensation Claims: 0

### **Key Details**

- Current vacancies:
  - Animal Management Officer – to be re-advertised
  - Executive Manager Corporate Services and Finance – to be re-advertised
  - Playgroup Team Leader – Play Group and Children's Services – recruitment being finalised
  - Airport Administration Officer – to be re-advertised
  - Governance Officer – to be advertised
- New Appointments December:
  - Casual Cleaner (BAS Team) – *Nancy Charlie*
  - Casual Assistant Children's Services Worker – *Norelle Bernard*
- Staffing:
  - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	3(1)	Airport	2(1)
Kowanyama Admin incl Community Bus	9	Bakery	0
Cairns Admin	6	Post Office	1
Building Services	10	Accommodation	8
Roads	4	Radio Station	1
Centrelink	1	Women's Services	17
Community Police	1	Child Care	6(1)
Electrical	2	Multipurpose Centre	25
Essential Services	7	Aged Care Facility	18
Purchase Store	4	Land, Sea and Environment	11(1)
Workshop	1	Family Engagement Officer	1
Parks and Gardens Incl Market Garden	4	Blue Cafe	0
NDIS	1	Disaster Recovery Funding Arrangements (DRFA)	4
BAS Home Services Team	2	Cultural Advisors	10

### **Training**

Currently in planning:

- Essential Supervisory Skills and Dealing with Hostile and Violent People workshops – early 2022
- Literacy and Numeracy (*in conjunction with RISE*)
- Cert III Conservation and Land Management
- Certificate 1 Maritime Operations
- Agricultural Chemicals Distribution Control

### **Recommendation**

That Council note the information contained in the Information Report.