Kowanyama Aboriginal Shire Council

Council Meeting Agenda

Tuesday, 30 April 2024, 10:00 AM – 4:00pm

Kowanyama Chambers and Cairns Boardroom

1. Welcome
2. Conflict of Interest
3. Monty Gilbert
4. Minutes from the Previous Meeting
   - Council Meeting – 12 MAR 24 - OM
   - Special Meeting – 03 APR 24 – Swearing in of Council
5. Action Items
6. Reports
   - 6.1. **Chief Executive Officer**
     - 6.1.1. Information Report: Monthly Update
     - 6.1.2. Agenda Reports – NIL.
   - 6.2. **Executive Manager Corporate and Financial Services**
     - 6.2.1. Information Report: Monthly Update
       - Governance Report
       - Finance Report
       - HR Report
     - 6.2.2. Agenda Reports
       - Policy and Procedure
       - Social Housing – LHA / Homeownership Policy
       - Native Title Determinations
       - EOI Blue Café Licence Agreement
   - 6.3. **Executive Manager Roads, Infrastructure and Essential Services**
     - 6.3.1. Information Report: Monthly Update
     - 6.3.2. Agenda Reports
       - KASC-2024-019 – DRFA Program - Tender
   - 6.4. **Executive Manager Community Services**
     - 6.4.1. Information Report: Monthly Update
     - 6.4.2. Agenda Reports – NIL
7. Other Business

Kowanyama Aboriginal Shire Council

March Council Meeting Minutes

12 March 2024, 10:41am – 11:18am

Kowanyama Chambers and Cairns Boardroom

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Present

Councillors

Kowanyama Boardroom	Mayor Robbie Sands Deputy Mayor Cameron Josiah Cr. David Jack Cr. Jacob Elroy Josiah (10:53am)

Executive

Kowanyama Boardroom	Kevin Bell, Chief Executive Officer (CEO)
Cairns Boardroom	N/A

Condolences

Nil

1. Opening/Welcome

Meeting commenced at 10:41am.

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

2. Declarable Conflicts of Interest

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

3. Previous Minutes

RESOLUTION: Minutes (February Ordinary Council Meeting)

Minutes from the February Ordinary Council Meeting 27 February 2024 to be adopted as true and accurate.

Moved: Cr. Jacob Elroy Josiah
Seconded: Cr. David Jack

CARRIED

Meeting Closed: 11:18am

Kowanyama Aboriginal Shire Council

April Special Council Meeting Minutes

3 April 2024 10:46 AM – 11:10 AM

Kowanyama Chambers and Cairns Boardroom

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Present

Councillors

Kowanyama Boardroom	Mayor Territa Dick Cr. Teddy Bernard Cr. Coralie Lawrence Cr. Charmaine Lawrence Cr. Richard Stafford

Executive / Staff

Kowanyama Boardroom	Kevin Bell, Chief Executive Officer Jacinta Olds, Executive Assistant to the CEO and Mayor
Cairns Boardroom	Joe Cristaldi, Executive Manager Corporate and Financial Services Chris McLaughlin, Acting Governance Manager Danae Maltby, Governance Officer Jenny Theochari, Accounts Payable Joanne Ellis, Accounts Receivable Pauline Betts, Administration Reception Nicola Strutt, Finance Manager

1. Welcome

Kevin Bell, CEO welcomed all new councillors, Kowanyama Aboriginal Shire Council staff and community family members to the meeting.

Kevin Bell, CEO explained the agenda, declaration of office and voting of Deputy Mayor.

2. Declaration of Office

All new sitting members of the Kowanyama Aboriginal Shire Council read the following declaration of office:

Declaration of Office – Act, s 169
For section 169(2) of the Act, the declaration of office prescribed is:

1. "I, Territa Dick, having been elected/appointed 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 and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability",
2. "I, Charmaine Lawrence, having been elected/appointed 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 and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability",
3. "I, Richard Stafford, having been elected/appointed 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 and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability",

4. "I, Teddy Bernard, having been elected/appointed 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 and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability",
5. "I, Coralie Lawrence, having been elected/appointed 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 and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability".

All Councillors are now officially sworn into office.

3. Call for Nominations of Deputy Mayor

Kevin Bell, CEO identified and explained the specific duties of Deputy Mayor in addition to Councillor:

- The deputy acts as Mayor in the Mayor's absence or vacancy in Mayoral office, inclusive of chairing Ordinary, Special and Committee meetings of Council;
- Attend official representative duties such as advocacy (eg. Ministerial delegations/deputation to Canberra/ Brisbane)
- Attend events in a representative capacity (eg. LGAQ conference)
- Attend community events in a representative capacity (opening ceremonies/ awards nights etc) and present speeches.

Councillors voted for Deputy Mayor with the following results:

Nominees for Deputy Mayor	Cr. Teddy Bernard	
	Cr. Richard Stafford	
	Cr. Charmaine Lawrence	
	Cr. Teddy Bernard	3 votes
	Cr Richard Stafford	1 vote
		1 vote invalid

RESOLUTION: Deputy Mayor
That pursuant to section 175(2) of the *Local Government Act 2009* (Qld), Council appoints Cr. Teddy Bernard as Deputy Mayor.

Moved: Cr. Territa Dick
Seconded: Cr. Charmaine Lawrence

All in favour

CARRIED

Cr. Teddy Bernard was declared Deputy Mayor.

Meeting Closed: 11:10 AM

KASC ACTION ITEMS REGISTER

KOWANYAMA ABORIGINAL SHIRE COUNCIL
Place of many waters

Meeting Type	Day / Origin	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status	Target Date for Completion
Council Meeting	19	January	2021	First Aid	EMHR - require more defibrillators available across all work places	EMCFS	**Feb-2023:** HRM to investiagate the requirement of defibrillators across the workplace and arrange the relevant training necessary. **Sep-2023:** No further updates **Nov-2023:** Executive Managers to populate list of areas around Council that require Defibulators. HR Manager to work with organistaion to get First Aid Officer Training and First Aid Officers for Council. **Jan 2024:** Difibs have arrived - HR Manager liaising with RISE on appropriate training. **Feb 2024**: EMCFS follow up with HR Manager. Governance to investigate external consultants to review EMP / WHS. **Mar-2024:** Met with LMS - provided overview of current services and capabilities can offer. Potential for new HR recruitment to have WHS capabilities. Governance have been undertaking quotes for WHS Training, Evacuation Training, updated evac plans and diagrams. CEO discuss with current Paramedic to provide First Aid training to nominated staff. Governance seek quote/proposal from CRANAPlus.	In progress	
Council Meeting	25	January	2023	Training	CEO - to enquire about ICAn training for residents on money management	CEO	**Feb-2023:** CEO heard week of 19 Feb from ICAN and very interested to attend. Catching up with them week of 5 March in Cairns. **May-2023:** EMCS to touchbase with ICan about getting to community. **Jul-2023**: CEO to touch base via email with ICan. **Sep-2023:** PRAG confirming status update from CEO **Nov-2023:** CEO to follow-up with iCan for further updates. **Jan 2024:** Pending CEO update in February **Feb 2024**: EMCFS to follow up on prosposal **Mar 2024:** Completed. Refer to EMT for consideration on Annual Operational Plan / budgets	In progress	
Council Meeting	22	February	2023	Planning Scheme	AMG to ensure new Planning Scheme consider new cemetery area	EMCFS	**May-2023:** Will be considered as part of Planning Scheme review in consultation with EMRISE & Essential Services Manager **Sep-2023:** Waiting on funding. No further update **Nov-2023:** Waiting on funding. No further update **Jan 2024:** No further updates **Feb 2024:** No further updates **Mar 2024:** No further updates	In progress	
Council Meeting	23	August	2023	Rodeo Redevelopment	Round Table meeting to be organised with RISE and NIAA to discuss the Rodeo Grounds Redevelopment and Indigenous Advancement Strategy	AGM	**Nov-2023:** CEO have held initial consultation with NIAA, further updates to come. **Jan 2024:** No further updates **Feb 2024:** No further updates	In progress	

5..1 – CEO Report

Title:	CEO Monthly Update
Author:	Chief Executive Officer
Meeting Date:	31 April 2024

Executive Summary

This reporting period had a key focus on the below,

- ECQ Support (Local Government Elections)
- Grants management framework
- Capital Prioritization Strategy
- Resupply supports of the retail store (CEQ)
- Mayoral Induction (LGAQ)
- Ministerial/Director General Deputations (Brisbane)
- Member for Cook visit (Kowanyama)

1. Meeting QLD Government Ministerial Champion (Mark Ryan) and Minister DATSIP (Leanne Enoch)

- Funding request for Planning Scheme, ABF Events, DC Partnership, Subdivision stage 2 feasibility and Kowanyama Future Housing Strategy
- Update on KASC Performance and Priorities

2. Executive Team Meetings

- Corporate Structure and Pre Budget planning

3. Executive Team Meetings

- KASC update on existing funded projects, subdivision projects 1a and 1b, W4Q projects, LGGSP projects, and housing Repairs, Maintenance and Upgrade program including future council % increases on works.
- Departments “Our Place Plan” and MMC strategy

4. Technical Working Group (DADSIP RILIPO Team)

5. Kowanyama Community Safety Meeting

- Review community safety indicators and stats.

6. KSRA Stakeholder Meeting

- Community social issues due to wine sales and club putting measures in place to assists with Harm Data

7. Funding Request under Counter Disaster Operations (QRA)

- 8 ton of food freighted into Kowanyama under CDO to support CEQ

8. Department Of Education

- Meeting Executive team DOE Qld Government (Kowanyama Childcare)
- Options paper for Council to consider Childcare Operating Models

9. Tenders/EOI's

- Blue Café
- Roads and Civil Construction
- Cattle works

Kevin Bell

Kevin Bell
Chief Executive Officer

5.2.1.a - Governance Update

Title:	Governance Monthly Update
Author:	Acting Manager Governance
Meeting Date:	30 April 2024

Key Items

1. Annual Operational Plan

Attached for noting is the Q3 2023/2024 Annual Operational Plan progress report (ending 31 March 2024).

2. Registers of Interest

All new Councillor Registers of Interests (and Related Party disclosures) to be completed at the April Ordinary Meeting and logged with Governance in order to meet statutory responsibilities.

3. Cattle Muster 2024/2025 (KASC-2024-017)

Tenders closed for the 2024/2025 renewal on 5 April 2024. Two (2) tenders were received. One tender was assessed as non-conforming and disqualified; the other was assessed as below acceptable standard and was not recommended by the panel for recommendation to Council. It was decided by the panel that the tender would be reopened for a further 2 weeks (closing 2 May 2024) to seek alternate tenders. Where acceptable tender(s) are received, recommendation will be provided to Council by way of Special Meeting in early May 2024.

4. Cattle Sales Agent 2024/2025 RFQ (KASC-2024-018)

An RFQ for cattle sales agent closed 5 April 2024. 5 responses were received and assessed as conforming by the panel;. **Prophurst** was identified as the superior/ preferred respondent with a consolidated weighted score of 7/10. A letter of offer will be provided under CEO delegation. Council resolution is not required. Use of the Sales Agent will depend very much on Cattle Muster contracts (yet to be finalised).

5. Carbon Farming

ACCU claim was lodged with the Clean Energy Regulator (CER) on 7 March 2024. There is up to a 90-day turnaround to assess and generate ACCUs by CER. A total of 44,242 ACCUs were claimed. Once generated, Council is able to approach the market to sell some or all of its ACCUs. Council aims to do this by 30 June annually.

Based on achieved sale price in 2023 ($50.50 per ACCU) and recent market enquiry with Council's broker, it is expected that revenue of approximately $2.2M is achievable in 2024, provided the CER accept Council's claim, the market prices the ACCUs accordingly, and one or more sellers are available.

Council continues to plan for transition to LRF, which will be the subject of a standalone report in the coming months to Council for resolution.

6. Planning Scheme

A priority item at all Technical Working Group meetings and Ministerial deputations for the past 12+ months has been renewal of Council's Planning Scheme (which expired in 2023). Required funding is expected to be in the vicinity of $250k+. Council awaits funding, however this remains a Governance priority.

7. Housing Support Program – Stream 1 – Grant

Council is presently constructing a 25-lot subdivision on lots 81/98, Kowanyama to meet future housing need. It is acknowledged however, that there are a number of greenfield/ serviced lots around community which may be used to meet future housing need. Council is submitting a grant to the Housing Support Program – Stream 1 by 29 April 2024 for funding to develop a Kowanyama Future Housing Supply Strategy:

> *The Kowanyama Future Housing Supply Strategy seeks to resolve barriers to accessing future residential land and ensure a supply of safe and well-located land to address the current serious residential overcrowding issues and staff housing constraints in Kowanyama as well as to meet future population growth and associated increased demand for local services.*

If successful, work may commence in 2024 calendar year.

8. Lot 98/81 Subdivision

Stage 1A

- The only road access requirement for completion of stage 1A is for bitumen seal and kerb installation. An Extension of Time to Practical Completion date of late May will be tentatively set for when Boral may enter to complete this. This will likely be completed concurrently with Gulf mobilization for stage 1B.
- The following works also remain incomplete; however a plan will be prepared between Project Managers for FIFO completion once the weather is fine between now and May, namely:
    - Sewer line 4/3 – 1/6 and 5/3 – 1-7
    - Sewer connection to existing Rising Sewer main.
    - Watermain Installation
    - 2nd layer of Gravel installation
    - Section of footpath along Northern boundary of Stage 1A."
- This will ensure that the bitumen and kerb are the final jobs in May, completed concurrently with commencement of stage 1B.
- Council discussed its requirement for enhanced erosion and sediment control to be implemented as a matter of urgency (per Superintendent's recommendations), including earth and mulch bunds. Temba confirmed Council has mulch available. Regular silt maintenance to be implemented by Gulf (not set and forget).
- Extension of Time approved to 15 April 2024 (commencement of stage 1B).
- Milestone claims 1 and 2 have now been lodged (90% funding).

Stage 1B

Gulf Civil has now been engaged for stage 1B. Langtree consulting has been engaged as Superintendent and A1 Services has been engaged as Project Manager. Works are to commence in April/May 2024 (access dependent). Council has received a letter of offer for stage 1B funding from the Queensland Government however has not yet received a formal funding agreement.

9. GO6718 - Cape York Integrated Remote Road Safety and Flood Monitoring Technology and Innovation Project

In March 2024, Council made a grant application to the National Road Safety Action Grants Program seeking $218,920 (GST Excl) to install up to 4x live flood cameras at strategic locations throughout KASC and Carpentaria Shire Council Local Government Areas. If successful, works will commence in 2024. 8 Priority locations have been identified, in consultation with CSC, however if successful, these will be reduced to 4.

10. Workers Camp Precinct Feasibility Study

Council has now received $50k funding from the Queensland Government to prepare a feasibility study to relocate the Roads and Contractors Camps to a new Workers Camp Precinct and create a new hardstand area for heavy plant. Council has engaged a suitably qualified consultant, with feasibility study due to be completed by 31 May 2024. Feasibility study will be used to attract capital works funding. Feasibility Study Report will be provided to the May Ordinary Meeting.

11. Business Continuity Planning

In November 2023, training was provided to internal officers on Risk Management and Business Continuity Planning in Kowanyama. In February and March 2024, the Governance team is meeting with individual Departmental teams to prepare Business Continuity Plans. The BCPs are designed to help guide business reactivation following an event. All business continuity plans will be complete by end of June 2024 as required under the Annual Operational Plan 2023/24.

12. Native Title Determinations- Kowanyama – Cape York #1

A report is coming to Council this month, for resolution, regarding Native Title Claims affecting Oriners and Sefton Stations. A tentative determination date has been set for on-country on 10/11 July 2024.

No date has been set for determination of the remaining claim over the Kowanyama township.

13. Audit and Risk Committee (ARC)

Council currently has an existing Audit and Risk Committee established under the Local Government Act 2009. Although it is not mandatory for small Councils such as ours to have an ARC, it has proven to be good practice in ensuring identification and action in relation to key risks. Queensland Audit Office (QAO) have undertaken studies which show those Councils who have a functioning ARC have better Governance and Financial Controls in place.

Presently in March 2023, Council endorsed its latest iteration of the Charter (attached). On the 26 April 2023, Council by Ordinary Meeting appointed a new independent chair Mr John Andrejic for a term of three (3) years.

By way of the Charter, the Mayor and Deputy Mayor are members along with the Chair. All other attending staff and guests are observers (non-voting rights).

The Executive seeks guidance from Council in relation to continuation of the ARC into the 2024-2025 FY. It is the recommendation of the Executive that the ARC remain as is.

Dr. Chris McLaughlin

Acting Manager Governance

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

Office of the CEO

CEO Office				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	**Section**	**Objective**	**Performance Measures**					
Corporate Plan	CEO Office Governance	Council has a current and new Corporate Plan by 31 December 2023	Councillor input session EMT input session Community Consultation Adopted Coporprate Plan	50% 50% 50% 50%	100% 100% 100% 100%	100% 100% 100% 100%		Sessions with Councillors completed Corporate plan adopted and live Sessions with EMT completed and Corporate Plan adopted and Live Sessions with community completed and corporate plan adopted and live Completed Q2
Carbon Abatement Project	CEO Office	Council Continues Abatement	Council maintains compliance obligations with clean energy regulations Budget compliance	100% 100%	100% 100%	100% 100%		Ongoing On track
Cattle Company	CEO Office	Council continues to destock and sell its cattle across both PICs	Council maintains compliance obligations with LPA Budget compliance	100% 50%	100% 70%	100% 70%		Ongoing Profit impacts due market
Capital Prioritisation	CEO Office	Council has a capital prioritization strategy and program for New assets that are funded by grants opportunities	Develop Strategy Develop a List of Assets Reference Asset Management Plans Apply Strategy	50% 75% 50% 25%	75% 75% 75% 50%	75% 75% 75% 50%		Ongoing work required to complete strategy Ongoing light vehicles list completed and replacements in progress ongoing work required and to be informed by UNGANCO system Ongoing work required on strategy
Oriners & Sefton Committee	CEO Office	Council has an active and productive committee that provides guidance for operations at Oriners and Sefton Stations	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership)	100%	100%	100%		2 meetings held
Grants Management Framework	CEO Office	Council has a framework in place to define when Council applies for grants, how that is communicated, how it will be managed, and Council's performance for all grants.	Develop framework Implement framework	25% 0%	25% 25%	50% 50%		Ongoing Ongoing
Trustee Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for Trustee management of the Kowanyama DOGIT	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership)	100%	100%	100%		1 meeting held
Council of Elders Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for community priority issues	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership)	0%	25%	25% 0%		Terms of Reference approved by Council and membership advertised (twice). LTC officer advertised and recrutited No progress

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

Corporate Services & Finance

Corporate Services & Finance				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	**Section**	**Objective**	**Performance Measures**					
Chart of Accounts Review	Finance	Provide improved financial information for departments, sections, and functions of Council.	Each function of Council has been reviewed Reports produced tailored to department, section, and function.	15% 15%	50% 50%	75% 75%		Work has commenced with aim of having this completed by Financial year ending 30 June 2024.
Performance Review of Councils functions	Finance	Perform a financial assessment on individual functions of Council to find savings	Each function of Council will be reviewed on a rolling program basis	50%	60%	70%		Work will continue throughout the financial year to continue to drive effecincies and strive for Continuous Business Improvement.
Asset Management Plans	Finance EMRIES	Complete Council Wide Asset Management Plan	Initial Organisational Wide Asset Management Plan based on Asset Register Water Sub-Plan Sewerage Sub-Plan Urban Roads Sub-Plan Buildings Sub-Plan	10%	refer EMRIES for update	refer EMRIES for update		Unganco has started this process and will continue to develop this throughout the Financial Year.
Asset Condition Assessments	Finance EMRIES	Council performs a condition assessment of three asset classes and revaluation.	Building Condition Assessment Urban Roads Condition Assessment Staff Housing Condition Assessment Revaluations completed for each.	5%	10%	10%		Revaluation process will commence late in FY24 with the aim to have undertaken a comprehensive revaluation on all asset classes by 30 June 2025.
Financial Sustainability	Finance	Develop a strategy for Council to achieve States new Financial Sustainability Framework	Inform Councillors of New Framework Develop a Proposed strategy Apply strategy to 2023/24 Budget	100%	100%	100%		This has now been completed. This was developed as part of the FY24 Budget build.
Long-Term Financial Management Plan (LTFP)	Finance	Current LTFP that is in line with the new: Corporate Plan Enterprise Risk Plan Asset Management Plan	Develop New LTFP Inform Council of financial sustainability Adopt new LTFP	35%	45%	50%		Draft Cash Flow forecast has been developed in conjunction with the department. This project will continue to evolve during FY24 as part of the FY25 budget preparation.
Purchase Store Modernization	Finance	Electronic Stock Management Software	Investigate options for electronic stock management Develop an implementation plan	0%	0%	0%		No progress updates on this project.
Works Order System	Finance	Electronic Work Order System to replace manual system	Investigate software options within Synergy Develop an implementation plan	0%	0%	0%		No progress updates on this project.
Finance System	Finance	Identify alternate Finance System to align with Council requirements	Investigate software options	0%	0%	0%		No progress updates on this project. The focus has been on the implementation of ArcBlue Procurement Hub & Analytics which was complete in February 2024 and Vendor Panel which is 90% complete, these systems will strengthen our procurement processes
New On-Boarding for staff	Human Resources	The program is implemented to the point all current and new staff have an appropriate induction	Develop Program Implementation Strategy Implement for new employees Program implemented for current employees	10%	10%	10%		This project has commenced and will form part of the HR/Payroll System upgrade.
Electronic Time-Sheeting	Human Resources	Council has a working electronic payroll system	Investigate options Implement	10%	10%	30%		Meetings onging with suitably qualified suppliers to scope out a project plan. Proposals from these suppliers to be reviewed.
Employee Retention Strategy	Human Resources	Develop strategy to reduce employee turnover, prevent attrition, increase retention and employee engagement	Review of Council's recruitment and induction processes Develop and implement Employee Award Program Review of Staff Housing entitlements	10%	10%	20%		Meetings onging with suitably qualified suppliers to scope out a project plan. Proposals from these suppliers to be reviewed. Internal HR and Payroll processes audit undertaken - awaiting report

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

Employee Benefits Review	Human Resources	Understand the gaps in achieving equitable employee benefits across the organisation	Review of all Employee benefits Gap analysis report for EMT If required project developed to create equality.	0%	0%	0%		No progress updates available at this time.
Education (15-18 years)	Human Resources	School based Apprenticeship & Traineeship Program	Develop Apprenticeship Traineeship program for 15 – 18-year-old students Develop post-school support for student who do not complete program while at school.	0%	0%	0%		No progress updates available at this time.
Community WIFI	Information, Communications & Technology	StarLink implementation	Research and identify suitable grants for community WiFi projects. Develop a comprehensive grant application with a well-defined implementation plan. Secure grant funding for the StarLink Community WiFi project. Increase community access to reliable and high-speed internet connectivity at one or more sites. Measure community satisfaction and utilization of the Community WiFi service.	20%	50%	70%		Grant funding has been approved for Starlink Implementation. Work due to start in May 2024 with a final delivery by Sep 2024. At this stage, due to grant conditions, WiFi cannot be made available as Community WiFi, however this upgade will assist us to have the infrstructure to deliver some form of Community resource likely towards end of 2024.
Indigenous Knowledge Centre	Information, Communications & Technology	To investigate the feasibility of establishing an Indigenous Knowledge Centre coordinator and associated facility in conjunction with the state library and 12 other indigenous shire councils.	Complete feasibility report.	0%	0%	0%		No progress updates available at this time.
Website Review	Information, Communications & Technology	All information on the website is accurate and current	Review of Current Information Gap report produced Website review to focus on community involvement/participation.	50%	50%	65%		Input from relevant line managers and the Executive Team has been gathered, marking a crucial step in the project's progress. The next phase involves pending community consultation, which is essential for incorporating diverse perspectives and finalising the project.
CCTV (Community Safety Plan)	Information, Communications & Technology	Implement and maintain an expanded CCTV platform, in line with Community Safety Plan and Current CCTV Policy	Implement required CCTV in accordance with Safety Plan Review to ensure compliance obligations are met.	100%	100%	100%		Successfully completed the migration of all existing CCTV cameras onto the new NVR, marking a significant milestone in the project.
Electronic Workflows and Paperless Work Environment	Information, Communications & Technology	Reduce the carbon footprint of Council by implementing processes that reduce paper usage.	Development of electronic workflows (including electronic signatures) Develop processes that are efficient while not sacrificing compliance and fraud risk Implement where appropriate for the period	33%	80%	80%		Successfully digitised all forms. Installation of Adobe Acrobat licenses finalised. Addressed syncing issues for OneDrive and Remote Desktop, ensuring a smoother electronic process. Currently focused on encouraging and facilitating staff uptake of the digitised forms for enhanced efficiency.
ICT Asset Register	Information, Communications & Technology	Council's ICT register is current	Review register Improve the quality of register Develop maintenance strategy or process	75%	90%	95%		Accurately recorded all mobile devices and endpoints, diligently maintaining their registers with up-to-date records. Currently, in anticipation of enhancing our technology infrastructure, we are awaiting a quotation from Fourier Technologies to finalise the bulk replacement of outdated devices. This strategic approach aligns with best practice guidelines.
Records Management Disposal Strategy	Information, Communications & Technology	Council has a working disposal program implemented for records	Investigate strategies or outsourcing Develop plan Implement	0%	0%	0%		No progress updates available at this time.
ICT Policy review	Information, Communications & Technology Governance	All ICT policies are current	Review of ICT Policies to identify gaps Review of current policies Implement all policies	90%	90%	95%		All ICT policies have undergone a comprehensive review and are set to be up-to-date, pending final approval at Council Meeting over the coming months.

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

PC/Endpoint Replacement Plan	Information, Communications & Technology	Develop ICT Asset Replacement Policy	Define guidelines for device lifespan and replacement. Use asset register of existing PCs and endpoints to implement a regular replacement cycle for outdated devices.	20%	50%	80%		Completed audits on all devices and identifying those slated for replacement. Currently, in anticipation of the next phase, we are awaiting a quotation from Fourier Technologies to proceed with the scheduled replacement of identified devices. Simultaneously, a policy is in progress, aligning with best practice guidelines, to further enhance our network infrastructure and ensure optimal functionality.
Cybersecurity and Fraud Training	Information, Communications & Technology	Conduct cybersecurity training for staff	Decrease likelihood of reported security incidents by providing a combination of online learning materials and group training exercises. Conduct follow-up assessments to measure knowledge retention and awareness improvement. Increase in the adoption of secure practices by staff members. Improve incident response time and minimize the impact of security breaches	0%	0%	25%		Developed a Plan and finalising best method of roll-out to the organisation.
SharePoint Redevelopment Project	Information, Communications & Technology	Restructure SharePoint and implement operational structure	Develop a new information architecture for SharePoint Migration of all existing data and documents to the new structure. Train and educate staff on the new SharePoint structure and features.	10%	10%	10%		The Governance and Operations site has been redesigned following consultation with relevant staff. Registers and subsequent automations are now in place across Governance, ICT, and HR. The finalisation of the project awaits the incoming IT Support and Records Officer.
SharePoint Naming Conventions	Information, Communications & Technology	Create Office 365 user manual	Document and communicate the naming conventions for SharePoint sites, libraries, and files	0%	50%	50%		Documented fundamental guidelines for Office 365 and established naming conventions to provide clarity and consistency.
CCTV Migration	Information, Communications & Technology	Remediate and migrate CCTV system to the NX Witness platform with an improved NVR	Assess the current CCTV system. Plan and execute the migration of the CCTV infrastructure to the new NX Witness platform with an upgraded NVR.	20%	20%	35%		The second phase is currently under consideration, and we are in the process of obtaining quotations from Fourier Technologies. Once received, these quotations will be crucial in finalising the project proposal and initiating engagement with Peak Services.
Network Switch Replacement	Information, Communications & Technology	Replace outdated network switches	Identify and prioritize outdated switches for replacement. Develop plan Implement	20%	100%	100%		Successfully replaced critical network switches at Post Office, Lands Office and Kowanyama Main Office.
Transition to M365/Azure Modern Workplace	Information, Communications & Technology	Transition to Microsoft 365 and Azure	Plan and execute the migration of email and collaboration services to Microsoft 365. Implement Azure Active Directory for centralized user management. Train and support staff	0%	0%	90%		Progressed and will be completed by Q4
New Planning Scheme	Governance	Council has a current planning scheme by 30 June 2024	Complete associated studies for the planning scheme Develop a new scheme Community consult process State approval Adopted planning scheme	0%	0%	0%		No progress updates available at this time. Awaiting on direction from State Government regarding funding.
Business Continuity Plan	Governance	Council has a current Business Continuity Plan by 31 December 2023	Review the current framework to meet the current Australian standard Adopt all policy instruments	10%	50%	80%		Business Continuity Workshops sessions have commenced with only Finance to be completed. Governance team will then commence drafting all BCP's for EMT review, comment and implementation.
State Compliance Checklist	Governance	Council is compliant with all compliance obligations per the States compliance checklist, which is defined by the Local Government	Review checklist	100%	100%	100%		Six monthly compliance checks completed end of June 2023. Next scheduled review is December 2023.

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

		Act and Regulation.	Review and adopt all associated policies	100%	100%	100%		Compliance check was performed in December 2023. Council remains on track and compliant with requirements. Next review scheduled for June 2024.
			Compliance checklist is signed off by EMT	100%	100%	100%		

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

Roads, Infrastructure and Essential Services

Roads, Infrastructure and Essential Services				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	**Section**	**Objective**	**Performance Measures**					
Fleet Replacement Program	EMRIES	Council has a program to replace its fleet with a prioritisation strategy	Assessment of each vehicle is completed	75%	75%	100%		All fleet has been ordered for 2023-2024. SES Vehicle due to arrive in community following the opening of roads
			Strategy developed for replacement	20%	20%	100%		Fleet Procurement schedule has already been developed and have been procured by Finance
			Appropriate vehicles purchased	50%	60%	75%		All fleet has been purchased according to the fleet purchase plan for FY 2023/2024
Council Building renewal program	Building Management	Council has a program of capital renewal for council buildings based on the Asset management Plan	Each function of Council has been reviewed	10%	10%	50%		Mentor Apm has mapped all assets. Need to work further to work on asset renewal plan .Needs to be reviewed: Will need to engage a consultant to prepare a report
			Life cycle planning	10%	10%	50%		Developing this waiting to hire project manager. BSM has been hired. Procurement plan/Calendar has been developed to cover the next 3 years
Community Housing	Building Management	Responsible management of repairs, maintenance and upgrades of existing assets, compliance with regulator requirements and undertaking of works in line with contracts	Receive, allocate and program works within nominated QBuild contract timeframes	50%	50%	60%		Catching up with Q Build at least once a month to ensure they are satisfied with our progress. JOM meetings are held every fortnight.
			Timely completion of internal works	75%	75%	85%		Positive feedback has been received from Q Build that our delivery has improved in the last 2 years
			Utilisation of local workforce	50%	50%	85%		Local work force is given the top most priority. I have also asked Contractors to employ locals as a first priority
			Revenue in line with agreed profit margins	100%	75%	75%		Working on plans to speed up our invoicing of Q Build Jobs especially for Jobcards
ICCIP Water, Waste & Solid	Essential Services	ICCIP capital works are completed within budget of grant.	Capital Project	85%	85%	90%		The main project was completed June 2023. There are some ancillary/minor projects target for completion following the opening of roads again.
DRFA Works	Roads	DRFA funded works are completed within budget of grant allocation	Scope of works is completed	40%	75%	80%		The rural roads have been completed however Town Street Repair is lagging behind
			Project completed within budget	40%	75%	75%		Permanent repair of Town Streets to be undertaken following opening of roads
			Project completed within budget time	50%	75%	75%		Council project manager could not start on 26 Feb 2024 due to family circumstances. Council will engage a Project Management Consultant to be manaing 4 QRA Funded projects Magnificient Creek Bank Fortification, Pindi Street Upgrade, Swale Drain-Pindi Street and Town Street Repair.
Drinking Water Improvements	Essential Services	To continue to meet the current QLD drinking water standards.	Implement suggested improvements per recent audit.	25%	50%	75%		Monthly testing regime in place.
Airport Infrastructure	EMRIES	Ensure all airport infrastructure conforms to CASA requirements including fuel farm, runway and PAL system.	Audits undertaken with suggested improvements implemented.	50%	75%	85%		PAL System has been installed and activated

ANNUAL OPERATIONAL PLAN UPDATE - Q3 FY 2023- 2024 (1 January - 31 March 2024)

Community Services and Cultural Heritage

Community Services and Cultural Heritage				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	**Section**	**Objective**	**Performance Measures**					
Community Safety Plan	EMCS	Council's Community Safety Plan is implemented within the restraints of financial resources	Improvements are implemented	25%	50%	50%		Ongoing Progress
			Night Patrol is recruited	50%	50%	100%		Full staff complement at present
			Youth diversion program is implemented	50%	50%	50%		No progress update at this point
			Implement programs for capacity building – Community and Employees	50%	50%	50%		No progress update at this point
Land and Cultural Protection	Land & Sea	Land and Cultural Protection is compliant and maintained the standard of service	Biosecurity Plan is developed and	30%	30%	60%		Aiming to present Plan at the July council meeting
			Biosecurity Plan is adopted	0%	0%	0%		To be adopted once completed.
			Cultural activities are conducted	75%	75%	80%		Cultrual Activities ongoing.
0 – 5 Education	EMCS	Council fosters the development of education for children 0-5 years	Development of an early year's program	30%	30%	30%		Ongoing Progress
			Implement program`	25%	25%	25%		Implementation yet to commence
Sport and Recreation Events	Sport & Recreation	Council delivers programs and events to increase participation in activities	Annual calendar of events is held	50%	50%	75%		End of Term pool party held, along with Easter pool party
			Swimming pool programs is implemented	100%	100%	100%		Completed
Aged Care Compliance	Aged Care NDIS	Council maintains an aged care compliant service	Council maintains compliance with the federal government aged care standards	50%	50%	75%		Reports currently being completed to keep compliance rating.
			Any improvements identified are implemented	40%	40%	60%		Ongoing Progress
Containers for Change	EMCS Waste	Have Containers for Change operating in Kowanyama	Development of Infrastructure completed	40%	40%	40%		Containers for Change have stalled on the project.
			Implement program	25%	25%	25%		As above
Community Engagement / Events	EMCS CEO	Proactive engagement of community events to encourage community participation, support celebration of culture.	Development event calendar FY-2024	25%	30%	50%		Development of Event Calendar FY2024 in progress
			Implement event programs	10%	15%	15%		Events held for International Women's Day and Easter.
Women's Men's and Youth Services	EMCS	Council maintains a Women's, Men's, and Youth compliant service	Men's Shed activities are conducted	50%	50%	75%		Men's Group meetings conducted fortnightly.
			Women's Group activities are conducted	50%	50%	75%		Women's Group activities conducted monthly.
			Youth Work experience activities conducted	50%	50%	50%		Youth Work experience are conducted in conjunction with the Kowanyama State School

Kowanyama Aboriginal Shire Council

Audit and Risk Committee Charter

2023

Table of Contents

1. The Charter

1.1. This document is to be known as the Audit and Risk Committee (the "Committee") Charter.

1.2. The purpose of this Charter is to outline the role, responsibilities, composition and operating guidelines of the Committee in accordance with the *Act, Regulation and Standard.*

2. Definitions and Abbreviations

2.1. In this Charter, the following definitions and abbreviations are used:

Term	Meaning
Charter	means this Audit and Risk Committee Charter
Committee	means the Audit and Risk Committee
EMT	means the Executive Management Team of Council, comprising the Chief Executive Officer and all Executive Managers.
KASC	means Kowanyama Aboriginal Shire Council
The Act	means the Local Government Act 2009 (Qld)
The Standard	means the Financial and Performance Management Standard 2009 (Qld)
The Regulation	means the Local Government Regulation 2012 (Qld)

3. Authority and Independence

3.1. The Committee is established by Council resolution pursuant to section 105 of the Act.

3.2. The Committee is regulated by this Charter, which is consistent with the requirements set out in Chapter 5, Part 11, Subdivision 2 of the Regulation.

3.3. The Charter is adopted (and amended), only by Council resolution.

3.4. The Committee has no executive powers, unless delegated to it by the Council, pursuant to section 257(1)(c) of the Act and included in Council's Register of Delegations pursuant to section 305 of the Regulation.

3.5. The Committee is a Committee of Council and is directly responsible to the Council. In discharging its responsibilities, the Committee has the authority to:

a. Conduct or authorise investigations into matters within its scope of responsibility.
b. Access information, records and personnel of Council for such purpose.
c. Request the attendance of any employee, including executive staff, at Committee meetings.
d. Conduct meetings with Council internal and external auditors, as necessary.
e. Seek advice from external parties, asnecessary.

3.6. The role of the Committee is to provide independent assurance and assistance to Council on the risk, control and compliance frameworks as prescribed in the Act, Regulation and Standard.

3.7. The Committee does not replace or replicate established management responsibilities and delegations, the responsibilities of the EMT within Council, or the reporting lines and responsibilities of either internal audit or external audit functions.

3.8. The Committee will provide prompt and constructive reports on its findings directly to Council, particularly when issues are identified that could present a material risk or threat to Council.

4. Duties and Responsibilities

4.1. The Committee is directly responsible and accountable to the Council for the exercise of its duties and responsibilities. In carrying out its duties and responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council.

4.2. Pursuant to section 211 (1)(b) of the Regulation, the Committee's duties and responsibilities are as follows:

4.2.1. Financial Statements

a. Review the appropriateness of accounting policies adopted by the Council and ensure the accounting policies adopted are relevant to the Council and its specific circumstances.
b. Review the appropriateness of significant assumptions and critical judgements made by management, particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.
c. Review and endorse a draft of Council's financial statements for the preceding year before the statements are certified and given to the Auditor-General under section 212 of the Regulation, for compliance with prescribed accounting and other requirements.
d. Review, with management and the external auditors, the results of the external audit and any significant issues identified.
e. Exercise curiosity by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements.
f. Analyse the financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts.
g. Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.
h. Review the Auditor-General's audit report and Auditor-General's observation report about the Council's financial statements for the preceding financial year.

4.2.2. Risk Management

a. Review the risk management framework for identifying, monitoring and managing significant risks, including fraud.
b. Review Insurance coverage and adequacy.
c. Satisfy itself that insurance arrangements are appropriate for the risk management framework, where appropriate.
d. Participate in any Council Risk Register review.
e. Liaise with management to ensure there is a common understanding of the key risks to the Council. These risks will be clearly documented in a risk register which will be regularly reviewed to ensure it remains up-to-date.
f. Assess and contribute to the audit planning processes relating to the risks and threats to the Council.
g. Review effectiveness of Council's processes for identifying and escalating risks, particularly strategic risks.

4.2.3. Internal Control

a. Review, through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security and control.
b. Review, through the internal and external audit functions, whether relevant policies and procedures are in place and up-to-date, including those for the management and exercise of delegations, and whether they are complied with.
c. Review, through the Executive Manager Corporate and Financial Services (or equivalent), whether the financial internal controls are operating efficiently, effectively and economically.

4.2.4. Performance Management

a. Review the Council's compliance with the performance management and reporting requirements of the *Financial Accountability Act 2009* (Qld), the Standard and the 'Annual Report Requirements for Queensland Government Agencies'.
b. Review whether performance management systems in place reflect the Council's role/purpose and objectives (as stated in its strategic plan).
c. Identify that the performance reporting and information uses appropriate benchmarks, targets and trend analysis.

4.2.5. Internal Audit

a. As per *Internal Audit Policy* of Council, the Committee shall:
   i. review the internal audit plan for the current financial year; and
   ii. review internal audit progress report for the preceding financial year, including recommendations in the report and the action to which the recommendations relate.

4.2.6. External Audit

a. Consult with external audit on the function's proposed audit strategy, audit plan and audit fees for the year.
b. Review the findings and recommendations of external audit (including from performance audits) and the response to them bymanagement.
c. Review responses provided by management to ensure they are in line with the Council's risk management framework.
d. Review the implementation of external audit recommendations accepted by management and where issues remain unresolved ensure that satisfactory progression is being made to mitigate the risk associated with audit's findings.

4.2.7. Compliance

a. Determine whether management has considered legal and compliance risks as part of the Council's risk assessment and management arrangements.
b. Review the effectiveness of the system for monitoring the Council's compliance with relevant laws, regulations and government policies.
c. Review the findings of any examinations by regulatory agencies, and any auditor observations.

4.2.8. Self-Assessment

a. Following the conclusion of each calendar year, each member shall complete a self-assessment questionnaire reviewing the performance of the Committee for the preceding year. Results shall be consolidated by the Secretariat and presented to the next available Committee meeting by way of information report.

5. Membership and Meetings

5.1. Membership

a. Members, including the Chair, are appointed by Council.
b. Pursuant to section 210 of the Regulation, membership of the Committee will consist of a minimum of three (3) and a maximum of six (6) members.
c. At least 1, but no more than 2, members will be Councillors.
d. A minimum of one (1) member will be external to the Council.
e. At least one (1) member will have demonstrated 'financial expertise' as described in the Queensland Treasury publication, *Audit Committee Guidelines – Improving Accountability and Performance*, June 2012.
f. At least one (1) member will have demonstrated expertise Local Government.

g. Other independent members may be included in the Committee membership based on the expertise needs of the Committee from time to time. Where the need may be time limited, a shorter term may be endorsed by the Committee/ Council (i.e., 6 months etc.).
h. The role of Chair and/or independent member may only be filled by Council resolution upon advertisement of the role in a newspaper circulating in the Local Government Area and Cairns, for no less than two (2) weeks, followed by Chief Executive Officer recommendation of candidates to Council.
i. The Chair and/or independent members shall be appointed by written letter of appointment, providing a copy of the Charter and Committee Calendar, and setting out the relevant terms of appointment, including but not limited to:
    i. Duration of appointment (i.e., 4 years, unless otherwise stated); and
    ii. Methodology for payment (hourly rate recommended).
j. The Chief Executive Officer of Council may not be a member of the Committee (however shall be a standing guest).
k. Councillor members shall receive indefinite appointment whilst they continue to be an elected Councillor, or until otherwise discharged by Council resolution.
l. The default term of appointment for a Chair and/or independent member is four (4) years and can be extended for one (1) further term of four (4) years subject to the composition and skill requirements of the Committee. The maximum term is eight (8) years, at which time resignation is mandated.
m. Members are appointed on the basis of personal qualities and skills and proxies are not permitted if the member is unable to attendmeetings.

5.2. Chair

a. The Chair will be external to the Council, or if internal to the Council will be a person independent of the areas within the audit Committee's scope of review and independent of line management and day to day operations of Council.
b. The Chair will possess sound communication and strong leadership skills.
c. To maintain continuity of audit oversight, the Chair shall be appointed prior to the commencement of the Caretaker Period immediately prior to each quadrennial election of Council.

5.3. Secretariat

a. The secretariat function will be appointed to an observer by Council to facilitate the Committee's meetings and reporting duties.
b. The observer with the additional function of Secretariat, in consultation with the Chair, will prepare and send notices of meetings and agendas and accurately transcribe all decisions of the Committee.
c. This Secretariat observer will table all correspondence, reports and other information relevant to the Committee's activities and operations.
d. The Secretariat shall be appointed by the Chief Executive officer of Council.

5.4. Observers

a. In addition to Members, Observers may also attend the audit Committee meetings on an on-going basis. Observers attend meetings by invitation only and are not eligible to vote at meetings.

5.5. Guests

a. Guests may also attend as an observer at individual audit Committee meetings as required. Guests should be invited at the request and approval of the Chair.

5.6. Roles and Responsibilities of Members and Observers

Audit and Risk Committee Position	Organisational Position	Role and Responsibility
Chair, and External member	Independent	Chair
Secretary and Observer	Governance Officer/ Governance Manager	Secretariat and Corporate Governance / Risk advisor

Internal Member	Mayor, Council	Council advisor
Internal Member	Deputy Mayor, Council	Council advisor
Observer	CEO, Council	Advisor, whole of Council operations
Observer	Executive Manager Corporate and Financial Services Finance Manager	Advisor, Council fiscal management
Observer	External Audit Representative (QAO)	Advisor, External Audit Function
Observer	External Audit Representative (	Advisor, External Audit Function
Observer	Internal Audit representative	Advisor, Internal Audit Function
Guests (As invited by the Chair)	Various	Various

5.7. Conflicts of Interest

a. Members are required to declare any interests that could constitute a real, potential or apparent conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting, and be updated as necessary. Declared Conflicts of Interest must be dealt with appropriately by each member and/or Committee (including if necessary, the non-participation by he member on the agenda item in question).

5.8. Meetings and attendance

a. Pursuant to section 211 of the Regulation:
   i. the Committee will meet at least twice each financial year and the schedule of meetings will be agreed in advance via an Annual Calendar to be developed in conjunction with the Chair at the beginning of each calendar year.
   ii. A quorum will consist of at least half of the number of members of the Committee, one of whom must be an independent member.
   iii. The Chair shall preside over meetings of the Committee. If the Chair is temporarily absent, provided another independent member is present and quorum is reached, attending members may select an alternate Chair for the meeting and the meeting may proceed.
   iv. Meetings can be attended via teleconference/ videoconference, however attendance in person is encouraged.
   v. Where otherwise impracticable to bring a resolution to a scheduled Committee meeting, resolutions can be made outside of scheduled meeting via a flying minute (email voting by members).
   vi. A resolution will be passed if a motion receives a mover, seconder, and on a show of hands a simple majority of members is achieved.
   vii. There is no ability for a member to 'abstain'. If a member present fails to vote, that member is taken to have voted in the negative.
   viii. As soon as practicable following each meeting of the Committee, the Chief Executive Officer shall cause to be given to the Council (for presentation in Closed Business/ In-Camera to the next available Ordinary Meeting of Council), minutes of the preceding Committee meeting.
   ix. At the end of each financial year, the Chair shall prepare an annual report to Council summarising the performance and achievements for the preceding financial year. An interim program of the planned activities for the coming financial year is also to be provided. A summary extract shall be provided in Council's Annual Report.

5.9. Meeting Agenda

a. The Committee should determine its own agenda, ensuring appropriate consultation to include emerging issues and emphasis on the most significant risks and threats.

b. The agenda and relevant papers will be distributed to members at least four (4) working days prior to the meetings.

6. Relationships

6.1. Internal Audit

a. The Committee will act as a forum for internal audit and oversee its planning, monitoring and reporting processes. This process will form part of the governance processes that ensure that Council internal audit function operates effectively, efficiently and economically.
b. The internal auditor will have a standing invitation to attend Committee meetings.

6.2. External Audit

a. The Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken, but will act as a forum for the consideration of external audit findings and recommendations and will ensure that they are balanced with the views of management.
b. The external auditor will have a standing invitation to attend Committee meetings.
c. The Chair and an independent member will hold executive sessions with external audit at least twice per year, if required.

6.3. Other Executive Management Committees

a. The Committee shall liaise with other Council Committees as required to ensure:
    i. that its statutory and operational responsibilities are met.
    ii. that there is no material overlap between the functions and duties of the groups.
    iii. the frank and meaningful interchange of information.

7. Review of the Charter

a. The Charter will be reviewed every year by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.
b. All amendments to the Charter will be considered and approved by Council by resolution.

8. Approval

a. The Audit and Risk Committee Charter was endorsed by the Committee on 16 March 2023 and approved by Council on 22 March 2023.

END

5.2.1.b - Finance Update

Title:	Finance Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	30 April 2024

Key Items

1. Financial Report March 2024

A monthly Finance report for the month of March 2024 has been prepared as at **Attachment 1.**

- Key points from the March 2024 YTD report are as follows:
  - net operating result (before depreciation) is a $645K loss, which is $10K better than budget
  - actual net operating income is $16,372K which is $564K worse than budget
  - actual operating expenditure is $17,017K which is $668K better than budget
  - Net profit/(loss) (after depreciation) is $8,354K loss, which is $216K worse than budget
  - Untied Cash Funds balance is $16,346K

Recommendation:

That Council note the:

- Monthly Financial Report -March 2024

Attachments:

- Monthly Financial Report - March 2024

Kowanyama Aboriginal Shire Council

Financial Report
March 2024

Financial Report March 2024

CONTENTS Page

(all results are in $)

Year to Date March 2024

Finance Summary

The YTD March 2024 financials show an actual operating loss of $8,354,385 compared to a budgeted loss of $8,138,412.

Favourable variances arose for the Indigenous Council Funding Program $618,575 which replaces the State Government Financial Aid, Revenue Replacement and Indigenous Economic Development Grants, Interest Received $332,413, Insurance Recoveries $44,140, Rates and Levies $32,185, Wages $283,315, mainly due to vacancies however this is partly offset by higher contactor costs ($240,620) to backfill Governance and Airport roles, and Depreciation $85,742.

These are partially offset by unfavourable variances for Kowayama Cattle Co ($532,120), CDP profit distribution re prior years ($508,159), Asset Disposals ($404,947), Essential Services Materials and Contractor costs ($177,320), NDIS Revenue ($75,342), Arthur Beetson event ($31,539) and NAIDOC ($22,905).

The balance of the operating variance is mainly due to the timing of revenue and expenditure against budget phasing including Aged Care Services CHSP revenue (Untied) $77,665, Heavy Plant recoveries $270,031, Information Technology Costs $315,163, Carbon Farming Contractors $169,305, Self-Insurance Provision re FY23 ($854,172), ($Batching Plant revenue ($475,936) and QBuild programs ($235,757).

Further details can be found in the Operating by Program section of this report.

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

Kowanyama Aboriginal Shire Council
Profit & Loss
Period ending - 31/03/2024

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	$	$	$	$
Income				
Council Rates, Levies & Charge	595,324	563,139	32,185	563,139
Commissions & Fees Revenue	137,029	147,330	(10,301)	196,449
Aviation Landing Fees	223,117	206,550	16,567	275,400
Other Fees & Charges	4,452	0	4,452	0
Accommodation Revenue	813,044	843,741	(30,697)	1,125,000
Rental Income	835,743	746,244	89,499	995,000
Interest Received	485,413	153,000	332,413	204,000
Sale of Goods Revenue	916,493	2,057,223	(1,140,730)	2,234,985
Services Revenue	2,856,723	3,819,528	(962,805)	6,042,446
Aviation Fuel Revenue	407,078	299,997	107,081	400,000
Donations Received	1,000	0	1,000	0
Insurance Recoveries	44,140	0	44,140	0
Fuel Tax Credits	18,742	9,000	9,742	12,000
Other Income	(172,879)	441,747	(614,626)	589,000
Training Recoveries	0	75,000	(75,000)	100,000
Workcare Recoveries	7,460	0	7,460	0
Fair Value Gain On Initial Recognition	(21,000)	0	(21,000)	0
State Government Grants - Operating	5,190,637	4,287,540	903,097	4,717,491
Commonwealth Government Grants - Operating	2,238,326	1,762,245	476,081	5,159,675
Other Grants - Operating	1,350	0	1,350	0
Internal Cost Recoveries - Sale of goods	636,279	412,497	223,782	550,000
Internal Cost Recoveries - Services	1,151,879	1,111,833	40,046	1,482,471
Profit on Asset Disposal	1,909	0	1,909	0
Total Income	**16,372,262**	**16,936,614**	**(564,352)**	**24,647,056**
Less Expenses				
Cost Of Goods Sold	1,097,570	1,031,535	(66,035)	1,375,400
Stock Adjustments & Stocktake variances	7,308	0	(7,308)	0
Wages - Permanent Staff	6,419,540	6,859,124	439,584	9,355,713
Superannuation	703,475	793,165	89,690	1,082,085
Recruitment & Relocation	32,674	104,760	72,086	139,700
Workers Compensation	148,247	146,035	(2,212)	194,350
Staff Education & Training	74,817	200,151	125,334	266,937
Training and Workcare Costs - recoverable	0	5,616	5,616	7,500
Employee Assistance Program	0	1,872	1,872	2,500
Audit Fees	74,673	74,610	(63)	99,500
Admin Expenses	14,370	16,866	2,496	22,500
Advertising Costs	7,622	33,129	25,507	44,200
Memberships & Subscriptions	74,215	72,324	(1,891)	96,500
Postage & Stationery	21,659	24,813	3,154	33,180
Staff Amenities	25,739	30,533	4,794	40,670
Hcp Purchased Goods	19,564	0	(19,564)	0
MV Expenses - Fuel	108,955	115,101	6,146	152,975
MV Expenses - Registration	2,023	51,049	49,026	67,800
MV Expenses - Running Costs	15	369	354	500

Kowanyama Aboriginal Shire Council
Profit & Loss
Period ending - 31/03/2024

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	$	$	$	$
R&M - MV Expenses	264,243	160,217	(104,026)	213,053
Plant Fuel & Oil Expenses	79	900	821	1,200
Plant Hire	33,635	35,244	1,609	47,000
Consultants	67,339	193,545	126,207	258,113
Contractors	2,862,969	3,153,740	290,771	4,161,380
Legal Expenses	45,886	67,491	21,605	90,000
Accountancy Fees	86,550	67,500	(19,050)	90,000
Computer, IT & Network	213,182	528,345	315,163	704,500
Telephone, Fax & Printers	184,401	215,501	31,100	287,300
Cleaning	46,479	35,442	(11,037)	47,370
Freight	201,430	123,987	(77,443)	159,430
Security	9,239	15,021	5,782	20,050
Catering	101,160	126,374	25,214	165,900
Donations	98,934	50,000	(48,934)	50,000
Safety Equipment	3,153	17,884	14,731	23,550
Protective Clothing/Uniforms	15,673	34,183	18,510	45,350
Consumables/Materials	406,406	531,927	125,521	707,415
Mobilisation & Demobilisation	4,850	2,844	(2,006)	3,800
Electricity	329,057	308,745	(20,312)	411,766
Small Tools, Equipment And Furniture	56,709	58,626	1,917	78,250
Portable & Attractive Assets	19,494	77,211	57,717	103,009
R&M - Roads & Infrastructure	13,190	7,497	(5,693)	10,000
R&M - Buildings	46,490	125,208	78,718	167,000
R&M - Plant & Equipment	265,776	147,402	(118,374)	196,600
R&M - Other	38,991	35,226	(3,765)	47,043
Travel Exps - Accommodation	64,977	75,192	10,215	100,300
Travel Exps - Airfares	130,824	180,002	49,178	233,400
Travel Exps - Car Hire/ Taxis/ Km'S	8,922	35,931	27,009	48,000
Travel Exps - Meals & Incident	101,538	92,211	(9,327)	123,000
Rent	94,236	100,863	6,627	534,500
ATM & Eftpos Fees, Bank Charges & Interest	28,780	35,991	7,211	48,000
Insurance	2,079,949	1,233,489	(846,460)	1,277,997
Bad Debts Written Off	637	0	(637)	0
Fees & Charges	5,360	1,836	(3,524)	2,470
Licences	4,156	8,082	3,926	10,800
Rates & Taxes	35,285	28,872	(6,413)	38,500
Internal Cost Charges - Sale of Goods & Services	214,981	455,175	240,194	607,000
Internal Cost Allocation - Wages	0	(243,747)	(243,747)	(325,000)
Net Operating Expense	**17,017,425**	**17,685,009**	**667,584**	**23,770,056**
Net Operating Profit / (Loss)	**(645,163)**	**(748,395)**	**103,232**	**877,000**
Depreciation	7,304,275	7,390,017	85,742	9,853,420
Loss on Reval of Finance Leases & Sale of Assets	404,947	0	(404,947)	0
Net Profit / (Loss)	**(8,354,385)**	**(8,138,412)**	**(215,973)**	**(8,976,420)**

Net Operating Results by Program

Office of the CEO					
Program		**Actual YTD**	**Current Budget YTD**	**Variance to Current Budget**	**Full Year Current Budget**
Kowanyama Office	*Deficit*	($455,980)	($437,854)	($18,126)	($594,545)
Councillor Costs	*Deficit*	($376,659)	($411,943)	$35,284	($560,256)
General Council	*Deficit*	($5,164,232)	($3,242,614)	($1,921,618)	($4,168,153)
Arthur Beetson - Legends	*Deficit*	($101,539)	($70,000)	($31,539)	($70,000)
KASC Events	*Deficit*	($30)	$0	($30)	$0
Cleaning Services	*Deficit*	($103,698)	($158,975)	$55,277	($217,298)
Accommodation Facilities	*Surplus*	$516,617	$444,101	$72,516	$581,853
TOTAL Office of the CEO	***Deficit***	**($5,685,520)**	**($3,877,285)**	**($1,808,235)**	**($5,028,399)**

Revenue is higher than budget from Interest Received $332k, which is projected to increase over the coming months, and one-off favourable variances for Insurance Recoveries $44k and Rates and Levies $32k. Unfavourable revenue variances arose for CDP re prior years revenue ($508k) which is lower than estimated and the reversal of gain on livestock inventory ($21k). Unfavourable variances arose for the Self Insurance Provision for FY23 ($874k) due to budget timing and will allign with budget at year end and the Arthur Beetson Event ($32k). Other unfavourable YTD variances relate to Depreciation ($324k) and Asset Disposal ($405k) which will continue to increase as the year progresses.

Corporate & Financial Services					
Program		**Actual YTD**	**Current Budget YTD**	**Variance to Current Budget**	**Full Year Current Budget**
Cairns Office & Finance	*Deficit*	($683,885)	($879,219)	$195,334	($1,187,205)
Human Resources	*Deficit*	($240,261)	($395,357)	$155,096	($535,802)
Governance	*Deficit*	($308,808)	($367,624)	$58,816	($488,013)
Information, Communications & Technology	*Deficit*	($293,996)	($543,067)	$249,071	($732,174)
Carbon Farming	*Deficit*	($240,131)	($438,471)	$198,340	$400,069
Purchase Store	*Deficit*	($223,956)	($275,312)	$51,356	($367,317)
Payroll Use Only	*Surplus*	$0	$0	$0	$0
Bakery	*Deficit*	($15,797)	$0	($15,797)	$0
Blue Cafe	*Deficit*	($13,861)	$0	($13,861)	$0
Kowanyama Cattle Co	*Surplus*	$349,755	$881,875	($532,120)	$464,485
FAGS - General Purpose	*Surplus*	$81,784	$0	$81,784	$2,560,000
SGFA - State Government Financial Aid	*Surplus*	$0	$2,070,613	($2,070,613)	$2,070,613
Indigenous Councils Funding Program (Icfp)	*Surplus*	$3,464,633	$0	$3,464,633	$0
Revenue Replacement	*Surplus*	$0	$764,700	($764,700)	$764,700
TOTAL Corporate & Financial Services	***Surplus***	**$1,875,477**	**$818,138**	**$1,057,339**	**$2,949,356**

Favourable variances arose from the Indigenous Councils Funding Program $629k which replaces the State Financial Aid and Revenue Replacement Grants, FAGS grant $82k due to budget phasing and Wages $419k mainly due to vacant positions which are yet to be filled, partly offset by higher Contractor costs ($184k) used to back fill vacancies. Unfavourable variances arose for the Cattle Co ($532k) as a result of lower sales volumes and prices and higher costs than originally budgeted, the expected position at the end of the year will be ($144k) unfavourable to budget. The balance of the variance is predominantly due to the timing of expenditure against budget phasing including Information Technology Costs $301k for new system implemenations and Carbon Farming $233k for contractor burns and maintenance works.

Net Operating Results by Program

Community Services & Cultural Heritage

Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Untied Funding Programs					
Centrelink	*Surplus*	$21,220	$4,213	$17,007	$3,239
Community Bus	*Deficit*	($27,901)	($48,994)	$21,093	($66,768)
Mp Sport & Rec Facility	*Deficit*	($187,829)	($119,904)	($67,925)	($162,398)
National Disability Insurance Scheme (Ndis)	*Surplus*	$54,356	$139,061	($84,705)	$181,767
Post Office	*Deficit*	($96,522)	($134,723)	$38,201	($186,107)
NAIDOC	*Deficit*	($45,905)	($23,000)	($22,905)	($28,000)
Indigenous Economic Development	*Surplus*	$0	$2,588	($2,588)	($25,904)
Hcp/Medicare Payments For Aged Care	*Surplus*	$302,892	$182,575	$120,317	$237,677
Meals On Wheels (MOW)	*Deficit*	($10,583)	$1,521	($12,104)	$2,000
Aged Care CHSP	*Surplus*	$143,548	$45,887	$97,661	$55,975
Aged Care Rent	*Surplus*	$11,862	$0	$11,862	$0
Subtotal - Untied Funding Programs		**$165,136**	**$49,224**	**$115,912**	**$11,481**
Tied Funding Programs					
DFSV Enhancement	*Surplus*	$2,718	$0	$2,718	$0
IAS RIBS	*Deficit*	($5,952)	$1,066	($7,018)	$0
Dept Of Emergency Services	*Surplus*	$10,670	$9	$10,661	$0
DETE Childcare	*Deficit*	($38,917)	$2,322	($41,239)	$0
DETE Vacation Care	*Surplus*	$0	$239	($239)	$0
Get Ready Queensland	*Surplus*	$6,756	$18	$6,738	$0
NIAA Kowanyama Playgroup	*Deficit*	($79,175)	$3,757	($82,932)	$0
IAS Sport & Rec	*Deficit*	($16,500)	$1,517	($18,017)	($1)
Deadly Active Sport & Rec Program	*Deficit*	($99,287)	$2,943	($102,230)	$0
Kowanyama Men'S Shed Operating Grant	*Surplus*	$11,438	$30	$11,408	$0
Doha Njcp 279	*Surplus*	$71,637	$9,816	$61,821	$0
Aged Care Qcss	*Surplus*	$18,307	$0	$18,307	$0
Qld Health Public Health	*Surplus*	$12,555	$2,013	$10,542	$1
Womans Shelter	*Deficit*	($89,161)	$4,517	($93,678)	$0
Indigenous Rangers	*Deficit*	($148,418)	$12,506	($160,924)	$1,999
Women's Meeting Place Operating Grant	*Surplus*	$341,995	$4,516	$337,479	($1)
Dsdsatsip Community Safety Plan	*Surplus*	$0	$1,609	($1,609)	$1
Service Enhancement Dsdsatsip	*Deficit*	($100,718)	$1,488	($102,206)	$0
Community Night Patrol	*Deficit*	($146,674)	($1)	($146,673)	($1)
Community Toolbox	*Surplus*	$0	$0	$0	$0
Daff - Indigenous Rangers Coastal Clean Up	*Surplus*	$23,248	$0	$23,248	$0
Queensland Community Support Scheme (Qcss)	*Surplus*	$32,847	$0	$32,847	$0
Local Decision Making Body (Ldmb)	*Surplus*	$33,918	$1,748	$32,170	$0
Sly Grog Go Away Project	*Deficit*	($245,680)	$0	($245,680)	$0
Enhancing Local Government Biosecurity Capacity (ELGBC)	*Deficit*	($16,012)	$0	($16,012)	$0
Chde Financial Emergency Relief Program	*Surplus*	$8,800	$0	$8,800	$0
Community Child Care Fund Restricted Program Expansion (CCCFR)	*Surplus*	$677,054	$0	$677,054	$0
Chde - Disaster Emergency Relief	*Surplus*	$5,000	$0	$5,000	$0
Subtotal - Tied Funding Programs		**$270,447**	**$50,113**	**$220,334**	**$1,998**
TOTAL Community Services & Cultural Heritage	***Surplus***	**$435,584**	**$99,337**	**$336,247**	**$13,479**

Year to Date March 2024

Net Operating Results by Program

Unfavourable variances arose for the Community Services untied programs for the Multi Purpose Facility Wages ($69k), NDIS Revenue ($75k), due to this service now being operated by an external provider, and the NAIDOC event ($23k) . These are offset by a net favourable variance to date for Aged Care Services $141k in addition to a $77k timing variance for CHSP revenue received in advance. Expenditure to date is higher than funding received for IAS Family Services (Playgroup) and Deadly Active Sport and Recreation Program (DASRP), these programs need to be reviewed to reduce future costs. The balance of the Tied Funding Program variances are predominantly due to the timing of funding and expenditure and are monitored based on the period of the funding agreement which can span multiple years.

Roads,Infrastructure & Essential Service					
Net Operating Results by Program		**Actual YTD**	**Current Budget YTD**	**Variance to Current Budget**	**Full Year Current Budget**
Untied Funding Programs					
Council Houses / Buildings	*Deficit*	($3,275,116)	($3,918,021)	$642,905	($5,224,096)
Building/ Carpenters	*Deficit*	($449,199)	($548,107)	$98,908	($751,311)
Electrician	*Deficit*	($144,999)	($195,407)	$50,408	($267,703)
Essential Services	*Deficit*	($1,399,145)	($1,181,059)	($218,086)	($1,590,360)
Parks & Gardens	*Deficit*	($379,975)	($288,445)	($91,530)	($393,769)
Roads	*Deficit*	($324,256)	($276,921)	($47,335)	($117,415)
Workshop	*Deficit*	($25,241)	($208,098)	$182,857	($277,500)
Swimming Pool	*Deficit*	($51,993)	($41,229)	($10,764)	($55,000)
Heavy Plant	*Surplus*	$790,027	$544,653	$245,374	$726,171
Road Contractors Camp	*Deficit*	($21,927)	($49,374)	$27,447	($65,850)
Airport	*Deficit*	($333,580)	($302,975)	($30,605)	($412,473)
Batching Plant	*Surplus*	$184,055	$600,536	($416,481)	$604,000
QBuild Upgrade Program	*Surplus*	$169,968	$269,811	($99,843)	$359,750
QBuild R&M Program	*Surplus*	$280,120	$416,034	($135,914)	$554,700
Subtotal - Untied Programs		**($4,981,261)**	**($5,178,602)**	**$197,341**	**($6,910,856)**
Tied Funding Programs					
Department Of Tourism	*Surplus*	$0	$0	$0	$0
Qra Counter Disaster Operations (Cdo)	*Surplus*	$1,336	$0	$1,336	$0
TOTAL Road, Infrastructure & Essential Services	***Deficit***	**($4,979,925)**	**($5,178,602)**	**$198,677**	**($6,910,856)**

Heavy Plant Recoveries revenue is $275k higher than budget due to the budget phasing of the roads program. Favourable variances also arose for Depreciation $410k, which will increase as the year progresses, Wages $191k mainly due to vacant positions partly offset by higher wages for Parks and Gardens and Roads, Workshop Contractor Costs $213k which are now allocated direct to user cost centres and Rental Income $89k. Unfavourable variances to budget arose for the Batching Plant ($416k) mainly due to the volume of batching to date and QBuild programs ($236k) due to lower volumes of work completed to date. Expenditure to date is over budget for Airport Contractors ($82k) and Essential Services materials, tools and contractor costs ($177k), which have exceeded the full year budget amount. An unfavourable variance also arose for Carpenters Internal Recoveries ($130k) due to lower volumes of recoverable works completed.

TOTAL NET OPERATING RESULT	***Deficit***	**($8,354,385)**	**($8,138,412)**	**($215,973)**	**($8,976,420)**
Capital	*Surplus*	$1,228,305	($1,019,328)	$2,247,633	($1,019,328)
TOTAL NET CAPITAL RESULT	***Surplus***	**$1,228,305**	**($1,019,328)**	**$2,247,633**	**($1,019,328)**
TOTAL NET RESULT	***Deficit***	**($7,126,080)**	**($9,157,740)**	**$2,031,660**	**($9,995,748)**

CAPITAL PROJECTS SCHEDULE as at 31/03/24

	PROJECT BUDGET				GRANT FUNDING			EXPENDITURE					
Project	Project Funding - Grant	Project Funding - Grant (variations)	Project Funding - COF	Project Total Budget	Grants Received upto 30/06/23	Grants Received 2023/24	Grants balance not yet received	Expenditure to 30/6/23	Expenditure 2023/24	Commitals 2023/24	Total project expenditure including commitals to 29/02/24	Remaining Budget available as at 29/02/24	Status
	a	b	c	d = (a + b +c)	e	f	g = (a + b - e -f)	h	i	j	k = (h + i + j)	l = (d - k)	
Dilgp Iccip Water, Waste & Solid	9,500,000		0	9,500,000	7,026,050	29,884	2,444,066	8,356,536	632,985	182,949	9,172,470	**327,530**	
Remote Housing Program - round 1	2,139,037		0	2,139,037	1,925,134	0	213,904	1,620,065	437,714	23,480	2,081,258	**57,779**	
Remote Housing Program - round 2	4,515,679		0	4,515,679	0	4,064,111	451,568	194,425	2,833,071	1,080,887	4,108,383	**407,296**	
Subdivision Stage 1B	3,051,953		0	3,051,953	0	0	3,051,953	0	6,000	2,235,412	2,241,412	**810,541**	
Women's Meeting Place Stage 1	313,000		0	313,000	313,000	0	0	284,865	0	0	284,865	**28,135**	
W4Q 21-24 Staff House's Stage 2	340,000		0	340,000	170,000	136,000	34,000	338,740	173	0	338,912	**1,088**	
W4Q 21-24 Kiddies Wading Pool & Pumps Upgrade	300,000	670,000	0	970,000	150,000	723,000	97,000	429,774	272,417	0	702,192	**267,808**	
W4Q 21-24 Women's Meeting Place Stage 2 & 3	670,000	(670,000)	0	0	335,000	(335,000)	0	2,614	0	0	2,614	**(2,614)**	
W4Q 21-24 Workshop Compound Stage 3	390,000		0	390,000	195,000	156,000	39,000	327,250	116,951	7,649	451,850	**(61,850)**	
Cyclone Vault	100,000		0	100,000	0	43,931	56,069	36,150	3,416	11,931	51,497	**48,503**	
Airport Fuel Farm & Paalc Lighting Upgrades Dsdilgp	1,167,919		129,769	1,297,688	350,376	639,624	177,919	573,358	463,579	323,643	1,360,580	**(62,892)**	
Gas Storage And Roadway Access	196,650		21,850	218,500	58,995	68,645	69,010	21,572	131,427	16,948	169,947	**48,553**	
Essential Services Facility	650,000		0	650,000	195,000	0	455,000	87,121	328,757	231,570	647,448	**2,552**	
QRA REPA KASC.0032 Town Sts	3,730,478		0	3,730,478	163,748	955,396	2,611,335	11,933	2,392	458	14,783	**3,715,696**	
Magnificent Creek Bank Fortification Kasc.0036.2122	492,788		0	492,788	147,836	0	344,951	0	28,639	0	28,639	**464,149**	
Magnificent Creek Bank Fortification section 1 KASC.0033.21	1,243,444		0	1,243,444	373,033	0	870,411	0	0	0	0	**1,243,444**	
Flood Mitigation Catchment A Swale Drain KASC.0034.2122	521,778		0	521,778	156,533	0	365,245	0	950	0	950	**520,828**	
Magnificent Creek Bank Fortification section 2 KASC.0035.21	779,663		0	779,663	233,899	0	545,764	0	0	0	0	**779,663**	
TIDS ATSI 2023/24	363,680		0	363,680	0	0	363,680	0	0	0	0	**363,680**	
R2R - LRCIP Phase 4	248,240		0	248,240	0	0	248,240	0	0	0	0	**248,240**	
Topsy Road Concrete Causeways	500,000		0	500,000	0	0	500,000	0	0	0	0	**500,000**	
Qra Kasc.0037.2122D.Rec	1,173,352		0	1,173,352	352,006	(99,848)	921,195	33,800	0	0	33,800	**1,139,552**	
Qra Kasc.0038.2122 Town Sts	1,224,676		0	1,224,676	367,403	0	857,273	40,391	0	0	40,391	**1,184,285**	
Drfa Emergent Works 2023 KASC.0046.2223	742,248		0	742,248	0	742,248	0	498,276	243,972	0	742,248	**0**	
DRFA Flood Risk Management Program KASC.0042.2122	166,750		0	166,750	0	50,025	116,725	0	3,600	0	3,600	**163,150**	
Qra Repa Rural Kasc.0041.2223	7,565,188		0	7,565,188	0	6,635,458	929,730	64,232	6,616,097	0	6,680,330	**884,859**	
DRFA REPA KASC.0045.2223	4,233,936		0	4,233,936	0	1,270,181	2,963,755	0	910,643	0	910,643	**3,323,293**	
Drfa Repa Kasc.0044.2223	805,435		0	805,435	0	241,631	563,805	0	0	0	0	**805,435**	
Drfa Repa Town Sts Kasc.0043.2223	1,607,539		0	1,607,539	0	482,262	1,125,277	0	0	0	0	**1,607,539**	
DRFA Emergent Works 2024	0		0	0	0	0	0	0	4,737	13,163	17,900	**(17,900)**	
Waste Truck - Dept Environment & Science	430,000		0	430,000	301,000	129,000	0	392,700	4,500	472	397,671	**32,329**	
SES Vehicle	55,000		0	55,000	0	0	55,000	0	0	0	0	**55,000**	
CAT Excavator & Shed	500,000		0	500,000	0	0	500,000	0	7,337	452,894	460,231	**39,769**	
Workers Camp Feasibility Study	50,000		0	50,000	0	30,000	20,000	0	7,192	33,731	40,923	**9,077**	
Kowanyama Hub Project	55,000		5,400	60,400	0	50,000	5,000	0	0	0	0	**60,400**	
DAFF-Indigenous Rangers Coastal Clean Up - E-Bikes Capital (	54,285		0	54,285	0	54,285	0	0	54,285	0	54,285	**0**	
Community Hall Connectivity	0		10,954	10,954	0	0	0	0	0	0	0	**10,954**	
Training Centre ReRoof	0		80,000	80,000	0	0	0	12,900	0	0	12,900	**67,100**	
Training centre Wiring	0		55,000	55,000	0	0	0	30,941	13,250	0	44,191	**10,809**	
Training Centre CCTV	0		15,000	15,000	0	0	0	0	0	0	0	**15,000**	
Asset Management Reserve - Renewals program	0		594,237	594,237	0	0	0	20,036	124,693	23,275	168,004	**426,233**	
Fuel Tanks Diesel	0		100,000	100,000	0	0	0	0	0	0	0	**100,000**	
Fleet Renewals FY24	0		500,000	500,000	0	0	0	0	488,863	0	488,863	**11,137**	
Laundromat Upgrade	0		50,000	50,000	0	0	0	0	0	0	0	**50,000**	
CCTV Migration	0		30,000	30,000	0	0	0	0	0	0	0	**30,000**	
SharePoint Redevelopment Project	0		22,000	22,000	0	0	0	0	0	0	0	**22,000**	
Switch Replacement	0		50,000	50,000	0	0	0	0	0	33,856	33,856	**16,144**	
Community WiFi	0		7,500	7,500	0	0	0	0	0	0	0	**7,500**	
R2R - LRCIP Phase 3	314,862		1,310	316,172	236,147	0	78,715	316,172	0	0	316,172	**0**	COMPLETE
DRFA Repa 2019	3,424,603		0	3,424,603	3,424,603	0	0	3,462,863	0	0	3,462,863	**(38,260)**	COMPLETE
Qra 2019 Betterment Kasc.0007 & 0008	251,660		0	251,660	251,660	0	0	213,641	0	0	213,641	**38,020**	COMPLETE
DRFA REPA 2020	7,693,911		0	7,693,911	7,692,476	1,435	0	7,188,755	0	0	7,188,755	**505,157**	COMPLETE
DRFA 2020 Town Streets KASC.0022	260,326		0	260,326	260,326	0	0	235,258	0	0	235,258	**25,068**	COMPLETE
Drfa Repa 2021 Kasc.0025.2021	4,539,353		0	4,539,353	4,314,613	224,740	0	6,097,222	0	0	6,097,222	**(1,557,869)**	COMPLETE
Drfa Town Streets Kasc.0024.2021	1,502,539		0	1,502,539	1,502,539	0	0	1,352,367	0	0	1,352,367	**150,172**	COMPLETE
DRFA National Park KASC.0026.2021	1,746,339		0	1,746,339	1,745,256	1,083	(0)	338,842	0	0	338,842	**1,407,497**	COMPLETE
Drfa Repa 2022 Kasc.0031.2122	4,761,351		0	4,761,351	3,563,253	114,746	1,083,352	4,790,741	191,418	0	4,982,159	**(220,807)**	COMPLETE
Fleet Renewals FY23	0		148,608	148,608	0	0	0	149,264	(968)	0	148,296	**311**	COMPLETE
Essential Services Truck for crane	0		90,000	90,000	0	0	0	0	93,115	0	93,115	**(3,115)**	COMPLETE
Coffee Machine - Kowanyama Office	0		10,000	10,000	0	0	0	0	6,544	0	6,544	**3,456**	COMPLETE
	74,372,665	**0**	**1,921,627**	**76,294,292**	**35,804,886**	**16,408,837**	**22,158,942**	**37,522,801**	**14,027,750**	**4,672,319**	**56,222,870**	**20,071,422**	

Kowanyama Aboriginal Shire Council

Year to Date March 2024

Current Assets	23/24		Current Liabilities		
Cash At Bank & Onhand		17,933,269	Trade Creditors	-	355,298
Self Insurance Reserve	-	1,974,152	Accrued Expenses	-	788,812
Trade & Other Receivables		1,844,123	Income Received in Advance		
Provision For Doubtful Debts	-	74,841	Payroll & Other Creditors		9,103
Inventories		692,699	Loan Liability	-	78,887
GST Receivable	-	164,571	Provisions	-	768,222
Accrued Income / Payments in advance		441,645	Lease Liability	-	84,265
TOTAL CURRENT ASSETS		**18,698,173**	**TOTAL CURRENT LIAB**	-	2,066,380
			Non-Current Liabilities		
Non-Current Assets					
Finance Leases		6,947,587	Loan Liability	-	1,102,415
Prepaid Pastoral Leases		164,358	Provisions	-	2,778,203
Security Deposits		17,500	Lease Liability	-	572,718
Property, Plant & Equipment (at written down value)			**TOTAL NC LIABILITIES**	-	4,453,335
Buildings		28,572,164			
Residential Housing		48,373,334	**TOTAL LIABILITIES**	-	6,519,716
Plant & Equipment		755,519			
Motor Vehicles		2,358,893	**TOTAL NET ASSETS**		**201,548,358**
Furniture & Fittings		0			
Roads, drainage, culverts		58,483,866	**Equity**		
Water		5,998,496			
Sewerage		2,677,835	Asset Revaluation Reserve		103,414,721
Other Infrastructure		11,642,612	Retained Earnings		98,133,637
Works in Progress		22,760,920	**TOTAL EQUITY**		**201,548,358**
Right of Use Asset		616,818			
TOTAL NON-CURRENT ASSETS		**189,369,901**			-
TOTAL ASSETS		**208,068,074**			

Cash Position		
Total Cash At Bank - All Accounts	$	17,730,950
Tied Funds - Quarantined Operating	$	950,351
Tied Funds - Quarantined Capital	$	1,593,734
Tied Funds - Self-Insurance Reserve	$	1,974,152
Operating Funds remaining	$	13,212,713

Financial Sustainability Goal - 6 Months	**Months**
Number of months covered - Statements	9.31
Number of months covered - Capital Grants Awaiting	8.31
Estimated Monthly Expenditure	
Payroll - Budget	*$886,000*
Materials and Services - Prior Year Actuals	*$703,892*
Total per month	*$1,589,892*

Ageing	Trade Debtors & Other Receivables	Trade Creditors (Payables)
Current	$ 1,492,017	$ 292,301
30 Days	$ 35,799	$ 8,987
60 Days	$ 85,691	$ 19,369
90+ Days	$ 230,616	$ 34,641
Total	**$ 1,844,123**	**$ 355,298**

5.2.1.c - Human Resources Information Report

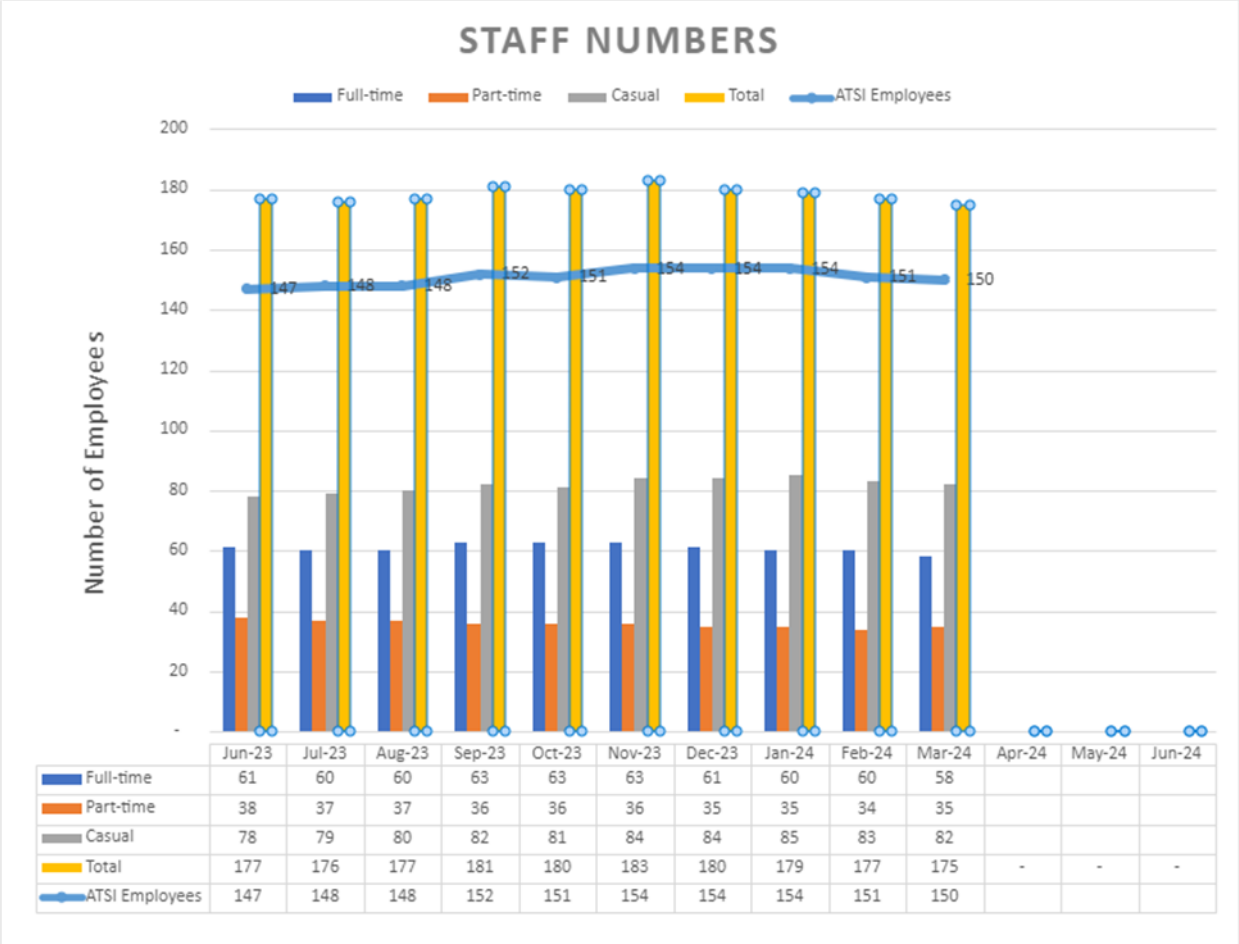
Title:	HR Monthly Information Report
Author:	Manager Human Resources
Meeting Date:	30 April 2024

HR Key items

1. Current Projects

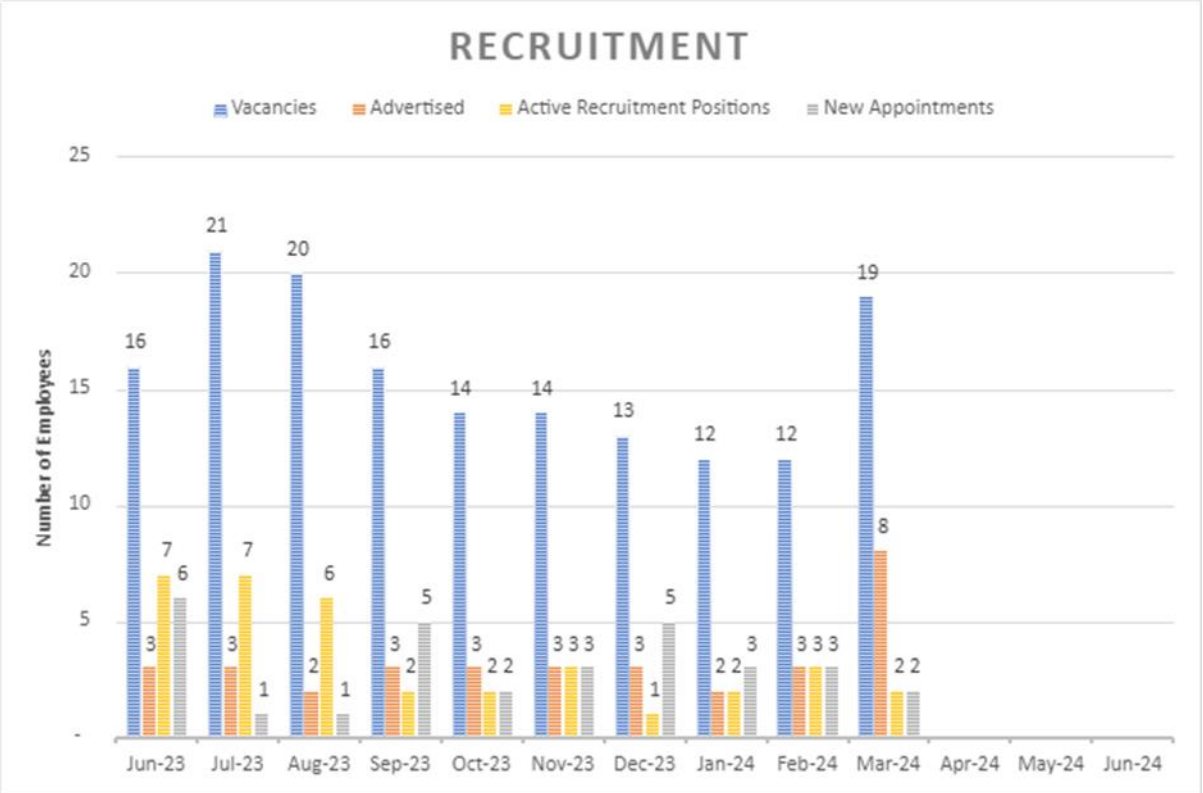
   New HR/Payroll system – Reviewing shortlist of new system options for this project is still in progress.

2. Staffing Update



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Full-time	61	60	60	63	63	63	61	60	60	58			
Part-time	38	37	37	36	36	36	35	35	34	35			
Casual	78	79	80	82	81	84	84	85	83	82			
Total	177	176	177	181	180	183	180	179	177	175	-	-	-
ATSI Employees	147	148	148	152	151	154	154	154	151	150			

3. Recruitment



Current Vacancies Advertised

- Ranger
- Aged Care Support Worker/Driver
- Airport Manager
- Community and Cultural Support Worker x 3
- Women's Shelter Support Worker x 2

Active Recruitment Positions (at end of March)

- ICT Coordinator
- Carpentry Supervisor

Current Vacancies

- Carpenter
- Carpentry Supervisor
- Manager ICT
- Organisational Health and Safety Officer
- Advocacy & Grants Officer
- Purchasing Administration Officer
- Aged Care Support Worker/Driver
- Airport Manager
- Ranger
- Waste Facility Officer
- Essential Services Officer
- ICT & Records Officer
- ICT Coordinator
- HR Officer
- Community and Cultural Support Worker x 3
- Women's Shelter Support Worker x 2

New Appointments:

- Night Patrol Officer (March)
- Building Services Manager (March)
- Trades Assistant – Plumbing (February)
- Aged Care Support Worker (February)
- Radio Announcer (February)

RISE - NEXT step employment participant placements commencing February/March 2024

- NIL

Current Workers Compensation Claims

- 1

5.2.2.a – Policy and Procedure

Title:	Policy and Procedure
Author:	Governance Officer
Meeting Date:	30 April 2024

Recommendation: That Council adopts the following policy:

- ICT Change Management Policy

Recommendation: That Council adopts the following policy:

- ICT Security Awareness Policy

Recommendation: That Council adopts the following policy:

- ICT User Access Management Policy

Recommendation: That Council adopts the following policy:

- ICT Incident Response Policy

Recommendation: That Council adopts the following policy:

- ICT CCTV Policy

Recommendation: That Council adopts the following policy:

- Officer Code of Conduct

Executive Summary:

A summary of all policies being put forward for Council adoption are as follows:

1. **ICT Change Management Policy** – New Policy
   - The ICT Change Management Policy outlines guidelines and procedures for making changes to the ICT systems, ensuring changes are implemented smoothly while minimising risks to the organisations operations.
2. **ICT Security Awareness Policy** – New Policy
   - The ICT Security Awareness Policy is a set of guidelines designed to educate employees about cybersecurity risks and best practices to mitigate them. The goal is to promote a culture of security awareness throughout the organisation to reduce the likelihood of security breaches and data loss.
3. **ICT User Access Management** – New Policy
   - The ICT User Access Management Policy outlines guidelines for granting, modifying, and revoking access to ICT systems, applications, and data within the organisation. The policy aims to ensure that users have appropriate access privileges based on their roles and responsibilities while minimising the risk of unauthorised access and data breaches.
4. **ICT Incident Response Policy** – New Policy
   - The ICT Incident Response Policy is a set of guidelines that outline how an organisation responds to and manages ICT incidents. The goal is to minimise the impact of ICT incidents on the organisation's operations, reputation, and data security.
5. **ICT CCTV Policy** – New Policy
   - The ICT CCTV Policy sets out the framework governing the establishment and operations of Council's CCTV systems. This policy outlines how Council collects and manages personal information associated with the

installation and use of CCTV systems and ensures access to, and requests for footage are managed in accordance with relevant legislation.

6. **Office Code of Conduct** – revised policy
   - The Officer Code of Conduct has been reviewed by EMT and updated to better align with the Public Ethics and Local Government Principles.

Recommendation: That Council adopts the following policy:

- ICT Change Management Policy

Recommendation: That Council adopts the following policy:

- ICT Security Awareness Policy

Recommendation: That Council adopts the following policy:

- ICT User Access Management Policy

Recommendation: That Council adopts the following policy:

- ICT Incident Response Policy

Recommendation: That Council adopts the following policy:

- ICT CCTV Policy

Recommendation: That Council adopts the following policy:

- Officer Code of Conduct

Attachments:

- ICT Change Management Policy
- ICT Security Awareness Policy
- ICT User Access Management Policy
- ICT Incident Response Policy
- ICT CCTV Policy
- Officer Code of Conduct

5.2.2.a.i – ICT Change Management Policy

Kowanyama Aboriginal Shire Council

ICT Change Management Policy

Policy Number:	KASC-ADMIN-xxx
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012
Associated documents:	Officer Code Of Conduct
Approval Date:	[Date]

1. Introduction

1.1. The ICT Change Management Policy outlines the principles and procedures for managing changes to information and communication technology (ICT) systems, applications, and infrastructure within KASC.

1.2. This policy aims to minimise disruptions, mitigate risks, and ensure that changes are implemented efficiently and effectively.

2. Purpose

2.1. The purpose of this policy is to:

a) Establish a structured approach to managing changes to ICT systems and infrastructure.

b) Ensure that changes are aligned with business objectives and requirements.

c) Minimize the impact of changes on system availability, performance, and security.

d) Provide clear roles, responsibilities, and procedures for initiating, assessing, approving, implementing, and reviewing changes.

e) Promote communication and collaboration among stakeholders involved in the change management process.

3. Terms and Definitions

3.1. In this policy:

Council:	Means Kowanyama Aboriginal Shire Council
Information, Communications and Technology Systems and Devices:	Includes all KASC internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of KASC (or a related corporation of KASC) or at any other place while performing work for KASC (or a related corporation of KASC). It includes, but is not limited to, desktop computers, laptop computers, and handheld electronic devices, smart phones and similar products, and any other means of accessing KASC's email, internet, and computer facilities, (including, but not limited to, a personal home computer which has access to KASC's ICT systems).
User:	Applies to all employees, contractors, volunteers, and councillors of Kowanyama Aboriginal Shire Council.

4. Acronyms and Abbreviations

4.1. In this policy:

KASC:	Means Kowanyama Aboriginal Shire Council
ICT:	Means Information, Communications & Technology

5. Policy Scope

5.1. This policy applies to all Users at KASC, involved in planning, implementing, and reviewing changes to ICT systems, applications, and infrastructure within the organisation.

5.2. This policy applies to all ICT equipment and resources that are owned or leased by KASC, including but not limited to:

a) Computers
b) Networks
c) Data and information systems
d) Mobile devices
e) Cloud services
f) Email and communication tools

6. Change Management Process

6.1. Change Request: Any proposed change to ICT systems or infrastructure must be documented in writing (eg. Email/ Memo/ Proposal) by the Change Owner as formal change request. The change request should include details such as the nature of the change, justification, impact assessment, and proposed implementation plan.

6.2. Change Assessment: Changes should be assessed by the Change Manager in consultation with Technical Experts for their potential impact on system availability, performance, security, and compliance. A risk assessment should be conducted to identify and mitigate any potential risks associated with the change.

6.3. Change Approval: Changes must be approved by the Change Advisory Board before implementation. The approval process should consider the potential impact of the change, the urgency of implementation, and the availability of resources.

6.4. Change Implementation: Changes should be implemented by the Change Manager according to an approved implementation plan. The implementation process should be carefully coordinated to minimize disruptions and ensure that all necessary steps are completed successfully.

6.5. Change Review: After implementation, changes should be reviewed to ensure that they have been completed as planned and have achieved the desired outcomes. Any issues or deviations from the planned implementation should be documented and addressed accordingly.

7. Roles and Responsibilities

7.1. Change Owner: The individual or team responsible for proposing, planning, and coordinating the implementation of a change.

7.2. Change Manager: The individual or team responsible for overseeing the change management process, including assessing change requests, obtaining approvals, and coordinating implementation activities.

7.3. Change Advisory Board (CAB): A cross-functional group responsible for reviewing and approving changes, particularly those that may have a significant impact on the organization. This may include, for example, the Executive Management Team (EMT).

7.4. Technical Experts: Subject matter experts who provide technical guidance and support during the assessment and implementation of changes.

8. Communication and Documentation

8.1. Communication Plan: A communication plan should be developed to inform stakeholders about planned changes, their potential impact, and the schedule for implementation.

8.2. Documentation: All changes should be documented, including the rationale, impact assessment, approval status, implementation plan, and post-implementation review findings. Documentation should be maintained in a centralized repository for future reference.

9. Change Control

9.1. Version Control: Changes to software, configurations, and other ICT assets should be managed through a version control system to ensure traceability and accountability.

9.2. Backout Plan: A backout plan should be developed for each change, outlining the steps to revert to the previous state in case the change implementation is unsuccessful or causes unforeseen issues.

10. Training and Awareness

10.1. Training and awareness programs should be provided to Users and other stakeholders involved in the change management process to ensure they understand their roles and responsibilities and are familiar with the organization's change management procedures.

11. Breaches

11.1. Breaches of this policy should be reported via the Complaints Management Policy.

12. Policy Review

12.1. This ICT Change Management Policy will be reviewed annually and updated as necessary to reflect changes in technology, business requirements, or regulatory landscape.

12.2. Users will be notified of any policy updates and changes

12.3. Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

13. Approval

13.1. This policy was duly authorised by the Executive Manager Corporate and Financial Services on [Publish Date] as KASC's ICT Change Management Policy and shall hereby supersede any previous policies of the same intent.

5.2.2.a.ii – ICT Security Awareness Policy

Kowanyama Aboriginal Shire Council

ICT Security Awareness Policy

Policy Number:	KASC-ADMIN-xxx
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012
Associated Documents:	Email and Internet Use Policy Password Security Policy ICT Incident Response Officer Code of Conduct
Approval Date:	[Date]

1. Introduction

1.1. The ICT Security Awareness Policy outlines the principles and procedures for promoting a culture of security awareness among Users.

1.2. This policy aims to educate Users about their roles and responsibilities in safeguarding information and information technology (IT) assets, thereby reducing the risk of security incidents and breaches.

2. Purpose

2.1. The purpose of this policy is to:

2.1.1. Raise awareness about the importance of information security and the potential risks associated with cyber threats.

2.1.2. Educate users about best practices, policies, and procedures for protecting sensitive information and IT resources.

2.1.3. Foster a security-conscious culture where employees actively contribute to the organisation's security objectives.

2.1.4. Ensure compliance with regulatory requirements and industry standards related to security awareness training.

3. Terms and Definitions

3.1. In this policy:

Council:	Means Kowanyama Aboriginal Shire Council
Information, Communications and Technology Systems and Devices:	Includes all KASC internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of KASC (or a related corporation of KASC) or at any other place while performing work for KASC (or a related corporation of KASC). It includes, but is not limited to, desktop computers, laptop computers, Blackberrys, Palm Pilots, Personal Digital Assistants (PDAs), other handheld electronic devices, smart phones and similar products, and any other means of accessing KASC's email, internet, and computer facilities, (including, but not limited to, a personal home computer which has access to KASC's ICT systems).
User:	Applies to all employees, contractors, volunteers, and councillors of Kowanyama Aboriginal Shire Council.

4. Acronyms and Abbreviations

4.1. In this policy:

KASC:	Means Kowanyama Aboriginal Shire Council
ICT:	Means Information, Communications & Technology

5. Policy scope

5.1. This policy applies to Users including all personnel affiliated with third parties. This policy applies to all ICT equipment and resources that are owned or leased by KASC, including but not limited to:

a) Computers

b) Networks

c) Data and information systems

d) Mobile devices

e) Cloud services

f) Email and communication tools

5.2. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with KASC policies and standards, and local laws and regulation.

6. Security awareness training

6.1. Training: All Users must undergo security awareness training upon joining the organisation and participate in periodic refresher training sessions.

6.2. Training Content: Security awareness training should cover topics such as password security, phishing awareness, social engineering, data protection, acceptable use of IT resources, and incident reporting procedures.

6.3. Training Delivery: Training may be delivered through online courses, workshops, seminars, or other appropriate channels. Training materials should be regularly updated to reflect emerging threats and best practices.

7. Communication and awareness campaigns

7.1. Awareness Campaigns: Regular communication campaigns should be conducted to reinforce key security messages and promote awareness of specific threats or security initiatives.

7.2. Posters and Notices: Posters, flyers, and other visual aids should be displayed in common areas to remind employees of security policies, procedures, and tips.

7.3. Email Alerts: Email alerts and newsletters can be used to disseminate security alerts, tips, and updates to employees.

8. Reporting and incident response

8.1. Reporting Procedures: Users should be informed about the procedures for reporting security incidents, suspicious activities, or policy violations. Reporting channels should be readily accessible and clearly communicated.

8.2. Incident Response Training: Users with roles in incident response or management should receive specialized training to effectively respond to security incidents and breaches.

9. Security policies and procedures

9.1. Policy Acknowledgment: Users should acknowledge their understanding of and commitment to comply with organisational security policies and procedures upon joining the organization and periodically thereafter.

9.2. Policy Review: Security policies and procedures should be reviewed regularly to ensure they remain up-to-date and effective in addressing emerging threats and evolving business needs.

10. Breaches

10.1. Breaches of this policy should be reported via the Complaints Management Policy.

11. Policy Review

11.1. The policy is to be reviewed in accordance with the Policy Framework.

11.2. KASC reserves the right to vary, replace, or terminate this policy from time to time.

12. Approval

12.1. This policy was duly authorised by the Executive Manager Corporate and Financial Services on [Publish Date] as KASC's ICT Security Awareness Policy and shall hereby supersede any previous policies of the same intent.

5.2.2.a.iii – ICT User Access Management Policy

Kowanyama Aboriginal Shire Council

ICT User Access Management Policy

Policy Number:	KASC-ADMIN-xxx
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012
Associated Documents:	ICT Password Security ICT Security Awareness ICT Incident Response Officer Code of Conduct
Approval Date:	[Date]

1. Introduction

1.1. The User Access Management Policy outlines the principles and procedures for managing user access to information technology (IT) resources within KASC.

1.2. This policy ensures that access to systems, applications, and data is granted only to authorized individuals and is consistent with business requirements and security best practices.

2. Purpose

2.1. The purpose of this policy is to:

a) Ensure the confidentiality, integrity, and availability of organisational information assets.

b) Mitigate the risk of unauthorised access, data breaches, and misuse of IT resources.

c) Define roles and responsibilities for granting, modifying, and revoking user access.

d) Establish procedures for managing user accounts, passwords, and access rights.

e) Ensure compliance with regulatory requirements and industry standards related to access control.

3. Terms and Definitions

3.1. In this policy:

Council:	Means Kowanyama Aboriginal Shire Council
Email – Electronic Mail	Means mail messages composed and transmitted on a computer system or network
Information, Communications and Technology Systems and Devices:	Includes all KASC internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of KASC (or a related corporation of KASC) or at any other place while performing work for KASC (or a related corporation of KASC). It includes, but is not limited to, desktop computers, laptop computers and handheld electronic devices, smart phones and similar products, and any other means of accessing KASC's email, internet, and computer facilities, (including, but not limited to, a personal home computer which has access to KASC's ICT systems).
Person:	Includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person's legal personal representative(s), successors, assigns or substitutes.
User:	Applies to all employees, contractors, volunteers, and councillors of Kowanyama Aboriginal Shire Council.

4. Acronyms and Abbreviations

4.1. In this policy:

KASC:	Means Kowanyama Aboriginal Shire Council
ICT:	Means Information, Communications & Technology

5. Policy Scope

5.1. This policy applies to Users including all personnel affiliated with third parties. This policy applies to all ICT equipment and resources that are owned or leased by KASC, including but not limited to:

- Computers
- Networks
- Data and information systems
- Mobile devices
- Cloud services
- Email and communication tools.

5.2. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with KASC policies and standards, and local laws and regulation.

6. User Access Provisioning

6.1. Access Request Process: All requests for user access must be submitted through the designated access request process. Requests should include the user's name, job title, department, reason for access, and required access privileges.

6.2. Approval Authority: Access requests must be approved by the appropriate authority, such as the User's manager or system owner before access is granted.

6.3. Access Review: Access rights should be reviewed periodically to ensure they are still necessary and appropriate for the User's role. Access reviews should be conducted at least annually or more frequently as required by organizational policy or regulatory requirements.

7. User Access Administration

7.1. User Account Creation: User accounts should be created based on the principle of least privilege, granting only the access necessary for Users to perform their job functions effectively.

7.2. Password Management: Users must adhere to password complexity requirements and change passwords regularly. Passwords should not be shared or stored in an insecure manner.

7.3. Access Modification and Revocation: Access rights should be modified or revoked promptly when there are changes in User roles, responsibilities, or employment status. Access should also be revoked immediately upon the termination of employment, appointment, or contract.

8. Access Control Mechanisms

8.1. Reporting Procedures: Users should be informed about the procedures for reporting security incidents, suspicious activities, or policy violations. Reporting channels should be readily accessible and clearly communicated.

8.2. Incident Response Training: Users with roles in incident response or management should receive specialised training to effectively respond to security incidents and breaches.

9. Security policies and procedures

9.1. Policy Acknowledgment: Users should acknowledge their understanding of and commitment to comply with organisational security policies and procedures upon joining the organization and periodically thereafter.

9.2. Policy Review: Security policies and procedures should be reviewed regularly to ensure they remain up-to-date and effective in addressing emerging threats and evolving business needs.

10. Breaches

10.1. Breaches of this policy should be reported via the Complaints Management Policy.

11. Policy Review

11.1. The policy is to be reviewed in accordance with the Policy Framework.

11.2. KASC reserves the right to vary, replace, or terminate this policy from time to time.

12. Approval

12.1. This policy was duly authorised by the Executive Manager Corporate and Financial Services on [Publish Date] as KASC ICT User Access Management Policy and shall hereby supersede any previous policies of the same intent.

5.2.2.a.iv – ICT Incident Response Policy

Kowanyama Aboriginal Shire Council

ICT Incident Response Policy

Policy Number:	KASC-ADMIN-xxx
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012
Associated Documents:	ICT Security Awareness Policy ICT Password Security ICT User Access Management Policy Officer Code of Conduct
Approval Date:	

1. Introduction

1.1. The ICT Incident Response Policy establishes the framework and procedures for detecting, assessing, responding to, and recovering from information security incidents within the organisation. The ICT Incident Response Policy is to be read alongside the Business Continuity Plan (BCP) prepared for ITC.

1.2. This policy aims to minimize the impact of security incidents, mitigate risks, and maintain the confidentiality, integrity, and availability of organisational information and IT assets.

2. Purpose

2.1. The purpose of this policy is to:

a) Define the roles, responsibilities, and procedures for managing information security incidents.

b) Ensure a coordinated and timely response to security incidents to minimize their impact on the organisation.

c) Establish mechanisms for reporting, documenting, and analysing security incidents to prevent recurrence and improve incident response capabilities.

d) Comply with regulatory requirements and industry standards related to incident response and data breach notification.

3. Terms and Definitions

3.1. In this policy:

Council:	Means Kowanyama Aboriginal Shire Council
Incident Response Team	Designated ICT Officer or group including ICT Officer and Executive Officer
Information, Communications and Technology Systems and Devices:	Includes all KASC internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of KASC (or a related corporation of KASC) or at any other place while performing work for KASC (or a related corporation of KASC). It includes, but is not limited to, desktop computers, laptop computers, and handheld electronic devices, smart phones and similar products, and any other means of accessing KASC's email, internet, and computer facilities, (including, but not limited to, a personal home computer which has access to KASC's ICT systems).
Person:	Includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person's legal personal representative(s), successors, assigns or substitutes.
User:	Applies to all employees, contractors, volunteers, and councillors of Kowanyama Aboriginal Shire Council.

4. Acronyms and Abbreviations

4.1. In this policy:

KASC:	Means Kowanyama Aboriginal Shire Council
ICT:	Means Information, Communications & Technology

5. Policy Scope

5.1. This policy applies to Users responsible for managing, monitoring, or responding to security incidents within the organisation.

5.2. This policy applies to all ICT equipment and resources that are owned or leased by KASC, including but not limited to:

a) Computers

b) Networks

c) Data and information systems

d) Mobile devices

e) Cloud services

f) Email and communication tools

6. Incident Classification

6.1. Classification of incidents is by:

6.1.1. Incident Categories: Incidents should be classified based on their severity, impact, and type. Common incident categories may include unauthorized access, malware infections, data breaches, denial of service attacks, and insider threats.

6.1.2. Severity Levels: Incidents should be assigned a severity level based on the potential impact on the organization's operations, confidentiality, integrity, and availability of information assets.

7. Incident Response Procedures

7.1. Detection and Reporting: Users should report suspected security incidents promptly to the designated incident response team or immediate manager or ICT Officer. Incidents may be detected through automated monitoring systems, security alerts, employee reports, or other means.

7.2. Assessment and Triage: Upon receipt of a security incident report, the incident response team should assess the incident, gather relevant information, and determine the appropriate response actions based on the incident's severity and impact.

7.3. Containment and Mitigation: Immediate actions should be taken to contain the incident and prevent further damage or unauthorized access. This may involve isolating affected systems, disabling compromised accounts, or implementing temporary security controls.

7.4. Investigation and Analysis: A thorough investigation should be conducted to determine the root cause of the incident, identify affected systems and data, and collect evidence for forensic analysis, if necessary.

7.5. Notification and Communication: Internal stakeholders, such as senior management, legal counsel, and IT staff, should be notified of the incident as appropriate. External stakeholders, such as customers, partners, regulatory authorities, and law enforcement agencies, should be notified in accordance with legal and regulatory requirements.

7.6. Recovery and Restoration: Once the incident has been contained and mitigated, efforts should be focused on restoring affected systems and data to their pre-incident state. Backups should be used to recover lost or corrupted data, and security controls should be strengthened to prevent similar incidents in the future.

8. Roles and Responsibilities

8.1. Incident Response Team: A dedicated incident response team or designated individuals should be responsible for coordinating and executing incident response activities, including detection, assessment, containment, investigation, and recovery.

8.2. Stakeholder Engagement: Key stakeholders, including IT personnel, legal counsel, human resources, public relations, and business unit representatives, should be involved in incident response efforts as needed.

9. Training and Awareness

9.1. Users should receive training on their roles and responsibilities in incident response, as well as general awareness of common security threats, incident indicators, and reporting procedures. BCP scenario testing should be conducted annually.

10. Documentation and Reporting

10.1. All security incidents should be documented in a centralized incident tracking system or log, including details such as the incident description, severity level, actions taken, findings from the investigation, and remediation measures implemented.

11. Breaches

11.1. Breaches of this policy should be reported via the Complaints Management Policy.

12. Policy Review

12.1. This ICT Incident Response Policy will be reviewed annually and updated as necessary to address changes in technology, threats, business requirements, or regulatory landscape.

12.2. Users will be notified of any policy updates and changes

12.3. KASC reserves the right to vary, replace, or terminate this policy from time to time.

13. Approval

13.1. This policy was duly authorised by the Executive Manager Corporate and Financial Services on [Publish Date] as KASC's ICT Incident Response Policy and shall hereby supersede any previous policies of the same intent.

5.2.2.a.v – CCTV Policy

Kowanyama Aboriginal Shire Council

CCTV Policy

Policy Number:	KASC-STAT-XXX
Responsible Manager:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Information Privacy Act 2009 Public Records Act 2002
Associated Documents:	General Retention and Disposal Schedule Council's Complaint Managements Policy Council's Information Privacy Policy
Approval Date:	Insert Approval Date

1. Introduction

1.1. Council's Ownership of CCTV Facilities

Kowanyama Aboriginal Shire Council ("Council") owns and operates Closed Circuit Television ("CCTV") facilities within the Local Government Area.

These CCTV systems serve as a vital tool in deterring, preventing, and recording criminal activities within the community.

Council is committed to enhancing the safety of its assets, employees, and the wider community through various initiatives, including the strategic installation of CCTV cameras.

2. Purpose

2.1. This policy sets out the framework governing the establishment and operations of Council's CCTV systems. This policy outlines how Council collects and manages personal information associated with the installation and use of CCTV systems and ensures access to, and requests for footage are managed in accordance with relevant legislation.

The objectives of the CCTV system is to:

a. Assist in the prevention of crime by acting as a possible deterrent to potential offenders.
b. Assist in the prosecution of incidents of illegal activities that occur within the Kowanyama Aboriginal Shire Council local government jurisdiction by making it easier for Council and law enforcement agencies to identify perpetrators.
c. To monitor or record progress of construction/works at Council property.
d. To obtain data of usage of roads or other Council facilities for future planning purposes.

e. To monitor operational aspects of Council facilities including, water levels, waste levels or general asset condition.
f. To monitor compliance with, or identify breaches against, Council Local Laws and Policies.
g. Assist in the enforcement of Leases, Permits & the collection of Fees & Charges.

3. Scope

This policy applies to all Council owned and managed CCTV systems installed within Council properties and in public places within Kowanyama Aboriginal Shire Councils Local Government Jurisdiction.

This policy applies to all Council CCTV systems, whether it is fully integrated system linking towns across the shire or as separate individual stand-alone systems, and includes both mobile and fixed CCTV equipment, however, does not apply to the operation and administration of:

- Body Worn Camera (BWC)
- Covert camera surveillance devices deployed for investigative purposes, e.g., gathering of evidence for enforcement of a Local Law.

The policy applies to all Council employees, contractors and other parties involved with the installation, management, maintenance, and monitoring of Council's CCTV cameras.

4. Terms and Definitions

4.1. In this policy:

Council:	Means Kowanyama Aboriginal Shire Council

5. Acronyms and Abbreviations

5.1. In this policy:

KASC:	Means Kowanyama Aboriginal Shire Council
CCTV:	Means Closed Circuit Television
LGA:	Is the Local Government Act 2009
IP Act:	Is the Information Privacy Act 2009
NVR:	Network Video Recorder
PRA:	Is the Public Records Act 2002
GRDS:	Is the General Retention and Disposal Schedule
IPPs:	Are Information Privacy Principles
QPS:	Queensland Police Service
VMS:	Video Management System

6. Lawful Purposes

6.1. Council's Authority Under the LGA

Pursuant to the LGA, Council possesses expansive authority to undertake any actions deemed essential and expedient for the effective governance of its local government region.

6.2. Monitoring of cameras

Council CCTV Systems that operate on continuous recording will not actively be monitored by Council on a "real time" basis, nor will the recordings be generally reviewed. In some circumstances (such as during public events) it may be appropriate for real time monitoring to occur by Council staff and/or QPS representatives.

6.3. Privacy compliance

All cameras will be positioned in a way to capture the designated surveillance area and not unreasonably intrude on an individual's privacy or neighboring properties. Cameras will not be placed in a manner to record people in any place that one would reasonably expect privacy such as bathrooms or change rooms.

6.4. Disclosure of personal information

In Accordance with the IP Act council may permit disclosure of CCTV footage that contains personal information to relevant agencies or legally authorised parties for the purposes of:

- Providing evidence in criminal proceedings
- Providing evidence in civil proceedings
- Identification and detection of crime (includes identification of offenders)
- Identification of witnesses
- The individual has expressly or impliedly agreed to the disclosure; or
- Council is satisfied it is necessary to lessen or prevent a serious threat to the life, health, safety, or welfare of an individual, or to public health, safety or welfare

Schedule 3 of the IP Act lists Council's requirement in relation to the disclosure of Personal Information. Individuals have the right of access to their personal information in a Local Government's possession or control.

Council is not required to give an individual access to their personal information if -

- The agency is authorised or required under an access law to refuse to give the access to the individual;
- The personal information is expressly excluded from the operation of an access law;
- On balance it is contrary to the public interest to give the access; or
- Other individuals' personal information is also contained unless the third-party individual is being depicted as being engaged in unlawful of anti-social conduct and the release of the record may assist in identifying the individual.

If an individual requires CCTV footage containing their personal information a CCTV – Footage Release Request (Personal Information) must be submitted to Council by the individual and authority provided by an authorised Council Officer prior to the extraction of footage. In the event Council is not satisfied that the release is permitted under the IP Act's Privacy Principles, then the Individual has a legal right to apply under the Right to Information Act 2009 or Information Privacy Act 2009 for access.

6.5. Signage

Council commits to taking all reasonable steps to ensure an individual is generally aware of the utilisation of CCTV recording within Council Facilities and public spaces by installing physical signage within the proximity of all recording software, this signage includes:

- The purpose of the collection;
- The agency collecting this data (Council) and contact details for the agency;
- The legislation of which Council abides by in this collection; and
- Any details of third parties that the information may be distributed to (QPS).

7. Security and Access to Footage

Information Privacy Principles (IPP) 4 requires Council to protect any personal information against: loss; unauthorised access, use, modification, or disclosure; and any other misuse.

Access to the Network Video Recorders (NVR) and Video Management Systems (VMS) shall be restricted to authorised officers within Council, authorised QPS representatives and designated contractors.

The information collected by the CCTV system is stored digitally and is stored as confidential. Any disclosed footage or information will be securely archived in Council's electronic Records Management system. Access to this archived material will be restricted to authorised officers and will follow specific access procedures.

7.1. Authorised Access

Only the following entities are authorised to access Council's CCTV installations and footage:

a. An Authorised Person of Council, who may be:
   - The Chief Executive Officer.
   - An individual authorised by the Chief Executive Officer in writing.

b. Persons or entities authorised by an Authorised Person. This may include contractors responsible for operating and managing CCTV facilities.
c. Other persons or entities authorised under the IP Act and IPPs, such as law enforcement agencies.

7.2. Lawful Access

Access to CCTV installations and footage by Council shall only be granted when such access complies with the IP Act and IPPs.

8. Retention of Data

Council retains CCTV footage in accordance with the General Retention and Disposal Schedule (GRDS) under s.26 of the Public Records Act 2002. All recording equipment attached to any Council CCTV system will be retained in accordance with the GRDS.

8.1. CCTV footage may be preserved for a further duration under this policy if the following occurs:

- the surveillance recordings are requested by investigative and law enforcement agencies;
- the record is required in potential legal proceedings;
- the footage is required to be utilised by Council in enforcement of Local Laws; or
- a request is received to access the record by any other party.

Where practical and possible, data that is retained shall only include that section of the recording which is necessary for the intended purpose of the recording.

9. Handling Complaints

9.1. Initial Resolution

In the initial stage, complaints regarding Council's CCTV systems, including unauthorised disclosures, will be addressed by the Chief Executive Officer in accordance with Council's Complaints Management Policy.

9.2. Delegation or Referral

The Chief Executive Officer may delegate the authority to handle complaints to another Council officer or refer the complaint to an appropriate third-party organisation, such as the Office of the Information Commissioner.

10. Breaches of this Policy

10.1. Reporting Breaches

Breaches of this policy should be reported to the Executive Manager Corporate and Financial Services. In the event of a breach by the Executive Manager Corporate and Financial Services, reports should be made to the Chief Executive Officer or the Mayor.

10.2. Handling Breaches

Confirmed breaches will be addressed in accordance with Council's Unsatisfactory Performance Policy.

11. Policy Review

11.1. The policy is to be reviewed in accordance with the Policy Framework.

11.2. Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

12. Approval

12.1. This policy was duly authorised by the Chief Executive Officer on Insert Approval Date as Kowanyama Aboriginal Shire Council's CCTV Policy and shall hereby supersede any previous policies of the same intent.

5.2.2.a.vi – Officer Code of Conduct

Kowanyama Aboriginal Shire Council

Officer Code of Conduct

Date effective: [insert]

Message from the CEO

Kowanyama Aboriginal Shire Council ("Council") is committed to conducting its business with integrity and accountability. It acknowledges the community places its trust in its Councillors, Council staff, contractors, delegates, and volunteers. We must maintain high standards of ethical behaviour to ensure we serve the community faithfully and honestly and that we best manage its resources on its behalf in accordance with the Local Government Principles and Ethics Principles which underpin our institution.

Our community is entitled to expect that the business of Council will be conducted with efficiency, impartiality and that your duty to the public will always have absolute priority over your private interests.

Councillors, staff, contractors, delegates, and volunteers should always observe the highest standards of honesty and loyalty to Council and should avoid any conduct that would bring themselves or Council into disrepute.

Our Code of Conduct reflects our determination to earn the utmost level of confidence from our community and is a guide to assist us in making the right decisions to ensure the highest standards of integrity underpin everything we do.

This document provides an outline of minimum behavioural standards required of all Councillors and employees of Kowanyama Aboriginal Shire Council, regardless of employment status. It is important that all Councillors, employees, contractors, delegates, and volunteers ("Officers") use the Code of Conduct to develop a clear understanding of the ethical principles, obligations and standards that support our work for Council and the community.

Kevin Bell

Chief Executive Officer

Version control

Policy number: KASC-STAT-000		
Version	Approved by	Approved date
1	Council Resolution: 1 May2017#4	17 May 2017
2	Council Resolution: 20 June 2018#3	20 June 2018
3	Council Resolution: 30 April 2024	[insert]

Contents

Overview

Code of Conduct statement

Kowanyama Aboriginal Shire Council conducts its business with integrity, honesty and fairness and strives to comply with all relevant laws, regulations, codes, and corporate standards.

Everyone working for Kowanyama Aboriginal Shire Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued, and followed at all levels.

Council actively supports, encourages, and develops its Officers to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribution to the shire's outcomes.

Our Vision

Kowanyama – A community united.

Leaders in caring for Country and developing pathways for our future generations.

Our Values

- **Collaborative –** A Community with one voice
- **Equitable -** Fair for everyone, today and tomorrow
- **Accountable -** Trusted by our community and responsive to our community

Our Focus

- **Community, Culture, and Environment –** We foster pride in our heritage, history, and place
- **Building Partnerships -** We work together to deliver for our community
- **Local Jobs, Industry, and Training -** We create pathways and opportunities for our community
- **Advocacy -** We speak up for our community
- **Services and Infrastructure -** We enable our community

Ethics Principles

Under the *Public Sector Ethics Act 1994*[1], Local Governments, as public sector entities, are required to develop a Code of Conduct based on the principles and values contained in the *Public Sector Ethics Act 1994*.

The four principles and values are:

Ethics Principle	Integrity and impartiality	Promoting the public good	Commitment to the system of government	Accountability and transparency
Standards	Conflict of interest	Customer service	Acting within the law	Using Council assets
	Influences on decision making	Fairness to suppliers	Fraud and Corruption	Diligence, care, and attention
	Accepting Gifts and Benefits	Public money	Acting in accordance with delegations and signing documents on behalf of Council	Attendance at and absence from duty
	Employment outside of Council	Intellectual property	Raising concerns	Self-development
	Advice given to elected officials	Concern for the environment	Privacy	Workplace Health and Safety
	External activities			Working with children
	Behaviour towards each other			
	Non-discriminatory workplace			
	Sexual and other forms of Workplace Harassment			

The *Local Government Act 2009* sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers.

The Act requires that a council's actions be consistent with the following local government principles[2]:

- transparent and effective processes, and decision-making in the public interest;
- sustainable development and management of assets and infrastructure, and delivery of effective services;
- democratic representation, social inclusion and meaningful community engagement;
- good governance of, and by, local government; and
- ethical and legal behaviour of Officers.

These legislated principles, together with Council's corporate values, form the basis of this Code of Conduct. They apply to all Councillors, employees, contractors, delegates, and volunteers and guide our thinking, actions, and decision-making. A failure to strictly meet these standards may result in disciplinary action.

[1] *Public Sector Ethics Act 1994* (Qld), section 4.

[2] Local Government Act 2009 (Qld), section 4.

Code Objective

The objective of Kowanyama Aboriginal Shire Council's Code of Conduct ("Code") is to provide a set of values, ethics, standards, and behaviours related to the way Councillors, employees, contractors, delegates, and volunteers (together "Officer") do their job in a public capacity. It puts a responsibility on each Officer to use sound judgement in carrying out their work. It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics.

The Code does not cover every situation; this Code of Conduct, much like the *Local Government Act 2009* (Qld), is principle-based, however, the values, ethics, standards, and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, team leaders/managers and Council.

A guide for "ethical decision making" is included to help you in situations not covered by the Code. (Refer Annexure A).

Who does the Code apply to?

All Kowanyama Aboriginal Shire Council Officers (regardless of their employment status, role, or position, e.g., permanent, temporary, casual, or part-time employees), must be familiar with and follow the spirit and content of the Code of Conduct.

When does the Code apply?

The Code of Conduct is concerned with our conduct as public officials, and behaviour as individuals at work and outside the workplace, where behaviour may be directly related to our appointment, and/or employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of the Kowanyama Aboriginal Shire Council. (Refer Annexure B).

The First Principle

Integrity and Impartiality

In recognition that public office involves a public trust, public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and;

a. *Are committed to the highest ethical standards*
b. *Accept and value their duty to provide advice, which is objective, independent, apolitical, and impartial*
c. *Show respect towards all persons, including Officers, clients, and the general public*
d. *Acknowledge the primary of the public interest and undertake that any conflict-of-interest issue will be resolved or appropriately managed in favour of the public interest; and*
e. *Are committed to honest, fair, and respectful engagement with the community.*

Standards of Conduct

1.1. Conflict of interest

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties. A conflict of interest occurs when you, as a public official, can be influenced, or appear to be influenced, by your private interests when doing your job. A conflict of interest can arise from avoiding personal disadvantage as well as gaining personal advantage, whether financial or otherwise.

This includes advantages for relatives and friends. If you feel you have a conflict of interest, whether actual, perceived or potential, you may discuss it with your direct supervisor/manager with a view to avoiding it. If the conflict of interest cannot be avoided, you must report it to the Chief Executive Officer or relevant Executive Manager promptly.

Your Chief Executive Officer or relevant Executive Manager will then provide further direction on how to resolve the matter giving rise to the conflict of interest. Until the matter is resolved, you must make sure you are not part of any decision-making process related to the matter. Where required you may be required to supply details of interests to the CEO or Mayor to be included in a Register of Interests and ensure particulars contained in a Register of Interests remain correct.

1.2. Influence on decision-making

You must not influence any person in an improper way with the aim to obtain personal advantage or favours. All decisions need to be, and be seen to be, fair and transparent. This can be achieved in several ways, including clear record-keeping, and showing how decisions were made.

You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

Annexure A has more information about how to undertake ethical decision making: see ‘A guide to ethical decision-making’.

1.3. Accepting gifts and benefits

Occasionally you may be offered gifts or benefits from people with whom you do business. In line with section 199(2) of the *Local Government Act 2009*, it is an offence for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee.

However, section 199(3) does not apply to remuneration paid by Council or a benefit that has only a nominal value. You may accept gifts or benefits of a nominal value in limited circumstances, however as a rule you must not accept any gifts or benefits if there is a possibility that in doing so, you could create a conflict of interest or be seen to be receiving a bribe. You must comply with Council’s *Gifts Policy*.

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced. For example, ask yourself if accepting the gift or benefit could suggest to others that the giver may or would receive favourable treatment.

Where required all Officers must ensure that gifts are recorded in Council’s Register of Interests, or otherwise in accordance with Council’s Gifts Policy.

1.4. Employment outside of Council

Some Officers, particularly those who have casual or part-time employment with Council, may wish to pursue additional employment/ engagement outside the organisation. It is not Council's intention to stop people from holding secondary employment if the following requirements are met.

Approval is automatically granted for you to undertake private employment outside of your normal working hours under the following conditions:

- that no conflict of interest exists or develops, between private employment and your official duties; and
- that your private employment has no effect on the performance of your official duties. This includes effects from a safety/fatigue management perspective.

You must ensure that your work outside Council continues to meet these requirements.

Councillors must ensure that alternate employment is not prohibited under the *Local Government Act 2009* (Qld), or otherwise. A failure to abide by these requirements may result in inadvertent disqualification as a Councillor.

If there is likely to be a conflict of interest, you must obtain written approval from the CEO. Approval will be documented by the CEO and a copy will be placed on your personal file.

Although you do not need written approval, if you undertake voluntary work or a hobby you also need to ensure that these activities meet the above requirements. If you are unsure, you should discuss this with your manager.

Pursuant to section 198 of the *Local Government Act 2009*, where an Officer seeks to be employed by more than one local government at the same time, approval of each of the local governments is required prior to being appointed to the second position.

1.5. Public comments on Council business

As a rule, it is the role of Councillors to comment publicly on Council business. Council business can be topical, sensitive, and controversial and there is a process to be followed when making public comments. It is usual that Councillors will consult with the CEO prior to public comment, to ensure comments are factual and verified.

You should not release non-public Council information or contribute to public comment on Council policy or administration unless:

- providing the information or making comment is part of, or consistent with, your duties or has been appropriately authorised;
- you do not misrepresent the facts about the matter;
- the matter is not confidential or restricted in its distribution.

Any public comment on Council business must be in accordance with this, and any other applicable policy or procedure of Council (inclusive of any *Media Policy*).

If you are asked to comment on any Council matter via the media or other public relations firms refer the matter to the CEO or Executive Manager Corporate and Financial Services.

Sometimes, it might be appropriate to share information based on your personal and professional experience (e.g., in external seminars or training programs). You must ensure that by sharing your experiences you do not breach the confidentiality of Council information.

You have the same rights as any member of the community to enter discussion of community and social issues in a private capacity. You must recognise, however, that you will generally be seen as speaking from a privileged position.

As a result, you must take all reasonable steps to ensure that:

- you do not use non-public Council information for private advantage, or disclose that information; and
- your comment is understood as representing your personal views as a private citizen.

You must also ensure that to the extent you collect, handle, or give access to personal information, you comply with the Privacy Principles outlined under the *Information Privacy Act 2009* (Qld).

This clause (clause 1.5) does not apply to a Public Interest Disclosure to a proper authority. Where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

a. Corrupt Conduct; or
b. maladministration that adversely affects a person's interests; or
c. a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes, or priorities of expenditure; or
d. a substantial and specific danger to public health or safety; or
e. a substantial and specific danger to the environment,

You have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010* (Qld). You may wish to obtain independent legal advice prior to making a public interest disclosure to ensure disclosure is intended to a proper authority. Disclosure other than to a proper authority may result in adverse liability to the discloser, including disciplinary action and/or compensation.

1.6. Advice given to elected officials

Councillors may, from time to time, ask for advice for the purpose of assisting the Councillor carry out their responsibilities under the *Local Government Act 2009*. Where requests for advice are made, these must be consistent with the '*Councillor Acceptable Requests Guidelines*' which has been adopted by resolution of Council.

1.7. External activities

Council supports, and aims to, ensure all Officers are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing, in their own time and without utilising Council resources. However, you must make sure that participation in such activities does not cause a conflict of interest, and/or unduly restrict the performance of your official duties with Council.

You must not allow your involvement in any external organisation to intrude upon your duty as a Council Officer, to give sound advice to Council, which is objective, independent, apolitical, and impartial. You are not to take part in political affairs whilst on duty.

Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for political messaging, or circulating defamatory or disparaging remarks against individuals or groups. If you comment publicly in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council Officer .

You must not use your role in Council, Council information or information gained in the course of your official duties as a Council Officer, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation.

You must not provide Council information to members of other groups or related persons, except where this information is publicly available. As a member of an external organisation, you need to be aware that participating in activities in the public arena, where you may be identified as a Council Officer , can give rise to a conflict of interest in some circumstances. Where such a situation arises, you must declare and manage the conflict in accordance with this Code of Conduct and other policies.

1.8. Behaviour towards each other

All Officers must treat other Officers and the public with respect, honesty, fairness, sensitivity, and dignity. Officers who supervise or manage others have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them.

Council values diversity and expects all its Officers to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate.

You must not behave towards any other person in a way that could be perceived as intimidating, overbearing, or bullying, or that may constitute unwelcome conduct of a sexual nature.

Whilst Council recognises the value of robust discussion in the development of policy and projects, Officers must ensure that debate is be respectful, and that the roles and responsibilities of each department are valued. Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work cooperatively with fellow Officers and actively and willingly take part in team activities (e.g., meetings).

Incidents of threatening behaviour or violence will not be tolerated. All incidences will be subject to disciplinary action, which may involve termination of employment or referral to regulators, including but not limited to the Queensland Police Service.

1.9. Non-discriminatory workplace

Council is committed to creating and maintaining a workplace free from unlawful discrimination. By law, all Officers must ensure that discrimination is not part of our workplace or our practices. Officers must not discriminate in matters of recruitment, selection, career progression or treatment regarding gender, marital status, pregnancy, parental status, sexual orientation, race, impairment, age, religion, trade union activity or political opinion.

1.10. Workplace harassment

Council strives for the prevention of any form of workplace harassment, including harassment of a sexual nature, victimisation, or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This applies to all Officers in their relationships with each other, to applicants for employment at Council and to any persons who have dealings with Council.

As an Officer of Council, it is expected that you proactively contribute to building a workplace that is free from sexual harassment, victimisation, and bullying. You have a joint responsibility to respect the rights of fellow Officers, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Some examples of behaviour which may constitute either sexual harassment or workplace bullying includes:

- acting towards, or speaking to a person in a manner which threatens or vilifies that person;
- deliberately excluding a particular individual from relevant work-related activities or functions;
- making jokes, suggestive comments or offensive gestures related to a person's race, appearance, colour, ethnic origin, disability, gender, sexual characteristics, or personal appearance;
- distribution or display of sexually explicit material (including through email) which may be offensive, including posters, pictures or MPEGs, racist or sexist jokes or cartoons;
- persistent questions about a person's private life;
- personal comments about appearance, size, clothing;
- demands for sexual favours, either directly or by implication;
- unwanted and deliberate physical contact;
- indecent assault, rape, and other criminal offences.

The Second Principle

Promoting the Public Good

In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and public officials:

a. *Accept and value their duty to be responsive to both the requirements of government and to the public interest*
b. *Accept and value their duty to engage the community in developing and effecting official public sector priorities, policies, and decisions*
c. *Accept and value their duty to manage public resources effectively, efficiently, and economically*
d. *Value and seek to achieve excellence in service delivery; and*
e. *Value and seek to achieve enhanced integration of services to better service clients.*

Standards of Conduct

2.1. Customer service

As a Council Officer it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity, and dignity.

All Council Officers serve community members directly or indirectly. If your position in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people.

You are expected to treat complaints from customers, ratepayers, the community, or fellow employees seriously and respond to constructive feedback as an opportunity for improvement.

Customers have the right to criticise or complain to, or about Council. Council expects its Officers to show respect towards complaints. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. If in doubt, ask for help from a more experienced colleague, or a supervisor/manager. Council will support any Officer who believes they are under threat from a member of the public.

Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alterations (other than those designed to ensure correct fit) and ensure that uniforms are clean and tidy.

2.2. Fairness to suppliers

Council has established policies, procedures, and delegations of authority for various stages of procurement of goods and services which reflect the content of the *Local Government Regulation 2012.*

You must comply with the *Local Government Regulation 2012* and Council procedures when seeking suppliers for goods or services. If you have been approved to be involved in offering contracts or buying goods and services from outside Council, you must be sure you have taken reasonable, fair, and consistent steps to allow all potential suppliers to bid for work.

You also need to ensure that you do not incur any liability or enter any contract on behalf of Council or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

2.3. Public money

You must maintain high standards of accountability if you collect and use public money. You are not to borrow or use Council money for private purposes. This also applies to items such as taxi vouchers or other vouchers. Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Council's *Entertainment and Hospitality Policy* and *Expense Reimbursement Policy*.

2.4. Intellectual property

Council expects its Officers to ensure that their actions do not breach or infringe the *Copyright Act 1968*, by unlawfully using the intellectual property of any individual or organisation. You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it.

Similarly, you must not store or copy audio, video or image files, printed media, and software on Council assets without an appropriate license or approval. Where this is unclear you must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of your official duties. Any original work, invention, or product you have contributed to in association with your official duties as a Council Officer remains the property of Council.

Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other organisations information relating to your official duties. However, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your direct supervisor/manager.

2.5. Concern for the environment

One of the strategic priorities of Kowanyama Aboriginal Shire Council is to protect and enhance the natural environment. This requires us all to share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land, and noise pollution. This includes individual responsibility for our own actions (e.g., taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our workspaces where we can, and applying high standards for environmental protection across the region).

The Third Principle

Commitment to the System of Government

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and public officials:

a. *Accept and value their duty to uphold the system of government and the laws of State, the Commonwealth and Local Government*
b. *Are committed to effecting official public sector priorities, policies, and decisions professionally and impartially; and*
c. *Accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament, and the community.*

Subsection (1) does not limit responsibility of a public service agency, public sector entity or public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy or is a customary feature of the work of the agency, entity or official.

Standards of Conduct

3.1. Acting within the law

As an Officer of Kowanyama Aboriginal Shire Council, you are expected to comply with:

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- *Public Sector Ethics Act 1994* (Qld)
- Further and other legislation and instruments applicable to Local Government.

You are expected to be aware of, and comply with applicable legislation, awards, certified agreements, Council policies and local laws relevant to your area of work. You are entitled to have access to any legislation that may be relevant to your work. You are expected to obey legal, reasonable directions from direct supervisors/managers.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your direct supervisor/manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your direct supervisor.

3.2. Fraud and corruption

Fraud and corruption pose a serious risk to council. The potential damage extends well beyond any financial losses but threatens both council's integrity and that of the individual.

It is the responsibility of all Officers to prevent fraud. Officers have an obligation to prevent fraud and corruption and all Officers have a duty to report suspected fraud or corruption pursuant to Council's Fraud Policy and others. Officers are encouraged to contribute to the development of improved systems and procedures that will enhance council's resistance to fraud and corruption.

3.3. Acting in accordance with delegation and signing documents on behalf of Council

If you are requested to undertake an action on behalf of the Chief Executive Officer (CEO) or Council, prior to exercising any power on behalf of the CEO you must ensure there exists an appropriate delegation or authorisation in line with State legislation, that allows you to exercise the power.

The following persons are the only persons who may sign a document on behalf of Council:

- the Mayor;
- a delegate of Council; or
- an Officer who is authorised, in writing, in accordance with the authorisation made by the Mayor to the CEO to sign document.

Delegations are included in the Delegations Registers - Council to CEO (approved by Council resolution) and CEO to delegates (approved by CEO). Delegations Registers should be updated annually (as required).

3.4. Raising concerns

You have the right to comment on or raise concerns with your direct supervisor/manager about Council policies, practices, or priorities where they impact on your engagement. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices, and priorities and that you must comply with all reasonable and lawful instructions, whether you personally agree with a given policy direction.

When raising complaints or grievances, Officers are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with Council's recognised agreement or policy. Complaints will be managed in accordance with the *Complaints Management Policy* of Council.

If you believe that a request or a direction is either unlawful or unsafe to fulfil, you should say so to the person giving it. If you are not satisfied with the response, the concern may be raised at a higher level in the chain of management or through an appropriate contact employee, e.g., Manager Human Resources or Executive Manager Corporate and Financial Services. However, unless there is a significant concern for lawfulness or safety direction, you are usually obliged to implement it in the interim.

3.5. Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive, and could be harmful to a person's (or business') interest if released. Officers should only access personal information and records they require to perform their official Council duties.

Officers must ensure that the collection, storage, and use of personal information is done so in accordance with Council recognised agreement or policy and *Information Privacy Policy*

As a rule, you can maintain privacy by:

- not discussing work matters with anyone not entitled to know such information;
- taking responsibility to safeguard confidential files and information;
- ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- ensuring that you comply with Council policy in relation to maintaining privacy of personal information.

It may be appropriate to share information based on your personal and professional experience (e.g., in external seminars or training programs). However, in sharing your experiences, you must ensure that where personal information is involved, you do not breach Council's privacy obligations. You may breach this obligation even if comments are made, or personal information other than your own, is shared in your personal life, including via social media outlets such as 'Facebook', 'Instagram' etc.

In addition to the *Information Privacy Act 2009*, section 200 of the *Local Government Act 2009* makes it an offence for a person who is, or has been, a Council Officer to release information that the person knows, or should reasonably know, is information that:

- is confidential to Council; and
- Council wishes to keep confidential.

Similar provision apply to unlawful use of confidential information by Councillors.

Personal and other information may on occasion be sought from Council by an Officer or other members of the public in line with the *Right to Information Act 2009*. If such a request is made of you, you must ensure that you refer such requests to the Governance Team to be properly considered. Right to Information/ Information

Privacy requests are administered by the Governance Team under the *Right to Information/ Information Privacy Policy.* Application forms are available on Council's website. Fees may be applicable.

The Fourth Principle

Accountability and Transparency

In recognition that public trust in public office requires high standards of public administration, public service agencies, public sector, and public officials:

a. *Are committed to exercising proper diligence, care, and attention*
b. *Are committed to using public resources in effective and accountable way*
c. *Are committed to managing information as openly as practicable within legal framework*
d. *Value and seek to achieve high standards of public administration*
e. *Value and seek to innovate and continuously improve performance; and*
f. *Value and seek to operate within the framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.*

Standards of Conduct

4.1. Using council assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts). All Officers share the responsibility for looking after them.

If you oversee assets and have control of Council assets in your possession, you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. Your responsibility includes making sure assets are secured against theft and properly stored, maintained, and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval to do so otherwise has been granted by your manager, or written contract of employment provides otherwise.

You must not store personal files on Council's information and technology assets. Any files stored on, or information accessed using, Council assets are discoverable by Council.

Unless provided for separately in a written contract of employment, you can use Council telephones on a limited basis for calls that you cannot make conveniently outside working hours.

If you use Council vehicles or a Council issued mobile phone, smart phone, or tablet for non-council purposes, you must ensure that your use is in accordance with the relevant Council policy or written contract or employment.

Council allows limited use of electronic mail and web browsing subject to and in accordance with Council policy. Limited personal use means use that is infrequent and brief, and is performed during your nonpaid time, that is, before or after work or during meal breaks.

Officers should be aware of the potential for legal liability to arise from the unofficial or private use of resources, property, or facilities.

Upon termination of your engagement with Council, you must return all Council property and work-related documents immediately.

All use of Council assets must be in accordance with relevant Council policy and procedure.

4.2. Diligence, care, and attention

Council aims to conduct its business with integrity, honesty, and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability.

This includes:

- maintaining punctuality and not being absent from your workplace during work time without reason;
- giving priority to official duties over personal activities during work time;
- not wasting time chatting about personal matters and interrupting other staff;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working; and

- not exposing Council to a judgement for damages against it, because of your negligence or breach of any law or policy.

If you are responsible for managing or supervising others, you must also ensure that:

- you model the values and principles outlined in this Code and ensure that Officers within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any Officer you supervise or manage;
- your work, and the work of those you supervise, contributes to the achievement of Council's goals;
- Officer performance is monitored, and individuals are given constructive and regular feedback on their performance in line with procedures;
- where practicable, and within Council policies and budgets Officers may be given training opportunities to assist them in developing their careers;
- Officers are provided with information that is vital for effective work performance;
- the opinions of Officers are respected and considered;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- Officers who collect, handle or disburse public money are properly supervised;
- Officer work times, overtime, allowances, and absences are correctly recorded on timesheets, attendance records and in Council's payroll system; and
- appropriate action is taken if breaches of this Code occur.

4.3. Attendance at and absence from duty

You are expected to follow Council employment and working arrangements, agreements, contracts, and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council's operational efficiency depends on your punctuality and attendance at your workplace. If you are unavoidably detained, please advise your direct supervisor/manager as soon as possible.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All Officers have an obligation to ensure that they promptly notify Council as soon as reasonably possible upon becoming aware that they are going to be absent from work/ duty.

Failure to promptly notify Council may result in the non-payment of salary/wages/ allowances for the period of absence and/or may result in Council taking disciplinary action/ referral to regulator.

4.4. Self-development

All local government Officers have an obligation to be proactive in the continual improvement of all aspects of their work performance.

You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include accessing the study assistance program, learning new work duties, participating in project work, or undertaking internal or external training.

4.5. Workplace Health & Safety

As Council Officers we all must strive to eliminate work related injury and illness. Council aims to ensure that the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant/substances for use at work, is minimised too as low as reasonably practicable.

You must take reasonable steps to ensure your own safety, health, and welfare in the workplace. You also have a duty of care to both fellow Officers and members of the public.

You have the right and responsibility to respectfully question how you do you work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law.

While at work, you must:

- take reasonable care for your own health and safety;
- take reasonable care that your acts, or omissions, do not adversely affect the health and safety of others;
- comply, so far as you are reasonably able, with any reasonable instruction that is given; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

You also have a duty to:

- identify hazards and manage risks to health and safety;
- immediately report any identified incidents or hazards to your direct supervisor;
- support any workplace investigations;
- perform all work safely and follow safe work practices;
- take corrective action to 'make safe' the workplace, or work activities and implement improvements;
- participate in any education or training programs as directed; and
- participate in rehabilitation and return to work programs if required.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all Officers. The use of drugs or alcohol can adversely affect productivity, attendance, and on-the-job safety.

Officers must not present themselves for duty whilst under the influence of alcohol or any illegal drug. If any Officer is using prescribed or over the counter pharmaceutical drug that may have the potential to affect their work performance i.e., antihistamine, then they must notify their supervisor/manager prior to commencing work, this is to also ensure to the Officer's wellbeing and safety.

Officers must not:

- Use, possess or be impaired by the effects of illegal drugs whilst on duty
- Come to work impaired by the effects of alcohol or drugs
- Consume alcohol while on duty or in the workplace other than strictly in accordance with Council policy
- Gamble or bet on Council premises (except authorised sweeping and tipping competitions)
- Undermine Council's service to customers by leaving your workstation/location to smoke. Smoking (means the use of cigarettes, Vape, e-cigarettes) is only permissible during meal breaks
- Smoke anywhere within Council's premises or worksites, including buildings, vehicles, depot yards and construction sites or within four meters of any Council premises or worksite.

Smoking is prohibited in all Council buildings, offices, and vehicles. Officers will be permitted to, subject to supervisor/manager approval, to leave their workplace/station for short breaks to go outside to smoke. Officers must ensure they maintain appropriate distance from Council buildings while smoking. Any breaches of Council's smoke-free workplace may result in disciplinary action.

Kowanyama Shire (DOGIT) is under an Alcohol Management Plan (since 2005) with restrictions in place for carriage limits on alcohol in the community. Updates to community carriage limits are outlined in Council's Community Safety Plan and on Council's website. Strict compliance is expected by Council. Council has a zero tolerance for drug use.

4.6. Working with Children

In accordance with the *Commission for Children and Young People and Child Guardian Act 2000*, Kowanyama Aboriginal Shire Council is required to have a Code of Conduct for working with children and young people. This Code outlines appropriate standards of behaviour for adults towards children. It serves to protect children and reduce any opportunities for abuse or harm to occur. The Code also assists Officers by providing guidance on how to best support children and avoid or better manage difficult situations.

Council aims to be a child-safe organisation and create an environment where everyone feels safe, respected, and valued. Council promotes and protects the rights, interests and wellbeing of children and young people in the Shire, particularly those most vulnerable.

Council supports the rights of children and young people and will act without hesitation to ensure a safe and caring environment is always maintained. Council also supports the rights and wellbeing of our Officers and encourages active participation in maintaining a secure environment for all participants.

For positions which provide direct service and activities for children and young people:

a. Council will complete Working with Children Blue Card checks of relevant Officers as required.
b. Council will ensure appropriate procedures are in place to manage any risks or harm to children and young people.

Officers that supervise/manage young Officers (under 18 years) or supervise students on work experience, including school students are not required to have a Working with Children Blue Card.

All Officers who hold a Working with Children Blue Card are responsible for notifying their manager if the card expires or is cancelled or if their criminal circumstances change.

Council Officers will:

- Follow organisational policy and guidelines for the safety of children, as outlined in our Code of Conduct, as well as relevant local, state, and national legislation pertaining to working with children and young people.
- Treat everyone with respect and honesty (this includes councillors, employees, volunteers, students, children, young people, and parents).
- Be respectful of children's rights, background, culture, religion, politics, and beliefs.
- Set clear boundaries about appropriate behaviour to children in the organisation and community.
- Always have another adult present or in sight when working with, or in proximity to children.
- Conduct themselves in a manner consistent with their position as a positive role model to children, and as a representative of Council.
- Ensure to report and act on any breaches of these standards of behaviour.

- Where a child discloses harm to an Officer, or where an Officer has a suspicion of harm, the Officer must report this to the CEO.

Council Officers will not:

- Become involved in inappropriate conversations of a sexual nature, make sexually suggestive comments, or expose children and young people to the sexual behaviours of others.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
- Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal feelings for a child or young person.
- Spend inappropriate time with a child or young person or show special favours.

- All Officers who have contact with children and young people must abide by this Code of Conduct.
- Suspected breaches of this Code will be treated individually, and all relevant circumstances will be considered. Depending on the severity of the breach, formal disciplinary proceedings might be taken.

  Suspect Corrupt Conduct will be referred to the Crime and Corruption Commission for management and investigation.

Additional Information

Breaches of the Code

Council expects all Officers whilst engaged in official duties to ensure they demonstrate the basic standards of acceptable conduct as stated in this Code. All Officers s have the responsibility to comply with this Code and all other policies which Council implements and/or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an Officer of Council that contravenes this Code may result in Council taking disciplinary action against that Officer, which may result in dismissal and/or referral to regulator. All suspected breaches will be dealt with on a case-by-case basis.

Suspected corrupt conduct must be referred to Council's Chief Executive Officer for investigation and management, and where applicable the Chief Executive Officer will notify the Crime and Corruption Commission. In cases where the Chief Executive Officer may be suspected of Corrupt Conduct, the Mayor has an obligation to notify the Crime and Corruption Commission.

All disciplinary action taken by Council against an Officer for found breaches of this Code will be in accordance with the Unsatisfactory Performance Policy, Employee agreementcontracts and in compliance with the Council's obligations pursuant to Chapter 8, Part 3 of the *Local Government Regulation 2012*.

Officer concerns

The *Public Interest Disclosure Act 2010* and the *Public Sector Ethics Act 1994* aim to create a work environment where public sector employees understand and maintain appropriate standards of conduct.

In accordance with the *Public Interest Disclosure Act 2010*, you have the right to make a public interest disclosure to the proper authority if you believe on reasonable grounds that you possess information about another Council officer's conduct that relates to one of the following:

- Corrupt Conduct
- Maladministration that adversely affects a person's interest
- A substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes, or priorities of expenditure
- A substantial and specific danger to public health or safety
- A substantial and specific danger to the environment.

Publication

In accordance with the requirements of the *Public Sector Ethics Act 1994*, the Chief Executive Officer will keep a printed copy of the Code of Conduct available for inspection in the Executive Office and Council will publish the Code of Conduct on its internal intranet website for all Officers to access.

Training

Education and training about public sector ethics will be offered to Officers either during their induction and/or as frequently as the Chief Executive Officer determines.

Authority

In accordance with the section 16 of the *Public Sector Ethics Act 1994*, the following consultation process was followed in the development of this Code of Conduct:

- Executive Management Team
- Human Resources
- Councillors

Further assistance

If you read the Code and are still unsure of how it applies to you, it is important that you discuss this with your direct supervisor or manager. In most cases, they will be able to answer your enquiries. If you have concerns about approaching any of these people, contact the next most senior person in your area.

Alternatively, you might wish to contact one of the following:

- Executive Management Team
- Manager Human Resources
- Crime and Misconduct Commission – in relation to suspected Corrupt Conduct.
- Office of Independent Assessor – in relation to suspected misconduct.

5. Definitions of terms

For the purposes of the Code of Conduct, terms are defined as:

Advice	includes access to, or copies of, files, records, documents, data and other forms of information, opinions, or recommendations.
Benefit	means anything that implies favour to a person or thing. This includes, but is not limited to: • property, advantage or service; • gifts, gratuities, money, remuneration, allowances, fees, subsidies, considerations, incentives, discounts or entry fees, memberships or loans provided under special conditions.
Bribe	includes a benefit (including property) given to, conferred upon, or procured for an Officer (or promises to do so) with a view to influencing the Officer in the discharge of his or her duty, to neglect his or her duty, or using or taking advantage of his or her office to facilitate the commission of an offence.
Conflict of interest	a conflict of interest exists when a reasonable bystander in possession of the relevant facts, would conclude that the person's private interests are likely to interfere with the proper performance of his or her official duties. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).
Council	means Kowanyama Aboriginal Shire Council
Councillor	an elected Councillor
Employee	includes all Kowanyama Aboriginal Shire Council employees, regardless of their employment status, role, or position – permanent, temporary, casual, or part-time employees, volunteers, managers, supervisors, team leaders, or individuals.
Fraud	any action undertaken which uses false representation to gain unfair advantage and is deceitful. This is inclusive of and not limited to oral and written statements which are false and made with the intention or purpose of gaining money, Council consumables, information, benefits, or to evade a liability to a government department. Under the Queensland Criminal Code, fraud is a criminal offence and can lead to imprisonment.
Intellectual property	means an invention, original work, result of scientific research or product development, which can be protected.
Officer	means Councillors, employees, contractors, delegates and volunteers of Council, collectively.
Public official	means an Officer of Council

Annexure A: A Guide to Ethical Decision Making

The below guide is designed to assist Officers to reach ethical decisions based on relevant facts and circumstances of a situation.

STEP 1 – ASSES THE SITUATION

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principle does it relate to and why?
- Who is affected? What rights to they have?
- What are your obligations or responsibilities?

STEP 2 – LOOK AT THE SITUATION FROM COUNCIL'S VIEWPOINT

- As a public official, what should you do?
- What are the relevant law, rules, and guidelines?
- Who else should you consult?

STEP 3 – HOW WOULD OTHERS SEE YOUR ACTIONS

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face conflict of interest?
- Will your decision or action stand up to public scrutiny?

STEP 4 – CONSIDER THE OPTIONS

- Ask your supervisor/manager, or any person who is able to provide sound, relevant advice.
- What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs of long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others, and you?

STEP 5 – CHOOSE YOUR COURSE OF ACTION

Make sure your actions are:

- Within your power to take, legal and in line with policy and this Code
- Fair and able to be justified to your manager and the public
- Documented so a statement of reasons can be supplied
- Consistent with Council's vision, mission, goals, and values
- Backed by advice from Council specialists if this is appropriate.

Annexure B: Applying the Code

The questions and responses below are provided as a general guide to assist Officers with applying the principles of the Code.

Question 1 - Does the Code apply if I am on leave?

The Code continues to apply where your conduct during leave may negatively impact on the integrity of Council or your ability to resume duties at the completion of your leave.

Question 2 - Does the Code apply after work hours?

As a local government Officer you have a responsibility to conduct yourself in a manner that will not undermine public confidence in the integrity of Council.

Question 3 - Can I use Council's purchasing price to order products from a supplier for my personal use?

No. The principle of integrity is breached if you accept this benefit, and in doing so you may have influenced the supplier in an improper way to obtain advantage.

Question 4 - If there is discarded or obsolete office equipment in my work area, can I take it home for personal use if my supervisor has mentioned it to me?

Taking the equipment, even if it appears to be of low value, is not permitted without written authorisation from an appropriate level of management. The principle of economy and efficiency is breached if Council assets are stolen, misused, or wasted.

Question 5 - A supplier has invited me to lunch to discuss the purchase agreement for new mowing equipment for my work area. Can I accept and should I allow the supplier to pay for the lunch?

Hospitality from suppliers to staff that procure, manage, maintain, or use equipment may be provided to influence future decisions, and can lead to allegations of corruption. With the approval of your manager, it may be possible for you to attend. You must be clear that your decision-making process is fair and transparent. You should not be improperly influenced by accepting a benefit which would create a conflict of interest.

Question 6 - I have seen plans for an upcoming project involving Council which is still being developed and has not been publicly announced. Can I mention the details to my sister who might have an interest in becoming a supplier to the project?

If the information is not public, it is not to be disclosed outside of Council. The principle of integrity may be compromised by releasing confidential information that you have become aware of through your employment with Council. This also includes information about costs of goods or services, or tender bids. In the situation described, it may also be a conflict of interest should you or your family member benefit from the information you provided.

Question 7 - I would like to write to my local Councillor in relation to the condition of the road surface in my street. Am I able to do so?

Yes, you have the right to do so as a private individual. However, it would not be appropriate or necessary to refer to your status as a Council Officer. In doing so, it may be an actual or perceived attempt to use your position with Council to influence a decision.

5.2.2.b – Social Housing

Title:	LHA/ Homeownership Policy
Author:	A/Manager Governance
Meeting Date:	30 April 2024

Resolution:

That Council resolve to support case-by-case social housing development in the subdivision and/or on available township greenfield sites (inclusive of surrendered LHA leases) provided proposed tenant allocations are based on "need" and supported by the Social Housing Wait List (in consultation with the State).

Summary:

A report was provided to the October 2023 Ordinary Meeting of Council highlighting a need to formulate a position in relation to ***conversion of private homes (whether disposed of by Council to enable homeownership under LHA/ 99-year lease or even future freehold) back into the social housing pool.***

Council has previously formalised a position that it shall prioritise construction of new social houses on the lot 81/98 subdivision (because all approvals including DA/ Cultural Heritage/ Native Title have been satisfied), prior to considering greenfield lots elsewhere (inclusive of surrendered LHA's).

The October 2023 Ordinary Meeting Agenda Report provided a useful snapshot of current social housing scenarios in Kowanyama across the social housing stock of 204 houses:

Category	Description	Number	Ownership of house
1	Under 40-year lease to the State	68	State
2	Under private LHA lease (homeownership/ surrender not finalised)	35	Council
3	Unencumbered DOGIT	101	Council
TOTAL		**204**	

This social housing stock, regardless of underlying tenure, is managed under Agency Agreement exclusively by the Dept Housing. Under that agency agreement, these houses are maintained. The Dept Housing make social housing allocation recommendations to Council, which are formally culturally endorsed by Council at Ordinary Meetings.

Exclusive of the current social housing stock are those LHA/ 99-year homeownership lessees who have either:

(a) been granted an LHA with no house on it (vacant land),; or
(b) been granted an LHA lease and elected to take on home-ownership via the Dept Housing, where both the house and land were transferred/ disposed of to the lessee and the lessee has become responsible for all ongoing maintenance and insurance.

Council, from time to time, receives requests from private lessees in both categories, seeking to surrender their LHA leases back to Council DOGIT and:

(a) where the land is vacant – for a social house to be built for them on the land and tenanted by them (or their family); or

(b) where the land has a private house built on it – to transfer the house back onto the social housing register, to be tenanted by them (or their family), and maintained and insured by Council/ the State (under Agency Agreement).

In many cases, these requests come from a position that the LHA lessee cannot afford to construct, maintain/ and/or insure a private house on the lot.

Although Council has previously resolved its intention for all social housing on DOGIT land (101 in total) to be disposed of to the State under 40-year leases (consistent with the 68 other new houses which presently sit under 40-year lease), there remains uncertainty with respect to Council's formal position on the treatment of social houses or private houses on LHA's leases where LHA lessees wish to surrender.

It has been Council's previous argument to the State that LHA holders should not have to surrender their LHA leases, in order to have a social house built on their property (or alternatively, take on unaffordable homeownership). For example, the State could take a 40 year sub-lease from the LHA lessee as security for constructing a social house on their LHA lease (like it already does on Council DOGIT from the Trustee) and entry into a General Tenancy Agreement with the lessee as social housing. This was formally rejected by the State, with surrender or homeownership being the only two elections available for LHA lessees. Presently.

Attached as an example, is a very recent letter dated 17 March 2024 from a private LHA holder of Lot 131 on SP243355 (131 Chellikee Street, Kowanyama) seeking Trustee approval for surrender of a vacant LHA block back to Council (as DOGIT Trustee), in exchange for a 3 bedroom social house to be built for her (and her family) and included on the social housing register under Agency Agreement. There are many real stories just like this. If accepted however, this would require Council to commit to:

(a) Prioritising housing development outside of the new 25 lot subdivision; and
(b) Allocating social housing other than in accordance with "need", as assessed via priority on the Social Housing Wait List.

A change to this position would require a change to Council's Local Housing Plan and 10-year funding submission which priorities construction of houses in its subdivision as priority, with housing characteristics (eg. bedroom sizes) specifically aligned to meet "need" identified in the Social Housing Wait List.

It appears an uncontroversial ethical observation that LHA lessees should not be expected to surrender LHA interests unless they are guaranteed compensation (either in the form of a purchase price for the interest, or construction of a new house and a tenancy etc). It is of course, very difficult for Council to commit to construct a house and offer a tenancy on a surrendered LHA lot into the future, when funding for construction, maintenance, insurance and social housing tenancy allocation, comes from the State (not the Council). However, a formal policy position would support development of a pathway with the State to achieve this.

Options

The options reasonably available to Council in the current statutory framework appear to be:

OPTION 1– Prioritise subdivision exclusively (current position)

OPTION 2 – Support case-by-case social housing development in the subdivision and/or on available township greenfield sites (inclusive of surrendered LHA leases) provided proposed tenant allocations are based on "need" and supported by the Social Housing Wait List (in consultation with the State).

Recommendation:

OPTION 2.

Attachments:

- Letter from Roslyn Gilbert 17 March 2024

5.2.2.b - Agenda Report

Title:	Social Housing Management
Author:	Acting Manager Governance
Meeting Date:	25 October 2023

Resolution : That Council resolves to inform the Queensland Government (as represented by the Department of Communities, Housing and Digital Economy) of its preference for all social houses on unencumbered DOGIT (ie. not subject to an LHA lease) to be managed by the State under 40-year social housing lease.

Background

There is a total of **204** social houses presently on the social housing register in Kowanyama.

Of these total social houses, these are split into three (3) categories with reference to land tenure:

Category	Description	Number	Ownership of house
1	Under 40-year lease to the State	68	State
2	Under private LHA lease (homeownership/ surrender not finalised)	35	Council
3	Unencumbered DOGIT	101	Council
TOTAL		**204**	

Over the past few years, Council (as Trustee of the DOGIT) has received numerous requests with respect to **Category 2** social houses from the State (in conjunction with LHA lessees) for Council to either consent to:

(a) Disposal of the social house to enable homeownership by the LHA lessee; OR
(b) Surrender of the LHA lease back to Council.

Council has recently, for the first time, received a 4th category of social housing request – a request from a private homeowner to surrender its LHA lease, and convert back to social housing. This has triggered two (2) questions for the State Government and Council to consider:

1) What is our position in relation to conversion of private homes (whether under LHA/ 99 year or even future freehold) back into the social housing pool; and
2) **What is our preference in relation to the future management model for social houses in Kowanyama.**

This report seeks a Council position with respect to **question 2 only**, given question 1 likely needs some significant consideration however initial indications with respect to question 1 would be helpful.

As it currently stands, those social houses in categories 2 and 3 whilst owned and insured by Council, remain largely under an Assistance Agreement with the State for the tenancy management aspects, whilst any rent is remitted back to Council.

Council does not own, insure, or collect rent for category 1 social houses (but collects an annual lump sum lease payment + rates payment per lot under each lease).

Options

In answer to question 2, options for future social housing management models may be:

A. **Remain "as is"**
B. **All social houses (old and new) moved under 40 year leases to the State**
C. **Only category 3 LHA's moved under 40 year leases to the State**

With respect to options B and C, we see only **option C** as technically possible absent sublease option, as a current LHA will prevent the grant of a 40 year lease until it is surrendered.

Based on recent actuals, Council would receive $230k less rent under option C than under option A. However:

- Council would not be put to the expense/ risk of self-insurance of these 101 assets, rendering external insurance more financially-viable.
- Option A actuals are subject to fluctuation, based on housing debtors (on rent actually paid to the State is remitted). Option C is fixed and guaranteed (able to be readily budgeted annually for up to 40 years).
- 40 year leases in option C bring native title certainty (under section 24JAA).
- 40 year leases in option C will be protected in the case of DOGIT transfer (option A will not and may result in 101 houses transferring to PBC (or remaining with Council under a lease)).
- all options include housing maintenance being covered by QBuild.

Option C is recommended.

This recommendation, **if accepted by the State**, would result in the transfer of approximately 101 social houses from Council's asset register (via disposal) to the State Government. Council, whilst no longer receiving remittance of rent for these houses, would receive lump sum rent/ rates component for each lot under a 40-year lease. This would result in a 74% reduction in social houses on Council's Asset Register. This number would grow as category 2 elections continue to be made by LHA holders, ie:

- Surrender – movement to a new 40-year social housing lease; or
- Homeownership – disposal from Council's asset register.

Resolution: That Council resolves to inform the Queensland Government (as represented by the Department of Communities, Housing and Digital Economy) of its preference for all social houses on unencumbered DOGIT (ie. not subject to an LHA lease) to be managed by the State under 40-year social housing lease.

Dr. Chris McLaughlin

Acting Manager Governance

5.2.2.c – Native title determinations

Title:	Kowanyama Native Title Determinations
Author:	A/Manager Governance
Meeting Date:	30 April 2024

Resolution:

That the Kowanyama Aboriginal Shire Council, as respondent to the Cape York #1 Native Title Claim:

1. **agree and consent to a determination of native title on the terms contained on the following section 87A Agreements: :**
    a. **Olkola**
    b. **Kowanyama #2**
    c. **Kowanyama #3 Identified Parcels**
    d. **Olkola and Kunjen Olkol shared area**
    e. **Kowanyama and Kunjen Olkol shared area**
    f. **Kowanyama, Kunjen Olkol and Kowanyama shared area; and**
    ("the Agreements")
2. **delegate authority and authorise the Chief Executive Officer to:**
    a. **consider any minor amendment to the Agreements, and if appropriate, approve the amendments on behalf of Council;**
    b. **do all things necessary to give effect to the Agreements.**

Summary:

The Cape York #1 Native Title Claim ("the Claim") incorporates undetermined areas of the Kowanyama township and all of Oriners and Sefton Stations.

A closed business information report was provided to Council at its 25 October 2023 Ordinary Meeting and primarily concerned extinguishment assessment pertaining to both parcels.

A determination that non-exclusive native title exists over Oriners and Sefton Stations has been set down for 10/11 July 2024 by the Federal Court, to occur on-country. The determination is to occur by consent, rather than by way of litigated decision. A consent decision is formalised by way of a section 87A Agreement, authorised by each party to the Claim. Council is a registered respondent to the Claim.

This report seeks to authorise Council's entry into the s87A Agreements .

Background

Council and the Oriners and Sefton Advisory Committee have been regularly updated on the progress of the Claim.

In native title claims the Court will either determine "Exclusive" or "non-exclusive native title exists over a particular parcel of land.

The term "Exclusive Native Title" is defined in each Agreement as follows:

(a) other than in relation to Water, the right to possession, occupation, use and enjoyment of the area to the exclusion of all others; and

(b) in relation to Water, the non-exclusive right to take the Water of the area for personal, domestic and non-commercial communal purposes.

The term "Non-Exclusive Native Title" is defined in each agreement as the right to:

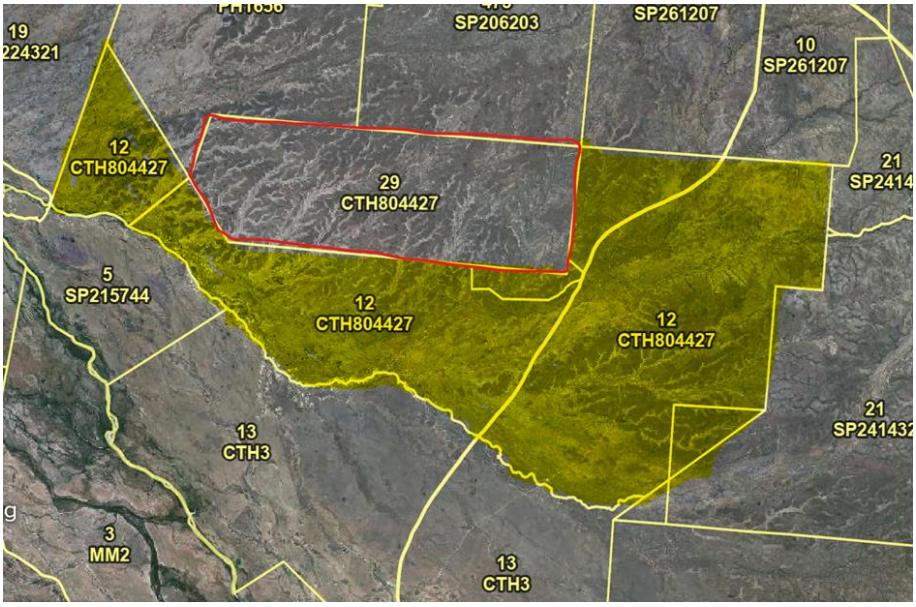
(a) access, be present on, move about on and travel over the area;
(b) live and camp on the area and for those purposes to erect shelters and other structures thereon;
(c) hunt, fish and gather on the land and waters of the area;
(d) take the Natural Resources from the land and waters of the area;
(e) take the Water of the area for personal, domestic and non-commercial communal purposes;
(f) be buried and to bury Native Title Holders within the area;
(g) maintain places of importance and areas of significance to the Native Title Holders under their traditional laws and customs on the area and protect those places and areas from harm;
(h) teach on the area the physical and spiritual attributes of the area and the traditional laws and customs of the Native Title Holders to other Native Title Holders or persons otherwise entitled to access the area;
(i) hold meetings on the area;
(j) conduct ceremonies on the area;
(k) light fires on the area for cultural, spiritual or domestic purposes including cooking, but not for the purpose of hunting or clearing vegetation; and
(l) be accompanied on to the area by those persons who, though not Native Title Holders, are:
    (i) Spouses of Native Title Holders;
    (ii) people who are members of the immediate family of a Spouse of a Native Title Holder; or
    (iii) people reasonably required by the Native Title Holders under traditional law and custom for the performance of ceremonies or cultural activities on the area.

Both exclusive and non-exclusive native title rights are subject to the laws of the State and the Local Government (Local Laws), and other interests that exist and are described in Schedule 2.

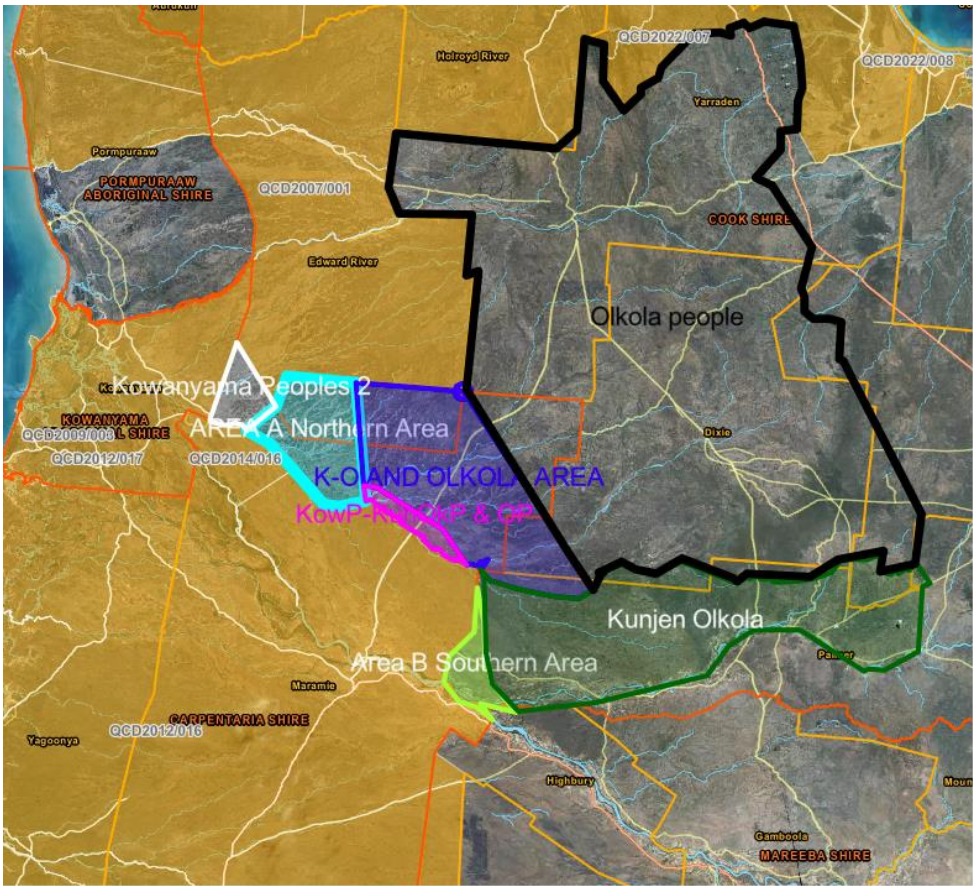
Native title does not exist over Public Works, as that term is described in the *Native Title Act 1993* (Cth) and other interests listed in the Schedule titled "Areas not Forming Part of the Determination Areas (Schedule 5

Map 1 below shows Oriners (Lot 12) and Sefton (Lot 29) Station boundaries.

Map 2 below shows the 5 relevant individual claims (within the Cape York #1 master-Claim) over the extent of Oriners and Sefton Stations.



Map 1 – Oriners (Lot 12) and Sefton (Lot 29) Stations



Map 2 – Native Title Claims on Oriners (Lot 12) and Sefton (Lot 29) Stations

Oriners and Sefton Stations

Generally speaking, each of the 5 sub-claims are broken into three (3) primary claimant groups:

(a) The **Kowanyama People** claim lands to the West (adjoining Kowanyama lands)
(b) The **Kunjen Olkol People** claim lands in the centre
(c) The **Olkola People** claim lands to the East (adjoining CYPAL)

There are two (2) areas with a single claimant group:

1. Olkola
2. Kowanyama #2

There are three (3) areas of overlap:

1. Olkola and Kunjen Olkol shared area
2. Kowanyama and Kunjen Olkol shared area
3. Kowanyama, Kunjen Olkol and Kowanyama shared area

Kowanyama Township

There is only a single claim group proposed for the identified parcels in the Kowanyama township:

1. Kowanyama #3 Identified Parcels (Kowanyama Township Only).

Section 87A Agreement Summary

The key points, pertaining to Council's interests, as noted in the respective 6x s87A Agreements are:

(a) The Kowanyama Township

- A determination of "exclusive native title" in favour of the respective claimants over parts of the township;
- Native title is only recognised to the extent that it is consistent with recognised "other interests" noted in Schedule 2 to each agreement; where there is inconsistency, the "other interests" will prevail; and
- Council is specifically listed as having the following protected "other interests" (as applicable to each determination area) -
    - Its rights as Local Government; and
    - Its rights as the Trustee of the DOGIT.
- Roads and public works are excluded from the Native Title Determination.

(b) Oriners and Sefton Stations

- A determination that "non-exclusive native title" exists in favour of the respective claimants;
- Native title is only recognised to the extent that it is consistent with recognised "other interests" noted in Schedule 2 to each agreement; where there is inconsistency, the "other interests" will prevail; and
- Council is specifically listed as having the following protected "other interests" (as applicable to each determination area) -
    - As lessee under rolling term leases on lot 19 (Oriners) and 29 (Sefton)
- Roads are excluded from the Native Title Determination.

Oriners and Sefton Advisory Committee Recommendation

This proposed resolution was put to the Oriners and Sefton Advisory Committee on 24 April 2024.

The committee was overwhelmingly supportive of Council supporting the determinations, however noted that any support should be subject to the internal disputes first being resolved (Olkola Corporation).

Recommendation:

That the Kowanyama Aboriginal Shire Council, as respondent to the Cape York #1 Native Title Claim:

1. **agree and consent to a determination of native title on the terms contained on the following section 87A Agreements: :**
    a. **Olkola**
    b. **Kowanyama #2**
    c. **Kowanyama #3 Identified Parcels**
    d. **Olkola and Kunjen Olkol shared area**
    e. **Kowanyama and Kunjen Olkol shared area**
    f. **Kowanyama, Kunjen Olkol and Kowanyama shared area; and**
    ("the Agreements")
2. **delegate authority and authorise the Chief Executive Officer to:**
    a. **consider any minor amendment to the Agreements, and if appropriate, approve the amendments on behalf of Council;**
    b. **do all things necessary to give effect to the Agreements.**

Attachments:

87A Agreements

1. Olkola
2. Kowanyama #2
3. Kowanyama #3 Identified Parcels
4. Olkola and Kunjen Olkol shared area
5. Kowanyama and Kunjen Olkol shared area
6. Kowanyama, Kunjen Olkol and Kowanyama shared area

5.2.2.d – EOI Blue Café Licence Agreement

Title:	EOI Blue Café - Licence Agreement
Author:	Governance Officer
Meeting Date:	30 April 2024

Recommendation: That Council resolve to award EOI KASC-2024-021 (Kowanyama Blue Cafe) to Tandly Treats (ABN 645 993 915) for a period of two (2) years, with an additional year possible at Council's discretion, and enter into a license agreement with the successful applicant of the Kowanyama Blue Cafe (being part of lot 35 on SP272069), and delegate power and authority to the Chief Executive Officer to do all things necessary to bring effect to these arrangements and to pay invoices thereunder.

Summary

An Expression of Interest (EOI) was advertised on Council's website for 21 days seeking interest from suitable qualified and experienced persons or businesses to provide café services via a licence to the Community of Kowanyama.

At EOI Closing Date 22 April 2024 Council received two (2) responses from:

- Tandly Treats
- Don Stevens

The EOI responses were evaluated Tuesday 23 April with successful responder being Tandly Treats. Tandly Treats EOI was extremely comprehensive and addressed all criteria requirements, including the provision of supporting documents.

The evaluation did not consider Tandly Treats model that included providing food services to the Kowanyama Airport. The EOI was seeking suitable qualified providers to deliver food services for the Blue Café only. To ensure evaluations were transparent and did not disadvantage the second responder the Kowanyama Airport model was not assessed and will not form part of the Licence Agreement.

Below is a summary of consolidated scores:

Tenderer name	Selection Criteria								Weighted Score
	Criteria 1 Technical Expertise / Previous Experience 50%		Criteria 2 Financial Capacity 15%		Criteria 3 Insurance and Compliance 15%		Criteria 4 Local Content and Community Benefit 20%		
	Panel Member 1	Panel Member 2	Panel Member 1	Panel Member 2	Panel Member 1	Panel Member 2	Panel Member 1	Panel Member 2	
Tandaly Treats	3	4	5	5	5	5	5	5	**4.25**
Don Stevens	1	1	5	5	1	1	1	3	**1.80**

Recommendation: That Council resolves to award Tandly Treats as the successful responder for the Kowanyama Blue Café under a Licence Agreement with Council.

5.3.1 – EMRIES Report

Title:	EMRIES Monthly Update
Author:	EMRIES
Meeting Date:	30 April 2024

Executive Summary

- Agenda Report to award the DRFA Project Management Contract, tender closed on 12th April 2024.
- Variation of $118,703.13 lodged for Airport Fuel Farm and PAAL Lighting project.
- Remote Airstrip Upgrade Program: grant fund application submitted on 15 Dec 2023 for Airport runway upgrade and taxiway reconstruction around $2.9 Million.
- Disaster Ready Fund, QRA: grant fund application submitted on 18 March 2024 for Airport runway upgrade and taxiway reconstruction around $2.9 Million to increase our chances of funding as the works are critical for the operation of the airport.
- REPA: Funding application for the betterment of Town Streets i.e. Kowanyama St and Carrington St total around $3.5 Million submitted to QRA on 22 March 2024.

Capital Projects Update

S.N.	Project	Phase	Remarks
1	Kowanyama Subdivision	Construction	Gulf Civil Mobilisation in May 2024
2	Cyclone Vault: project on hold	ILUA Negotiations	to be reported by OM Corporate Governance
3	ICCIP Waste, Water, and Solid project (Ongoing 95% complete)	Defects Liability Period	DLP end Nov 2024
4	Housing Lot 306	Construction	completion by May 2024
5	Housing Lot 344	Construction	completion by May 2024
6	Splash Park/kiddies waddling pool	Defects Liability Period	Completion Wednesday 20 September 2023
7	Airport Fuel Farm and PAAL Lighting	Construction	Commissioning due on 13th and 14th May 2024
8	Magnificent Creek Fortification Project	Design	Concept design Geotechnical Investigation in progress
9	Pindi Street Upgrade and drainage	Design	Concept Design
10	Town Street Repair Project	Construction	Gulf Civil Mobilisation in May 2024

Operations Update

S.N.	Department	Area	Remarks
1	**Essential Services**		
a	Wet season and Cyclone preparedness have been undertaken for council infrastructure assets.		Completed
b.	PO already raised for the new excavator and also includes a shed for upgraded waste management facility		Completed
2	**Roads and Workshop**	**Length**	**Status**
a	Pothole repair of town streets has been a priority in March and April		Work being monitored due to intermittent rain
b	Removing car bodies from Council land		Completed
c	Emergency works and clearing out causeways on Topsy Road, Shelfo Road, Kilpatrick Creek and Sandy Creek Crossings		Completed
3	**Building Services**	**On the books**	**Completed**
a	Upgrades	26	5
b	Dismods	8	2
c	Vacants - 3 to be scoped by QBuild.	2	80%
d	Home Ownership	9	3
e	Paint Package #1	14	14
f	Paint Package #2	6	6
g	Paint Package #7 waiting for roads to open to HV's.	10	0
h	Aged Report outstanding to 23/04/2024 (over 60 days old)	197	
4	**Batching Plant**		
	Batching Plant installation of an electric motor to screen underway.		
5	**Airport**	**Number**	**Status**
a	RPT	58	
b	Freight	10	
c	Charters	32	
d	RFDS	11	
e	Clinic	2	
f	Flights for March	113	
g	NOTAM has been issued	300 litres	Fuel
h	Refuels for March	76	

5	Parks and Gardens		
a	Major focus on vegetation management in the following areas		completed
b	pool and playground, verges and vacant land at rear of the Canteen, Community Hall, MPC		completed
c	Town entrance-Thartj Manengk St verges and triangles, Gilbert White Street, Chapman Rd		completed

5.3.2.a KASC-2024-019 – DFRA Program - Tender

Title:	KASC-2024-019 – DFRA Program – Tender
Author:	EMRIES
Meeting Date:	30 April 2024

Resolution:

That Council resolve to award Lackon Pty Ltd ACN 635 594 571/ ABN 67 635 594 571 contract KASC-2024-019 for a total price of $901,569.60 (GST Excl) and delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract and pay invoices thereunder as and when due.

Summary:

The Kowanyama Aboriginal Shire Council (Council) is seeking a suitably qualified and experienced consulting firm to provide **Project Management** and **Construction Superintendent** services for the delivery phase of the Disaster Recovery Funding Arrangements (DRFA) declared event *Rain Events in December 2023 due to Tropical Cyclone Jasper and associated low pressure system*.

The Disaster Recovery Funding Arrangements (DRFA) are a joint funding initiative of the Commonwealth and State Governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters. Council has commenced and completed emergent works immediately following the events in December 2023. Council requires assistance from a Respondent to provide a dedicated Project Manager and Construction Superintendent to manage and deliver the restoration works.

Background

Details of the tender process is summarised below.

Principal:	Kowanyama Aboriginal Shire Council				
Program Name:	2023/2024 DRFA Program				
Scope:	Project Management and Construction Superintendent Services				
Site:	Various sites within Kowanyama Aboriginal Shire Local Government Area				
Proposed timetable:	**Action**		**Proposed Date**		
	Issue of RFQ Documents		Friday 08 March 2024		
	RFQ Close Date		12pm Friday 5 April 2024		
	RFQ Assessment Completed		16 April 2024		
	Issue Letter of Award		30 April 2024		
RFQ briefing or site inspection:	**Description Time / Date**	**Place**	**Maximum Attendees**	**Mandatory or optional**	**Pre-registrations mandatory to:**
	Contract and Site Briefing	MS Teams on Thurs 21 March 2024	NA	Optional	tenders@kowanyama.qld.gov.au
	Criteria		**Weighting (%)**		

Evaluation criteria:	Mandatory Details • The business must have a minimum average annual turnover of $700,000 in the last 3 years; and • Have experience of managing at least one DRFA Project/Program valued at more than $10 Million dollars; and • Professional Indemnity Insurance of at least $5 Million dollars.	Mandatory
	Development of Local Businesses and Community	10%
	Delivery Methodology, Approach, Risks, Issues	30%
	Capabilities, Experience and Resources and Management Systems	30%
	Price	30%

A copy of the RFQ document is **attached**, providing a comprehensive specification.

A Tender assessment was undertaken on 16 April 2024. Dr Chris McLaughlin (Chair – A/Manager Governance) and Temba Lama (EMRIES) were evaluation panel members.

Tenderer Name	Development of Local Businesses and Community = 10%		Avg /10%	Delivery Methodology, Approach, Risk, Issues		Avg /30%	Capabilities, Experience Resources and Management Systems		Avg /30%	Price = 30%		Avg /30%	Weighted Score /100.00
	Temba	Chris		Temba	Chris		Temba	Chris		Temba	Chris		
Black and More				5									
Erscon	5	4	5	20	18	19	20	24	22	0	9	4.5	50
GBA Consulting Engineers													
Lackon Pty Ltd	8.5	8	8	26	24	25	25	24	25	22.3	21	21.65	79
McMurtie Consulting Engineers	7	5	6	22	21	22	25	21	23	20.5	18	19.25	70
PD Project Delivery	7	3	5	22	21	22	23.5	18	21	24.6	24	24.3	72
PMLV Invest & Const	8	5	7	23	18	21	20	18	19	23.3	18	20.65	67
Rrets Pty Ltd	6	5	6	24.5	21	23	19	21	20	30	24	27	75
Shepherd Services Pty Ltd	6	6	6	20	24	22	25	18	22	14.7	15	14.85	64

Chart 1 – Evaluation Assessment

9 applications were received by close; 7 conforming. The preferred response was received from **Lackon Pty Ltd** (scoring 79%). All assessments were undertaken independently by evaluation panel members and consolidated on 16 April 2024.

Lackon Pty Ltd was the preferred candidate because it:

- Met all mandatory criteria (Schedule E complete).
- Offered a highly competitive price.
- Offered a $2000 grant to local not-for-profit organisation.
- Proposed close engagement of local businesses; local training opportunities (with RISE).

- Is a prequalified supplier (Local Buy).
- Has established ISO systems.
- Contained a very tailored and comprehensive proposal/ methodology which met the specification.
- Offered very qualified nominees.
- Offered a very clear operational chart.
- Provided an all-engineer led method.
- Demonstrated very good project experience.

Recommendation:

That Council resolve to award Lackon Pty Ltd ACN 635 594 571/ ABN 67 635 594 571 contract KASC-2024-019 for a total price of $901,569.60 (GST Excl) and delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract and pay invoices thereunder as and when due.

Attachments:

1. RFQ Documents – KASC-2024-019

Kowanyama Aboriginal Shire Council

Request for Quotation

COUNCIL-2024-019 – Disaster Recovery Funding Arrangements (DRFA) Program

Reference:	COUNCIL-2024-019
Date of Issue:	Friday 8 March 2024
Closing Date:	12pm Friday 5 April 2024

Part A - Scope

1. RFQ Overview

Kowanyama Aboriginal Shire Council (Council) is seeking a suitably qualified and experienced consulting firm to provide **Project Management** and **Construction Superintendent** services for the delivery phase of the Disaster Recovery Funding Arrangements (DRFA) declared event *Rain Events in December 2023 due to Tropical Cyclone Jasper and associated low pressure system*.

The Disaster Recovery Funding Arrangements (DRFA) are a joint funding initiative of the Commonwealth and State Governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters. COUNCIL has commenced and completed emergent works immediately following the events in December 2023. COUNCIL requires assistance from a Respondent to provide a dedicated Project Manager and Construction Superintendent to manage and deliver the restoration works.

2. RFQ Information (Summary)

<table>
<tr><td>Principal:</td><td colspan="5">Kowanyama Aboriginal Shire Council</td></tr>
<tr><td>Program Name:</td><td colspan="5">2023/2024 DRFA Program</td></tr>
<tr><td>Scope:</td><td colspan="5">Project Management and Construction Superintendent Services</td></tr>
<tr><td>Site:</td><td colspan="5">Various sites within Kowanyama Aboriginal Shire Local Government Area</td></tr>
<tr><td rowspan="5">Proposed timetable:</td><td colspan="2">Action</td><td colspan="3">Proposed Date</td></tr>
<tr><td colspan="2">Issue of RFQ Documents</td><td colspan="3">Friday 08 March 2024</td></tr>
<tr><td colspan="2">RFQ Close Date</td><td colspan="3">12pm Friday 5 April 2024</td></tr>
<tr><td colspan="2">RFQ Assessment Completed</td><td colspan="3">12 April 2024</td></tr>
<tr><td colspan="2">Issue Letter of Award</td><td colspan="3">24 April 2024</td></tr>
<tr><td rowspan="2">RFQ briefing or site inspection:</td><td>Description Time / Date</td><td>Place</td><td>Maximum Attendees</td><td>Mandatory or optional</td><td>Pre-registrations mandatory to:</td></tr>
<tr><td>Contract and Site Briefing</td><td>MS Teams on Thurs 21 March 2024 (TBA)</td><td>NA</td><td>Optional</td><td>tenders@kowanyama.qld.gov.au</td></tr>
<tr><td>Communication method:</td><td colspan="5">Email: tenders@kowanyama.qld.gov.au</td></tr>
<tr><td rowspan="5">Evaluation criteria:</td><td colspan="3">Criteria</td><td colspan="2">Weighting (%)</td></tr>
<tr><td colspan="3">Mandatory Details
The business must have a minimum average annual turnover of $700,000 in the last 3 years; and
Have experience of managing at least one DRFA Project/Program valued at more than $10 Million dollars; and
Professional Indemnity Insurance of at least $5 Million dollars.</td><td colspan="2">Mandatory</td></tr>
<tr><td colspan="3">Development of Local Businesses and Community</td><td colspan="2">10%</td></tr>
<tr><td colspan="3">Delivery Methodology, Approach, Risks, Issues</td><td colspan="2">30%</td></tr>
<tr><td colspan="3">Capabilities, Experience and Resources and Management Systems</td><td colspan="2">30%</td></tr>
<tr><td colspan="3">Price</td><td colspan="2">30%</td></tr>
<tr><td>RFQ box:</td><td colspan="5">RFQ may be lodged via either Vendor Panel or tenders@kowanyama.qld.gov.au (need not be both).</td></tr>
<tr><td>RFQ format:</td><td colspan="5">RFQ must consist of a single paginated PDF including a cover letter, the contractor's RFQ response inclusive of prescribed Response Schedules and supporting documentation.
File name must include the contract number (COUNCIL-2024-019) and a brief description of the document.</td></tr>
<tr><td>Page limit:</td><td colspan="5">No limit</td></tr>
<tr><td>RFQ validity period:</td><td colspan="5">90 calendar days from the RFQ Closing Time</td></tr>
</table>

Procurement administrator:	Danae Maltby tenders@kowanyama.qld.gov.au
Principal complaints Manager:	Name: Temba Lama Contact: 0436 278 445
	Email: Temba.Lama@kowanyama.qld.gov.au

3. Roads Program

Kowanyama Aboriginal Shire Council (Council) is located on the western Cape York Peninsula approximately 600km northwest of Cairns and covers an area of approximately 2,555 square kilometres. Council (the Principal) has responsibility for maintenance and upgrades to approximately 183 kilometres of road including approximately 10 kilometres of sealed road. Please refer to Figure 1 for boundary map of Kowanyama.

The reconstruction and restoration of rural road networks are performed through a combination of contractor engagement (Wet Hire) and internal plant and day labour. The higher complex projects such as road sealing work are tendered to market. There are difficulties in attracting contractors to tender for gravel delivery and road seal works and maintaining contractors in the region due to availability, remoteness, and cost of logistics.

Council, together with the State Government, is helping to build the capacity of local contractors however this is a medium to long term effort.

The road access is cut off during the wet season for a period of 5 to 6 months and the only means of transport is by aeroplane. The wet seasons generally commences in late November and may last until the end of April/May. This constraint presents a huge challenge for construction activities and Council is looking for a Respondent who can plan the program well to ensure a sufficient level of construction activities made possible even during the wet season.

The Council has experienced operators and has its plant and machinery as listed in Table 1.

S.N	Plant/Machinery	Quantity
1	Grader	1
2	Smooth Drum Roller	1
3	Multi-tyre roller	1
4	Loader	1
5	Backhoe	1
6	Excavator-5 Tonnes	1
7	Backhoe	1
8	Cold Planer	1
9	Bobcat	1

Table 1 - List of heavy plant and machinery owned by Council

The Council maintains a seasonal roads crew consisting of approximately 7 casual/ full-time Council employees. The successful Respondent, via its key personnel, shall develop a program of works under DRFA which will be implemented by the roads crew under the supervision of roads crew management.

Council also owns and manages the Roads Camp in the Kowanyama township comprising both is accommodation and heavy plant hardstand and storage sheds utilised seasonally exclusively by the Roads Crew (both Council and external). This is communal donga-style accommodation, servicing the annual roads maintenance crew, inclusive of a kitchen. All costs are incurred by Council are usually charged to the road maintenance program.

Map 1 – Lot 83 on SP272069 ("the Roads Camp").

Current room configurations and facilities as noted below:

TYPE OF ACCOMMODATION	**Number of rooms**
SINGLE CABIN ENSUITE	8
CONTAINER CABIN	1
HAS SHARED KITCHEN, LAUNDRY, AND DINING AREA FOR UP TO 10 PEOPLE	1

Personnel of the successful Respondent to the RFQ will reside at the Roads Camp with the Roads Crew during the program.

The total QRA Funding received for the last 4 years averages to about $12.5 Million dollars annually.

Table 2 provides the Program i.e. list of projects which shall be managed by the Respondent.

Approved Works	**Type of funding**	**Phase**	**Approximate Value**
Magnificent River Bank Fortification	Resilience Funding	Design	$2.5 Million
Pindi Street Upgrade to concrete pavement	DRFA	Design	$3.2 Million
Pindi Street Swale Drain	Resilience Funding	Design	$0.52 Million
Repair of Town Street Sealed	DRFA	Construction Contractor due to start in May/June 2024 when roads open	$3.4 Million
Rural Road (unsealed) Reconstruction works	DRFA	This work will be delivered internally by Council Road construction crew plus wet hire of plant from Council's Prequalified Suppliers list	Damage to be assessed by 15 May 2024 and submitted to QRA for approval

Table 1 - Current High-Level Program to be managed by the Respondent provided for information only

Map 2: Google map showing the boundary of the Kowanyama Aboriginal Shire Council Local Government Area.

3. Specification

3.1 Project Management

Council requires the Respondent to supply a Project Manager to perform all functions necessary to successfully manage the DRFA event. This includes damage assessment, funding request applications through MARS portal, project planning, monitoring and reporting of approved works and the acquittal process. All of these functions are to be in the appropriate format as required by the Queensland Reconstruction Authority (QRA).

The PM is to be Council's initial point of contact for the QRA's Regional Liaison Officer (RLO) and ensure all the relevant reporting protocols are adhered to. It is also required to regularly communicate with Council's representative. This communication is to ensure Council is informed of the progress of works, any potential issues, and progress of payments for reimbursement. This communication will also allow Council to provide any feedback on internal resources, or community issues, which may impact the delivery program.

The PM is to implement a system to Council's satisfaction, to be outlined in the submission, that ensures clear scope identification and control which allows Council's internal workforce to deliver the approved works as efficiently as possible (if possible) or Contractors to be engaged and perform the works efficiently. This must be submitted one week prior to the contract commencement. Further, the system should be fully compliant of QRA requirements for efficient management of the event which ultimately minimises Council's exposure to ineligible expenditure.

It is proposed that all project management processes of the flood recovery program will be delivered within Council's existing engineering and financial systems (Reflect/Recover Software, Synergy). This method of delivery will enable Council to maintain control of the program, minimise Project Management costs, and ensure all data and learnings are captured within Council's systems. Using the existing knowledge of Council staff members will also enhance efficiencies and facilitate optimal outcomes.

The PM shall manage the potential for benefits and adverse impacts, and demonstrate the cost, time, fee and functional ramifications to enable informed decisions to be made on proposed variations and changes of scope.

The PM shall also demonstrate to the Council the risk exposure including cost, time, fee and functional ramifications to the Program to enable informed decisions to be made including change directed or proposed by Council to the Program scope.

In addition to this the PM shall keep a record of the Council's approved changes to Program scope and associated revisions to the Approved Program Budget and Approved Program.

- setup program management systems and processes;
- field assessment of flood damage and submission to QRA via the MARS Portal
- Review of scope approvals received from QRA;
- Prepare project management plan including project schedules for delivery of approved works, betterment and any complementary works;
- Procure any specialist consulting services such as survey, geotechnical investigation, structural engineering design, civil engineering designs according to Council's procurement policy;
- Procure contractors for delivery of works according to Council's procurement policy;
- Procure contractor for delivery of gravel at designated locations according to Council's procurement policy;
- Financial management and reporting;
- Provide detailed construction schedules for the Council road construction crews;
- Prepare claims to QRA;
- Cash flow forecasting;
- Sketch designs for non-standard treatment types;
- Engineer review of non-standard treatment types, including cost estimates;
- Prepare monthly progress reports for Council;
- Advice on QRA matters as required;
- Liaison with QRA;
- Ensure all relevant As Constructed data is captured within Council's Asset systems;
- Assistance with Funding Reform readiness;
- Other tasks as requested by the Principal.

3.2 Construction Superintendent

Council requires the Respondent to supply a Construction Superintendent to manage and supervise the construction works under the DRFA event. This includes management and supervision of Council's road crew and ensuring the road construction is undertaken as per QRA standards. The Construction Superintendent will be solely responsible for the management and supervision of the road reconstruction works. The Construction Superintendent shall report to the Project Manager and work closely with the Project Manager to ensure the works are well coordinated.

The Construction Superintendent shall be responsible for ensuring the construction works undertaken internally by the Council are within budget and meeting the deadlines.

The Construction Superintendent will lead the Council construction team and provide mentorship and support to enhance the capacity of the Council road construction team.

The Construction Superintendent shall be responsible for the following:

- Assist the project manager in flood damage assessment and preparation of the submissions to QRA
- Management of the Civil Construction camp including contractors;
- Supervision of Council staff and contractors;
- Oversee servicing and maintenance of plant;
- Manage refuelling/fuel levels on behalf of COUNCIL, maintain proper records for invoicing;
- Conduct camp inductions and cultural inductions for all contractors;
- Record keeping and documenting accommodation records for invoicing;
- Ensure road inspections are carried out and defects are identified;
- Ensure road works meet the TMR standards;
- Mark out and ensure road works are within scheduled approved works;
- Conduct daily pre start meetings for internal works delivered by the Council;
- Complete daily construction diary on tasks completed;
- Engage and supervise the use of sub-contractors;
- Supervise cultural monitors when required;
- Ensure plant dockets and pre starts are completed for each plant item;
- Ensure Traffic Management Plans are in Place and Recorded;
- Photographic evidence of before, during and after roadworks;
- Record and receive material dockets from contractors;
- Ensure time sheets and invoices have correct cost coding;
- The Construction Superintendent will be respons
- The Construction Superintendent will be responsible for hold point inspection of external contractors' works such as betterment works, concrete works, road works.
- The Construction Superintendent will be responsible for quality and safety audit of the works undertaken by external contractors to ensure they meet the TMR and Council standards

3.3 Objectives

The objectives of this engagement shall include:

- Timeliness of the delivery of the services to avoid unnecessary delays to the program to ensure that value for money and best practices are achieved;
- Timeliness of procurement activities, if applicable, to avoid unnecessary delays to the program;
- Timeliness of reporting functions to maximise cash flow for Council throughout the program;
- Accurate and efficient financial reporting of the program;
- Efficiency of services - ensuring that resources and funds are managed in the most efficient way while meeting the needs of the program;
- Compliance – ensure the program achieves compliance with legislation, DRFA guidelines and internal COUNCIL processes;
- Effective communication to ensure level of understanding is achieved across all stakeholders on the status of the program;
- Ensure Council resources utilisation is optimised during the wet season also;
- Ensuring the road construction works meet the TMR/QRA Standards;
- Ensure the road construction works are completed within the budget and time;
- Compliance with the Occupational Health and Safety;
- Ensure cultural heritage is respected and compliance with cultural heritage requirements.

3.4 Program

The Project Manager shall assist Council in developing and refining a delivery Program which:

- Takes into account and shows Program timing and other relevant information contained in the Program Description;
- Shows key Program activities and resource requirements;
- Identifies all activities, including approvals and clearances and inputs required from the Principal and others, and highlights the critical milestones for each phase of the Program;
- Covers all Service Providers and any other relevant participants.

The Project Manager shall also submit a program or any other information to Council when required as well as electronic copies of all QRA related documentation.

3.5 Budget

The Project Manager shall develop, refine and control the DRFA Works Program Budget as approved, which:

- Takes into account and shows relevant information contained in the recommended value/approved scope of works;
- Shows dissected estimates of the cost of key Program activities;
- Covers all Service Providers and any other relevant participants.
- Develop cash flow predictions consistent with the Approved Program and Approved Program Budget for the duration of the Program, and update the predictions at monthly intervals;
- Not allow the Approved Program Budget to be exceeded without prior approval of the Principal.

3.6 Timeframe

The Project Manager and the Construction Superintendent must be available to start from May 1st, 2024, and must be available to project manage until the works have been completed and all funding spent. The Council anticipates that this may take approximately 12 months.

3.7 Lump Sum Fees

The Respondent shall provide a fixed lump sum fee based on the pricing schedule supplied by Council.

Council will provide a dedicated site office for this work for the duration of the Contract, free of charge. The Respondent must bring their own Laptop, Desktop, and Printers – described and priced as outlays and disbursements in Schedule J2 to this RFQ. The Respondent shall provide their own 4WD Vehicles with UHF radio. The Respondent is to ensure all plant and equipment is adequately insured and contingency arrangements in place in the event of loss, damage, theft, or other event to ensure the continuance of all aspects of the contract without delay.

The Council will provide accommodation for both the Project Manager and the Construction Superintendent in the cabins located within the premises of the Road Camp, free of charge.

3.8 Service Delivery Plan

The Respondent shall develop, document, implement and maintain a Services Delivery Plan that complies with AS/NZS ISO 9001. If the Respondent does not possess a third party accreditation of their quality management system, then evidence of adherence to a quality management system must be provided.

The Services Delivery Plan must be submitted to the Council for approval and must cover at least:

- The Services as they relate to the Approved Program and Approved Program Budget;
- Staged completion dates/current forecast milestones;
- The anticipated Program completion date;
- Scheduled activities and the integration of the project management knowledge areas;
- The deliverables required to satisfy this Agreement in line with the project management plan including provision for reviews and approvals, and reference to the associated records that are to be produced;
- The project management fee is limited to the approved program scope and value approved by QRA;
- Documentation management and control, including satisfying all of the regular reporting requirements;
- Scope management;
- Auditing and audit trails;
- Reporting and monitoring.

3.9 Liaison and Co-ordination

The Respondent shall:

- Establish and maintain a Project team outside of Council resources and maintain a record of its composition, and submit to Council at the beginning of the contract and when any changes occur;
- Represent Council as the single point of contact between the Council and the QRA representative (RLO);
- Identify, inform and involve approval authorities including affected organisations;
- Plan, brief, coordinate and liaise with Council's activities for satisfactory completion of the program within the Approved Program and Approved Program Budget, as agreed with the Council & QRA;

- Secure all necessary approvals from the Principal and other agencies as required;
- Bring issues that require consideration and/or decision by Council or the QRA to their respective attention as they arise, including options for their resolution which include the impact on the Program, and recommend a course of action;
- Take all necessary action for and assist in effective and timely resolution of issues with prior approval from Council;
- Prepare correspondence, reports and minutes relevant to the Program, including briefing notes to the QRA as necessary;
- Prepare submissions, reports and briefing notes for other interested parties when instructed by the QRA.

3.10 Meetings

The Project Manager shall undertake the following:

- Develop Program meeting requirements in consultation with Council and the QRA;
- Conduct Program coordination meetings with Service Providers, issue agendas, manage correspondence, chair, take and issue minutes as required;
- Advise Council of the dates of Program coordination meetings at least one week in advance;
- Arrange and participate in weekly and fortnightly meetings required under the Program.

3.11 Reporting

The Project Manager shall prepare and present to QRA a written monthly Program Report with prior approval given from Council in an agreed format addressing:

- Program status against the Approved Program;
- Program Cost to Date compared with the Approved Program Budget;
- Risk management issues status and recommended actions;
- Updated anticipated cash flow;
- Decisions affecting or likely to affect the program;
- Summary of any approved variations and claims;
- Summary of potential variations and claims;
- Government determinations affecting the program;
- Any other significant matters, including potential claims, delays and disputes, with recommended action to keep the program on time and budget.

3.12 Record Keeping

The Project Manager shall maintain records in a systematic and organised manner as per below:

- Maintain accurate records of meetings, reports, financial monitoring data, any drawings, specifications, briefs, approvals, work-as-executed records and test records related to the Services and Contract Works;
- Any video or photographic evidence of work completed;
- Transfer and record the transmission of deliverables to Council and the QRA in the format agreed by Council and QRA.

3.13 Accounting and administrative procedures

The Project Manager must be conversant with current Queensland Local Government accounting procedures and the Principal's accounting and administrative procedures set out under the DRFA Guidelines.

4. Specific Requirements of the Contract

The Project Manager must ensure that the requirements of Council policies and guidelines are adhered to in all operations and work to ensure compliance with all levels of Government legislation.

5. Workplace Health and Safety

As a condition of this contract, Council requires that any Supplier (or Supplier's sub-contractor) engaged to perform a service, will at all times identify and exercise all necessary precautions for WH&S of all persons who may be affected by the services.

The Supplier will abide by the Council's WH&S policies and procedures and the specific requirements relevant to the contract and comply with any reasonable direction given by Council relating to WH&S.

The Supplier has an obligation under the WH&S Act and Regulation 2011 (or as amended) to provide a safe place and a safe system of work so as not to place at risk the Supplier's own employees as well as other workers and the general public at the workplace. The Supplier must comply with all relevant enactments, associated WH&S Regulation, Standards, Codes of Practices and Council's WH&S policies and procedures which are in any way applicable to this contract, or the performance of the services under this contract.

The Supplier has an obligation to take all practicable steps to ensure the WH&S of its employees, sub-contractors and their employees and other people (not employees) who may be affected by the Supplier's work practices.

6. Key Performance Criteria (KPC)

The performance of the Respondent will be measured against the following KPCs:

- Restoration and betterment works completed and acquitted by the funding deadline 100% of the time;
- Chair & minute fortnightly coordination team meeting;
- 100% compliance with Procurement in accordance with Council Policy;
- Monthly progress claims to QRA in MARS portal by the due date;
- Fortnightly cost reporting including monitoring unit rates;
- Monthly progress reports;
- Reconstruction/restoration works to be delivered within Council budget;
- All project documentation provided to Council in appropriate form (easily identifiable and able to be registered in Council's document system).

7. Operation of the Contract

The term of this contract will be for a period of 12 months with a further 2 x 12 month extensions to be exercised at the sole discretion of the Principal and by mutual agreement in writing. The Respondent cannot assign the contract or any part of it without the written approval of the Principal.

Part B: Contract

Where the approved Respondent is a Local Buy prequalified Supplier, the arrangement will be regulated under the LGA Arrangement's Default Conditions of Contract.

Where the approved Respondent is not a Local Buy Prequalified Supplier, the arrangement will be regulated under the Principal's General Conditions of Contract (**Annexure A**).

Part C: Response Schedules

RFQ responses for Project Management and Construction Superintendent Services are to be lodged prior to the Closing Time in accordance with the details provided in the following documents:

- RFQ Response Schedule A: Mandatory Criteria
- RFQ Response Schedule B: RFQ Form
- RFQ Response Schedule C: Statement of Approach
- RFQ Response Schedule D: Risk Management Plan
- RFQ Response Schedule E: Declaration of Conflict of Interest
- RFQ Response Schedule F: Statement of Experience and Capabilities
- RFQ Response Schedule G: Resources
- RFQ Response Schedule H: Management Systems
- RFQ Response Schedule I: Local Business and Community
- RFQ Response Schedule J: Pricing Schedule

The respondent confirms that it has read and fully understood the RFQ including (but not limited to) the following documents:

- Part A – Scope
- Part B – The Contract
- Part C – Response Schedules

By lodging this response, the respondent warrants and represents that it can and will comply with all obligations under, warranties given in, and representations made in the agreement.

All RFQ forms must be signed for and on behalf of the respondent by a person or persons having full authority to bind the RFQ for the purposes of the opportunity and evidence of such authority must be provided on request.

Schedule A: Mandatory Criteria

Please note responses will not be assessed further if all the mandatory criteria mentioned below are not met**.**

Mandatory Criteria	**Yes/No**	**Evidence**
Does your business have a minimum average annual turnover of $700,000 in the last 3 years?		Schedule E Declaration
Does your business have experience in managing at least one DRFA Project/Program valued at least $10 Million dollars?		Completion certificate or letter from the client or client issued payment summary
Does your business have a valid professional Indemnity Insurance of at least $5 Million?		Certificate of Currency

Schedule B: Respondent's Information

Business Name:	
ACN:	
ABN:	
Type of business (partnership, public company, private company, etc):	
Address:	
Telephone:	
Facsimile:	
Date incorporated:	
Names of Directors or Partners:	
Authorised signatory:	
Name / Position:	
Accountant:	
Name:	
Contact Phone No:	
Bank Details:	

Please attach additional information if space is insufficient space.

Schedule C: Statement of Approach

Please provide the methodology you propose to complete the work:

The respondent is to provide with its RFQ response a statement of its proposed arrangements, procedures and methodologies to be adopted by it in carrying out the Scope. In doing so, this statement is to address the following points:

a) a brief overview of methodology proposed by the respondent for the execution of the Scope;

b) an understanding of the objectives of this consulting engagement;

c) how the Respondent will identify potential problems that may arise during performance of the Scope and how it will overcome any such problems. Provide potential solutions to those problems;

Please attach additional information if space is insufficient space.

Schedule D: Risk Management Plan

The respondent shall provide a list of the top 5 project risks/issues and project solutions. Please also attach a risk register from the risk management plan of a previous project or program of a similar nature.

a) identify construction/project risks and strategies for management and mitigation of these risks;

b) non-conformance management proposed;

Please attach additional information if space is insufficient space.

Schedule E: Respondent Declaration Form

In submitting an RFQ response, the Respondent warrants that to the best of its knowledge and belief and subject to any disclosures detailed below:

(a) no family, business or pecuniary relationships exist between the parties to this RFT process that would adversely impact on this Invitation or any Contract arising as a result of this RFT process;

(b) neither the Respondent nor its officers or employees have:

i. engaged in any unethical behaviour or sought and/or obtained an unfair advantage, or

ii. received or will receive any pecuniary or in-kind advantage from another Respondent, in relation to this RFT process

(c) no officer, employee, contractor, or family member associated with the Respondent is or has been engaged by Kowanyama Aboriginal Shire Council in a position or role that in any way relates back to this Offer

(d) no officer, employee, contractor, or family member associated with by Kowanyama Aboriginal Shire Council has been offered any benefit or inducement associated with this Offer, including any offer relating to employment, and

(e) other than specified below, neither the Respondent nor any of its officers or employees have or are likely to have any Conflict of Interest.

The Respondent warrants that it meets all Schedule A Mandatory Criteria.

The Respondent further undertakes to notify the Kowanyama Aboriginal Shire Council via the RFQ Administrator in writing immediately if any warranty becomes incorrect.

Is the Respondent, its officers, employees or proposed Subcontractors:

(a) a current or former employee of Council Yes ☐ No ☐

(b) an immediate relative of a Council employee or Councillor Yes ☐ No ☐

Will any actual or potential conflict of interest in the performance of the Respondent's obligations under the arrangement exist if awarded this Contract, or are any such conflicts of interest likely to arise during the Contract term? Yes ☐ No ☐

If Yes, please provide details in the table below and the way in which any conflict will be dealt with. This information is disclosed for the purposes of this Schedule. Respondents must supply details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their Offer.

DETAILS OF CONFLICT OF INTEREST:

Initials of Respondent: _____

Date: _____

Schedule F: Statement of Experience and Capabilities

Details of previous work experience and capabilities to perform the requirements of the Contract (you are encouraged to include specific projects or works undertaken for COUNCIL however please do not include current COUNCIL Employees as referees).

To assess the Respondent's technical capacity to deliver the scope of work, please provide details of similar work undertaken in the last 5 years in the tables below.

Project Name	Consulting Services Performed	Contract Amount ($AUD)	Client Name and Contact Details for reference checks

Please attach additional information if space is insufficient.

Schedule G: Resources

To assess the Respondent's technical capacity to deliver the scope of work, please provide details Respondent's nominated project team and include a CV for each.

Position	Name of Person	Qualification	Years' Experience
Project Manager		*Eg. B.E in Civil Engineering or equivalent*	*Eg. 5 years' experience managing QRA Program plus 10 years project management experience managing in civil construction projects*
Construction Superintendent		*Eg. Cert IV in Civil Construction or equivalent*	*Eg. 10 years' experience managing road construction works and civil works*

Please attach additional information if space is insufficient.

Schedule H: Management systems

Schedule H1 – Work Health and Safety

This Schedule forms part of the RFQ evaluation and is to be completed by the Respondent. Upon contract award, the successful Respondent may be required to verify their responses noted in this Schedule, by providing copies of relevant policies, procedures, certificates etc. that provides evidence of their ability and capacity to effectively manage their WHS responsibilities for the contract.

Item	**Tick Yes or No**
1. Does your business or organisation have third party certification for Work Health and Safety, e.g. to AS/NZS 4801 or other?	Yes ☐ No ☐
If Yes, by whom: Certificate Number: *(Attach a copy of your Accreditation Certificate)*	
2. Does your business or organisation have a Random Drug and Alcohol Policy? *(Attach a copy of your Policy)*	Yes ☐ No ☐
IF RESPONDENT HAS ANSWERED 'YES' TO QUESTIONS 1 AND 2, RESPONDENT IS NOT REQUIRED TO COMPLETE QUESTIONS 3 TO 9.	
3. Does the Respondent have an internal Work Health and Safety Management System or Plan (**not** third party certified)? *(If yes, attach evidence such as a copy of the manual)*	Yes ☐ No ☐
4. Does your business or organisation have documented Safe Work Methods Statements (SWMS) and other procedures for all identified high-risk work?	Yes ☐ No ☐
5. Does your business or organisation have appropriate systems and/or documented procedures for reporting of incidents and hazards?	Yes ☐ No ☐
6. Is there a person appointed to look after Health and Safety in the workplace?	Yes ☐ No ☐
If Yes, state person's name and position: Name: Position:	
7. Are all employees aware of their obligations for Personal Protective Equipment (PPE)?	Yes ☐ No ☐
8. Does your business or organisation have current and appropriate qualifications, licences to undertake each task?	Yes ☐ No ☐
9. Does your business or organisation undertake appropriate on-site induction and training relevant to each task?	Yes ☐ No ☐

Schedule H2 – Quality Assurance

The Respondent is to complete and attach this Schedule to its RFQ. Upon contract award, the successful Respondent may be required to verify their responses noted in this Schedule, by providing copies of relevant quality policies, procedures, certificates etc. that provides evidence of their quality requirements for the contract.

Item	**Tick Yes or No**
1. Does your business or organisation have third party certification for Quality, e.g. to ISO 9001 series or other?	Yes ☐ No ☐
If Yes, by whom: Certificate Number: *(Attach a copy of your Accreditation Certificate)*	
IF RESPONDENT HAS ANSWERED 'YES' TO QUESTIONS 1, RESPONDENT IS NOT REQUIRED TO COMPLETE QUESTIONS 2 TO 6.	
2. Does the Respondent have an internal Quality System or Plan (**not** third party certified)? *(If yes, attach evidence such as a copy of the manual)*	Yes ☐ No ☐
3. Does the Respondent have a Quality Policy? *(If yes, attach evidence of the Policy)*	Yes ☐ No ☐
4. Does the Respondent have documented Quality procedures? *(If yes, attach evidence or copy of the procedures)*	Yes ☐ No ☐
5. Are records of Inspection, Test and other Quality Assurance or Quality Control activities maintained and quality records kept for each specific project?	Yes ☐ No ☐
6. Does the Respondent undertake internal Quality Audits on a project or contract specific basis?	Yes ☐ No ☐

Schedule I – Local Business and Community

Please provide the following:

- How do you plan to contribute to local economy in Kowanyama
- Initiatives to promote/support the local community

Schedule J – Pricing Schedule

The Respondent shall provide a fixed lump sum price based on the schedule below. Complete shaded areas only.

J1 – Respondent Fees

NOTE: J1 has been split between dry season and wet season and is based on estimated months of dry and wet periods

Item Ref	Description	Estimated Number of Weeks	Fixed hours per week	Hourly rate (Excl. GST)	Lump Sum Price (12 months) (Excl. GST)
1	**Dry Season -May to November 2024**				
1.1	Project Manager	30	50		
1.2	Construction Superintendent	30	60		
NOTATION	*The above project team will be expected to be in Kowanyama full time and work either 10 days on/4 off or 11/3 roster*				
2	**Wet Season-December 2024 to April 2025**				
2.1	Project Manager	18	12		
2.2	Construction Superintendent	18	12		
NOTATIONS	• *The above project team will be expected to spend 3 days per fortnight in Kowanyama* • *The hourly rate will be inclusive of any expected travel time, but exclusive of any outlays and disbursements (airfares to be paid by the contractor and reimbursed via monthly invoicing by the Principal on a cost recovery basis only on production of evidence of expenditure (i.e.. receipts/ invoices etc)).* • *Respondent will not claim travel time from place of origin to Kowanyama (return).* • *The Respondent shall be paid according to the hourly rate and fixed hours per week as per the pricing schedule* • The Respondent shall provide their timesheet for approval of Council. Invoices can only be issued following approval of the timesheet • *The Project Manager and the Superintendent will stay at the Single Cabins inside the Road Camp provided at cost by Council and does not need to be quoted.*				

Where contracts are extended beyond the original 12-month estimate, these rates will be applied.

Please attach additional information if space is insufficient.

J2 – Respondent Outlays and Disbursements

Item Ref	Description	Annual estimated cost to project (Excl GST)	Annual estimated cost to project (GST Incl)	ASSUMPTIONS
3	**Supply of 2 X 4 WD Ute with UHF radio: provide weekly rate**			
4	**Provide 2 computer monitors, 2 x laptops and 2 x docking stations plus internet excluding workstation and office as this will be supplied by Council**			
5	**Flight and accommodation ex place of origin to Kowanyama (return) exclusive of accommodation provided by Council in Kowanyama.**			
NOTATION	The Respondent will book flights based on an agreed Program at least 4 weeks in advance so Council is paying for the lowest air fare possible			
6	**Other** *Insert details of any outlays and disbursements to be incurred by you as part of this engagement, and lump sum price.*			

Where contracts are extended beyond the original 12-month estimate, these rates will be applied (pro-rata).

Please attach additional information if space is insufficient.

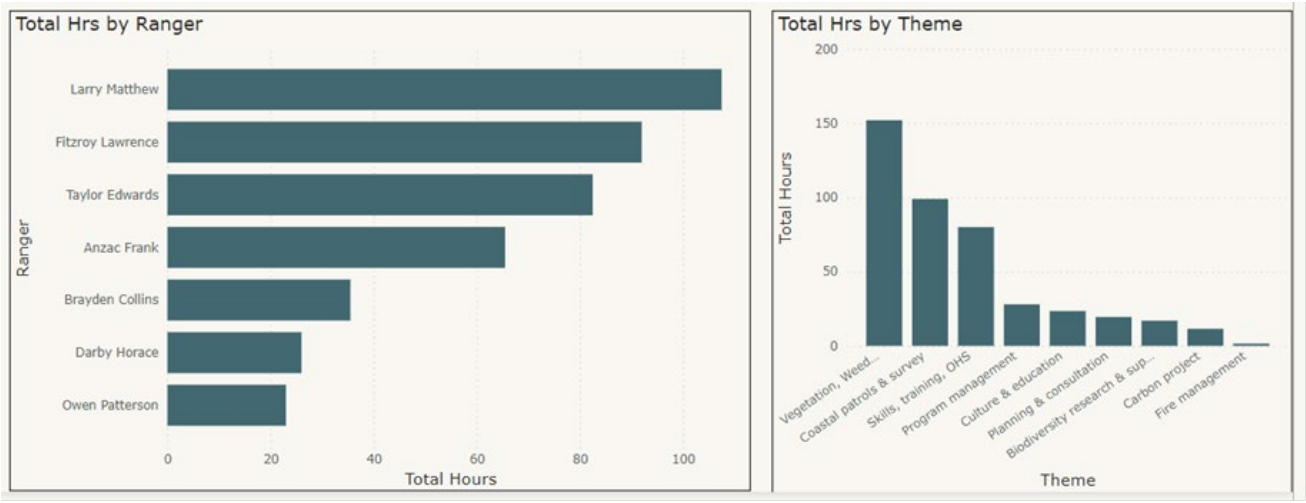
ANNEXURE A – GENERAL CONDITIONS OF CONTRACT

5..1 – Community Services and Cultural Heritage Report

Title:	Community Services and Cultural Heritage Monthly Update
Author:	Acting Executive Manager Community Services and Cultural Heritage
Meeting Date:	30 April 2024

1. Rangers

The Rangers have had a busy month with vegetation management, coastal patrols, and training.



1.1 Land and Sea Rangers 2023 Annual Report

The 2023 Land and Sea Rangers Annual Report has been finalised and distributed. Please see hard copy tabled at meeting.

2. Aged Care

- Aged Care currently has 26 Home Care Package clients and 42 Common Home Support Program Clients.
- Throughout the month, 11 staff travelled to Kingaroy TAFE and undertook Medication Skill Set training.
- A pop-up Palliative Care Service is working with the service to care for four home care package clients.
- An equipment list is currently being compiled, with the intent of placing orders in preparation for the opening of the roads following the wet season.

3. Sport and Recreation / Playgroup

- Playgroup had a busy month, getting families back in routine for the school term.
- An Australian Football League Women's (AFLW) guest came and chatted with the parents/carers of Playgroup.
- Sport and Recreation was business as usual with end of school term activities, inclusive of an end of term pool party.

- Futsal has been a major draw card for the community with over 8 teams competing once a week every Tuesday evening with two games played by each team on the night.
- Sport Rec staff have been working in conjunction with Kowanyama State School to assist in the delivery of events, including the annual Cross Country. The team also assisted Women's Group with the Easter event by having the pool open beforehand.

End of Term Pool Party

Playgroup

Community Futsal Team

4. Services Australia

Assisting customers MyGov:	45	Assist customer on computer (SST):	16
Centrelink:	18	Assist customer to upload documents:	9
Medicare:	3	Assist customer using silver service:	2
Child Support:	2	Assist customer with faxing:	5
Register customer for MyGov:	5	Assist customer to confirm identity:	1
Register customer for a Linking Codes:	8	Assist customer to complete forms:	6
Assist customer with MyGov website:	4	Assist by providing forms/publications:	6
Assist customer on their own device:	7	Refer customer to Services Australia:	10
Customer Duration 30mins – 60mins:	12	Customer Duration 5mins - 30mins:	124

- There has been a significant drop in attendance numbers which can be attributed to one staff member being in Cairns and the other one suffering a few illnesses throughout the month.

5. Night Patrol

- Night patrol continue to monitor the community, with no major incidents reported to Acting Executive Manager.
- There have been reports of youths catching horses and tying them up. This has been passed on to Animal Management Officer for action.
- Several youths have also been caught sniffing petrol.

6. Women's Shelter

- March was a quiet month at the shelter, with only one client utilising the service, referred by QPS. It is pleasing to see the reduction in service users and it is hoped that this trend continues.

7. Men's Services

- Men's services are continuing with their bi-weekly meetings, with the last couple being held at the community hall as it is easier access for the community. Attendance has been steady at these meetings.

- An impromptu gathering and community engagement session was held at the Community Hall, coinciding with the Licensing Team visit. Men's Group worker held discussions with various community members around ways to engage the youth of the community. The most popular response was organised physical activity, i.e. regular organised football games, etc.

An impromptu gathering outside the community hall , coinciding with the Drivers Licensing Team visit.

Preparing for a lunchtime yarn.

8. Women's Services

- There have been several bookings at the Community Hall throughout the month. These include the Indigenous Drivers Licensing Team, U-Launch, and Apunipima. It is good to see the hall being utilised more often for the benefit of the community.

Lining up to get their license at the Communitv Hall.

U-Launch Booking at the Community Hall..

- Women's Services played a vital role in the Easter party held on Easter Sunday at the community hall. The event was well attended by Community and featured activities and games for the children, a feast, and the Easter Bunny made an appearance, handing out chocolate goodness to all children. Special thanks to Cultural Support Officer, Lucy Croake, for working with QPS Liaison Officer to bring this event to fruition.

Easter fun at the Community Hall

- There are currently several vacancies in this area, however, interviews are being scheduled and it is anticipated that new staff will be recruited imminently.

9. Animal Control / Environmental Health

- Kowanyama has had its first Dangerous Dog Declaration. The decision was made to declare the animal as Dangerous following an attack on a child who entered the dogs' residence. Council staff are working with the owner to meet the requirements of the declaration, namely appropriate signage, dog collar, enclosures, etc.
- The vet and vet nurse will be in town week beginning 27 May, for four days. The intent is to complete the desexing list, along with attending to any other ill animals in community.
- There have been a couple of barking and howling dog complaints regarding one address in community. Animal Health Officer is working with the resident to better control the animals.
- Manager Community Services is looking to reintroduce dog registrations, commencing in the new financial year. Registrations will be for a two-year period and fees are based on whether the animal is whole or desexed. The registration form has been redesigned, and registration tags ordered and received. As an incentive to encourage registration, Council is looking to purchase long-lasting and easily identifiable PVC collars to be given to those who register their animals.
- Animal Management Officer and Environmental Health worker have relocated their office to the Pound. Works are also underway at the pound to bring it up to a suitable standard to house animals overnight if required.
- Environmental Health Worker has been working with the Roads Crew, assisting with the removal of unwanted cars in the community.

Removal of unwanted vehicles in the community.

10. Radio

- The Radio Announcer position has been appointed and conversations are underway with Cherbourg Radio Station, working towards a visit to teach staff the basics and finer points of radio work.
- It is anticipated that the Kowanyama Community Radio will be back on air in the new financial year, advertising and promoting local content to the community. p