

# Kowanyama Aboriginal Shire Council

## Council Meeting Agenda

Tuesday, 24 June 2025, 10:00 AM – 3:00pm

Kowanyama Chambers and Cairns Boardroom



1. Welcome
2. Apologies / Conflict of Interest
3.
  - a. Minutes from the Previous Meeting (May OM 2025)
  - b. Action Items
4. Reports
  - 4.1. Councillor Portfolio Updates – VERBAL UPDATE**
  - 4.2. Chief Executive Officer**
    - 4.2.1. Information Report - Monthly Update
    - 4.2.2. Agenda Reports
      - a. Kowanyama Council of Elders
      - b. 2026 Special Holidays
      - c. Community Grant – Sponsorship
  - 4.3. Executive Manager Corporate and Financial Services**
    - 4.3.1. Information Report: Monthly Update
      - a. Governance
      - b. Finance
      - c. Human Resources
    - 4.3.2. Agenda Reports
      - a. Adoption of the 2025/2026 Annual Operational Plan
      - b. Statement of Estimated Financial Position
      - c. Adoption of the 2025/26 Annual Budget
      - d. Debt Policy
      - e. Procurement Policy
      - f. Fees and Charges & Commercial Charges Schedule
      - g. Utility Charges
      - h. Interest on Charges
  - 4.4. Executive Manager Roads, Infrastructure and Essential Services**
    - 4.4.1. Information Report: Monthly Update
    - 4.4.2. Agenda Reports – NIL
  - 4.5. Executive Manager Community Services**
    - 4.5.1. Information Report: Monthly Update
    - 4.5.2. Agenda Reports
      - a. KASC Local Area Biosecurity Plan

5. Other Business
6. Closed Business



Kowanyama Aboriginal Shire Council

# May Council Meeting Minutes

27 May 2025, 10:24AM – 12:31PM

Kowanyama Chambers and Cairns Boardroom

# Table of Contents

1.	Opening/Welcome.....	2
2.	Conflicts of Interest.....	2
	Apologies.....	2
3.	Previous Minutes / Action Items.....	2
4.	Reports.....	3
4.1.	Mayor, Deputy, and Councillor Updates.....	3
4.2.	Chief Executive Officer.....	3
4.3.	Executive Manager Corporate and Financial Services.....	3
4.4.	Executive Manager Roads, Infrastructure and Essential Services.....	4
4.5.	Executive Manager Community Services and Cultural Heritage.....	5
5.	Other Business.....	5
6.	Closed Business.....	6

## Present

<b>Kowanyama Chambers</b>	Cr. Teddy Bernard (Deputy Mayor) Cr. Charmaine Lawrence Kevin Bell – Chief Executive Officer Leah Chambers – Executive Manager Community Services and Cultural Heritage Dan Dixon – Executive Manager Roads, Infrastructure and Essential Services
<b>Cairns Boardroom</b>	Cr. Territa Dick (Mayor) Cr. Coralie Lawrence
<b>Remote (via teams)</b>	Chris McLaughlin – A/Governance Manager Danae Maltby – Governance Officer

### 1. Opening/Welcome

Meeting commenced at 10:24AM.

Mayor Territa Dick welcomed the Councillors and Executive Team to the May Council Meeting, paid respects to Traditional Owners and Elders (past and present).

Cr Charmaine Lawrence performed a welcoming prayer.

### 2. Conflicts of Interest

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

### Apologies

**RESOLUTION:** That Council accepts the apologies of Cr. Richard Stafford.

Moved: Cr. Teddy Bernard  
Seconded: Cr. Charmaine Lawrence

**CARRIED**

### 3. Previous Minutes / Action Items

#### a. Previous Minutes

**RESOLUTION:** Minutes (April Ordinary Council Meeting)

Minutes from the Ordinary Council Meeting 24 April 2025 to be adopted as true and accurate.

Moved: Cr. Teddy Bernard  
Seconded: Cr. Coralie Lawrence

**CARRIED**

#### b. Action Items

Action Items register was noted and tabled.

## 4. Reports

### 4.1. Mayor, Deputy, and Councillor Updates

Mayor provided verbal summary of activities for April 2025:

- Councillors and CEO attending the Indigenous Leaders Forum (Sunshine Coast)
- Mayor attended Cherbourg (visited various community infrastructure)
- Council facilitated Domestic Violence March event in Community
- TCICA Meeting in Cairns
- Mayor attended RAFS on Rise Ventures invitation in Sydney.
- Deputy attended and delivered the Indigenous Address at the Carbon Farming Industry Forum. Deputy attending a Brisbane forum next.

**Action item: CEO to reestablish Council of Elders. Council happy to fund where external funding unavailable. Sitting fees and 3 members from each Tribe. CEO to have a session with Councillors to determine what this looks like.**

### 4.2. Chief Executive Officer

#### 4.2.1. Information Report

Kevin Bell (Chief Executive Officer) presented the CEO report to Council. Information report was noted by Council.

**Cr. Coralie Lawrence left the meeting at 10:50am. Cr. Coralie Lawrence returned to the meeting at 10:53am.**

**Cr. Coralie Lawrence left the meeting at 11:07am. Cr. Coralie Lawrence returned to the meeting at 10:08am.**

**Action item: CEO to organise a July Governance Meeting to commence implementation plan for Local Housing.**

### 4.3. Executive Manager Corporate and Financial Services

#### 4.3.1. Information Report

##### a. Governance Information Report

Chris McLaughlin (A/Manager Governance) presented the Governance report to Council. Information report was noted by Council.

**Cr. Territa Dick left the meeting at 11:20am. Cr. Territa Dick returned to the meeting at 11:31am.**

Chris raised the State proposal to fund ILUA negotiations for the Neighbourhood Centre at lot 69. Councillors provided preliminary feedback that the tree adjacent to the church house was subject to cultural heritage, but no issue with the tress on lot 69 which could be removed. Councillors very supportive to proceed with ILUA negotiations for lot 69, coordinated by Council as Lessor.

**b. Finance Information Report**

Kevin Bell (Chief Executive Officer) presented the Finance report to Council. Information report was noted by Council

**c. HR Information Report**

NIL report presented for May.

**4.4. Executive Manager Roads, Infrastructure and Essential Services****4.4.1. Information Report**

Dan Dixon, (EMRIES) presented EMRIES Information report to Council. Information report was noted by Council.

Cr. Territa Dick left the meeting at 11:50am. Cr. Territa Dick returned to the meeting at 11:55am.

**4.4.2. Agenda Reports****a. Tender KASC-20252-028**

**Resolution:** That Council resolve to award Barto's Construction Pty Ltd ABN: 90611 569674 contract KASC-2025-028 for a period of 34 Weeks to deliver all six Separable portions of the Kowanyama Road Pavement Upgrades and Safety Upgrades program and delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract, approve variations and pay invoices thereunder as and when due.

Moved: Cr. Teddy Bernard

Seconded: Cr. Coralie Lawrence

CARRIED

**b. Tender KASC-2025-030**

**Resolution:** That Council resolve to award contract KASC-2025-030 Separable Portion A to Kowanyama Civil Construction Pty Ltd ABN: 79 228 103 993 for a period of 33 Weeks to deliver the Construction of Unsealed Roads program and delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract, approve variations and pay invoices thereunder as and when due.

Moved: Cr. Teddy Bernard

Seconded: Cr. Coralie Lawrence

CARRIED

**Resolution:** That Council resolve to award contract KASC-2025-030 Separable Portion B to VJB Civil Pty Ltd ABN: 32 649 306 909 for a period of 16 Weeks to deliver the Kowanyama Construction of Unsealed Roads program and delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract, approve variations and pay invoices thereunder as and when due.

Moved: Cr. Teddy Bernard

Seconded: Cr. Territa Dick

CARRIED

c. **Tender KASC-2025-031**

**Resolution:** That Council resolve to award contract KASC-2025-031 Sealed Roads 23-24 DRFA Package to Queensland Central Bitumen ABN: 44 134 294 723 for a period of 26 Weeks to deliver the Kowanyama Sealed Roads 23-24 DRFA Package and delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract, approve variations and pay invoices thereunder as and when due.

Moved: Cr. Coralie Lawrence  
Seconded: Cr. Charmaine Lawrence

CARRIED

d. **Plant Hire Supplier Extension**

**Resolution:** That Council endorses the extension to the KASC-2023-004 Plant Hire Pre-qualified supplier list from current expiration date of 31 May 2025 to 30 November 2025.

Moved: Cr. Teddy Bernard  
Seconded: Cr. Coralie Lawrence

CARRIED

**Action item: Councillors request Governance Team to facilitate Community Supplier Information Session in Kowanyama post Council Approved Contract List tender going live.**

4.5. **Executive Manager Community Services and Cultural Heritage**

4.5.1. **Information Report**

Leah Chambers, (EMCSCH) presented EMCSCH Information report to Council. Information report was noted by Council.

5. **Other Business**

NIL

## 6. Closed Business

That pursuant section 254J(3)(e) and (g) of the *Local Government Regulation 2012* (Qld), Council resolve to close the meeting to discuss agenda item:

- 6.a AEA MOU

Moved: Cr. Teddy Bernard  
Seconded: Cr. Coralie Lawrence

CARRIED

### Out of Closed Business

Council resolves to move out of Closed Business.

Moved: Cr. Coralie Lawrence  
Seconded: Cr. Teddy Bernard

CARRIED

Information report was discussed by Council. No resolution was presented or made.

Meeting closed: 12:31pm



# KASC ACTION ITEMS REGISTER

Meeting Type	Day / Origin	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status	Target Date for Completion
Council Meeting	22	February	2023	Planning Scheme	AMG to ensure new Planning Scheme consider new cemetery area	EMCFS	<b>June 2025:</b> No further updates	In progress	
Council Meeting	30	May	2024	Vehicles	EMRIES to draft letter to residents re: vehicles on roads or in yards.	EMRIES	<b>June 2025:</b> On hold currently - will issue notices / advices in July 2025	In progress	
Council Meeting	27	Aug	2024	Community Safety Plan	Council supports the review of the Community Safety Plan in 2024/25 and gives direction to the Chief Executive Officer to progress.	CEO	<b>Mar 2024:</b> External consultant CSP session scheduled with Councillors 18 March 2025. Session did not happen, required to be rescheduled. <b>June 2025:</b> Currently in progress. Councillor and Community Consultant sessions have commenced. 2nd Community Consultation scheduled for 23 June 2025	In progress	
Council Meeting	25	February	2025	RISE Meeting	Chief Executive Officer to contact RISE to ascertain details around fees to support small business establishment	CEO		Open	
Council Meeting	25	March	2025	Animal Management	Distribute Information and notices about animal management to Community (Local Laws / Vets)	EMCSCH		Open	
Council Meeting	27	May	2025	Local Housing Plan	CEO to organise a July Governance Meeting to commence implementation plan for Local Housing	CEO		Open	
Council Meeting	27	May	2025	Community of Elders Committee	CEO to reestablish Council of Elders. Council happy to fund where external funding unavailable. Sitting fees and 3 members from each Tribe. CEO to have a session with Councillors to determine what this looks like.	CEO	<b>June 2025:</b> Agendda Report with ToR tabled in June OM	Open	
Council Meeting	27	May	2025	Community Suppliers	Councillors request Governance Team to facilitate Community Supplier Information Session in Kowanyama post Council Approved Contract List tender going live	EMCFS	<b>June 2025:</b> Council Supplier Info session will be in Aug/Sep in Community. EOI will be advertised in July 2025. Council will provide updated social media posts to inform Community of requirements / event details.	Open	

#### 4.1.1 – CEO Report

Title:	CEO Update
Author:	Chief Executive Officer
Meeting Date:	24 June 2025

#### **Executive Summary**

To provide Council with an update of activities undertaken by the Chief Executive Officer.

#### **Key points**

- Budget workshops with Executive Leadership Team and Elected Members
- Community Safety Meeting (Sly grog impacts, data analysis, community wifi management)
- Executive Team Meetings (End of FY, Budget and Ops Focus)
- Payroll and HR system (workshops held with all KASC departments over the course of the month)
- Vehicle Tracking System (EMT reviewing options)
- Recruitment (Currently have several positions advertised through RISE, Seek and Councils social media and website)
- NAIDOC Committee formed and meetings held regarding the 2 proposed events, (Community family fun day, Naidoc Ball, proposed for 11<sup>th</sup> of September and the 13<sup>th</sup> of September)
- Meeting with Department of Housing and Council (Governance meeting for LHP)
- Department of Local Government Council Service Visit and Elected Member Training (Thursday 29<sup>th</sup> of May)
- Newsletter edition two released
- Meeting Department of Tourism Innovation and Sport (Deadly Active Program funding extension)
- Early Dry Season Burn Carbon Project (Orioners and Sefton 13<sup>th</sup> of June)
- Department of Transport and Main Roads visit/Meeting to discuss the Local Fare Scheme
- Acceptance into the Northwest Queensland ROC ([North West Queensland Regional Organisation of Councils](#)) currently 11 member councils
- Containers for Change visit (over 30k of eligible container's removed from community)
- Audit and Risk Meeting

#### **1. Additional Funding Announced**

- 1 year extension Indigenous Sports and Recreation Program
- \$100k funding for housing supply scheme
- \$3m in funds for the extension/plug in program for social houses

#### **2. Funding requested**

- DRFA Kowanyama Hub Project

#### 4.2.2.a – Council of Elders Committee

Title:	Council of Elders Committee
Author:	Chief Executive Officer
Meeting Date:	24 June 2025

**Resolution:** That Council endorse the establishment of Kowanyama Council of Elders Advisory Committee in accordance with section 264 of the *Local Government Regulations Qld 2012*.

#### **Summary:**

This Advisory Committee will be formed to give advice to both Councillors and Council Officers of the Kowanyama Aboriginal Shire Council.

The purpose of this Advisory Committee will be to:

1. To give advice on strategies to safeguard, promote, and uphold Indigenous cultural practices, traditions, and languages within the community;
2. To provide a culturally representative perspective on issues arising in the community;
3. To serve as an advisor or liaison between community and external agencies, ensuring the community's voices and concerns are represented;
4. To assist in mediating and resolving disputes within the community in accordance with cultural protocols and traditions;
5. To provide informed and expert advice on matters related to the operation of Council programs, including but not limited to:
  - IKC (Indigenous Knowledge Centre)
  - KCRC (Kowanyama Cultural and Research Centre)
  - Land & Sea Rangers
  - Womens Shelter
  - Health and Aged Care Centre
  - Community Justice Group
6. To improve communications between Council and community in the operation of identified programs and strategic initiatives;
7. To support the development and mentoring of emerging community leaders and elders.
8. The Kowanyama Council of Elders can suggest additional advisory opportunities, particularly in relation to aspirations of Traditional Owners pertaining to the programs relevant to this Committee.

#### **Refer to attached Terms of Reference.**

**Resolution:** That Council endorse the establishment of Kowanyama Council of Elders Advisory Committee in accordance with section 264 of the *Local Government Regulations Qld 2012*.

## Attachment 1: KoEC Terms of Reference



# Kowanyama Aboriginal Shire Council

# Kowanyama Council of Elders

## Terms of Reference (ToR)

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This document establishes the Terms of Reference for the Kowanyama Council of Elders (KCoE).

These Terms of Reference are consistent with the establishment, conduct and management of Advisory Committees in accordance with the Local Government Act 2009 (Qld) and Local Government Regulation 2012 (Qld).

This Advisory Committee is formed to give advice to both KASC Officers and the Councillors of Kowanyama Aboriginal Shire Council.

These Terms of Reference expressly recognise and acknowledge the knowledge and expertise of elected Councillors with respect to Aboriginal decision-making processes and/or Aboriginal tradition. The legal role of the PBC, Abm Elgoring Ambung, is also recognised.

The KCoE shall be established, varied, or disestablished, by direction of KASC CEO.

### 1. Definitions and terms

#### 1.1. In these Terms of Reference:

- Council means the Kowanyama Aboriginal Shire Council
- Traditional Owners means those Aboriginal inhabitants with connection to Kowanyama Country in accordance with traditional Aboriginal laws and customs).
- Land & Sea Rangers are the Indigenous Ranger Programs of Council

#### 1.2. Acronyms

- AEA is the Prescribed Body Corporate for Kowanyama People, Abm Elgoring Ambung
- IKC is the Indigenous Knowledge Centre
- KASC is Kowanyama Aboriginal Shire Council
- KCoE is the Kowanyama Council of Elders
- KCRC is the Kowanyama Cultural and Research Centre

### 2. Purpose

- 2.1. To give advice on strategies to safeguard, promote, and uphold Indigenous cultural practices, traditions, and languages within the community;
- 2.2. To provide a culturally representative perspective on issues arising in the community;
- 2.3. To serve as an advisor or liaison between community and external agencies, ensuring the community's voices and concerns are represented;
- 2.4. To assist in mediating and resolving disputes within the community in accordance with cultural protocols and traditions;

- 2.5. To provide informed and expert advice on matters related to the operation of Council programs, including but not limited to:
  - IKC (Indigenous Knowledge Centre)
  - KCRC (Kowanyama Cultural and Research Centre)
  - Land & Sea Rangers
  - Womens Shelter
  - Health and Aged Care Centre
  - Community Justice Group
- 2.6. To improve communications between Council and community in the operation of identified programs and strategic initiatives;
- 2.7. To support the development and mentoring of emerging community leaders and elders.
- 2.8. The Kowanyama Council of Elders can suggest additional advisory opportunities, particularly in relation to aspirations of Traditional Owners pertaining to the programs relevant to this Committee.

### 3. Responsibilities

The KCoE and its members have responsibility to:

- Respond to requests from Council for advice on specific matters
  - Actively engage with community members to discuss and better understand issues relevant to the KCoE's work
  - Attend meetings regularly and participate in discussion
- 3.1. It is noted that where the Council considers it has sufficient information at hand to consider matters without reference to the KCoE , it may do so at its sole discretion.

### 4. Reporting

- 4.1. The KCoE shall report, as appropriate, to Councillors and KASC Officers via its Chair.

### 5. Membership

- 5.1. Chair: The Chair's role is to assist with the procedure of the meeting and to ensure appropriate governance is followed. All members of the Committee should have experience with this role. The Chair should be rotated each meeting.
- 5.2. Secretariat: The Secretariat serves to manage payments, convene meetings, maintain member contact details, note matters to be considered, assist the Chair, and note decisions, views, and questions arising at meetings. The Secretariat will be a designated Council employee.
- 5.3. Members: Members shall be Traditional Owners of Kowanyama Country as nominated by community. Council will make all reasonable and practical attempts to confirm member eligibility.
  - A minimum of 4 and a maximum of 12 Members (plus Alternative Members) shall be appointed.
  - Prospective members shall indicate their interest via written expression of interest.
  - Members shall be appointed, replaced and/or removed by resolution of Council, upon advice from the KCoE .

- Members shall review and agree upon the composition of KCoE on an annual basis to ensure it is generally composed of:
  - members who regularly attend meetings, contribute positively, and represent their community;
  - a balance of men and women
  - a balance of Youth and Elder members

5.4. The Committee, through a simple majority resolution, may request that Council appoint, replace, or remove members from time to time.

5.5. Alternate Members: Each Member shall be entitled to nominate an alternate member in the event they are unable to attend a meeting. Each alternate member shall have the same voting rights as the member. The Member must make their alternate member known to the Chair or Secretariat in a clear and unambiguous manner at least one (1) day before each relevant meeting is convened.

5.6. Remuneration: Each attending Member or their alternate member, shall be entitled to a meeting fee of \$200 (GST Excl) per meeting attendance.

This meeting fee is paid in acknowledgement of the value of cultural advice being imparted.

Members may also be reimbursed their reasonable expenses incurred in attending the meeting upon the presentation of receipts (e.g. fuel/ accommodation etc).

## 6. Quorum

6.1. Quorum shall be a simple majority of the total Members (e.g. With 12 members quorum is 6 members).

## 7. Meeting frequency

7.1. Meetings shall be quarterly, or as otherwise convened by Proposal Notice.

7.2. One of the quarterly meetings shall be an Annual Meeting. This meeting should be held in conjunction with a community event to celebrate the achievements of the KCoE

## 8. Decision-making Process for Proposals

KASC Councillors and Officers shall utilise the following decision-making process in considering Proposals:

8.1. Proposals have reached in-principle scoping by KASC Officers and there is detail to place before the KCoE

8.2. A Proposal Notice is provided to each member of the KCoE , providing the following details: Details, scope and any supplementary/ supporting materials to place Members in a fully informed position so as to enable them to deliberate on matters and form their advice to Council.

8.3. A KCoE meeting date, not less than four (4) business days following the date of the Proposal Notice.

8.4. Convene a KCoE meeting at a physical or virtual (ie. tele/videoconference) location per the Proposal Notice.

8.5. In the consideration of its recommendation, the KCoE shall consider and/or apply any applicable Aboriginal decision-making process and/or Aboriginal Tradition, relevant to Proposals presented (as applicable).

8.6. The Record of Advice shall be rendered by the Secretariat in the form prescribed in Schedule 2 – Record of Advice, upon consideration of the Proposals at its KASC Meeting(s).

**SCHEDULE 1 –RECORD OF ADVICE**

**RECORD OF ADVICE**

**Kowanyama Council of Elders**

MEETING DATE:

MEETING TIME:

VENUE:

CHAIR:

ATTENDEES:

APOLOGIES:

PROPOSAL:

SUMMARY OF DISCUSSION:

COMMITTEE ADVICE:

SIGNED: \_\_\_\_\_

Chair

DATE:

## **SCHEDULE 3 –FACT SHEET**

### **Kowanyama Council of Elders**

#### **Information and Nomination Form**

##### **About Kowanyama Cultural matters**

Traditional people have lived on this land for countless generations and are the enduring custodians of Kowanyama culture.

##### **What is this Advisory Committee for?**

To provide cultural advice to Kowanyama Councillors and Officers

This Advisory Committee can also propose their own ideas. The Committee can advise Council about any matters that concern them regarding cultural matters in community or on Kowanyama country.

##### **Who sits on the Advisory Committee?**

The maximum number is 12. There should be a good balance of men and women, and old people and young people.

It is important that all traditional families can have their say on the Committee.

The Committee can accept new members and retire members as it chooses. Any change to the Committee needs to be notified to Council for formal approval (under Local Government legislation).

##### **Who is the Chair of the Committee?**

The Chair is to be rotated amongst the Committee members. Their role is only to keep the meeting rules. The Chair does not push an agenda.

##### **How are Committee recommendations made?**

The Committee makes recommendations to Council and does not make legally-binding decisions itself. The Committee follows Aboriginal decision-making processes and tradition. In this way, the Committee can offer proper advice to Council.

There must be more than half the Committee members present at a meeting. If there are not enough members, the meeting will not proceed. Meetings take a lot of work to organise and it is expected Members will attend. Members who consistently don't turn up to meetings may be removed upon the recommendation of the Committee.

##### **How many meetings are there?**

The plan is to hold 4-6 meetings per year. Additional meeting might be called by Council if there are urgent matters to discuss.

At least one meeting per year will also include an open invitation to the community.

##### **What if a member cannot attend the meeting?**

If you cannot attend a meeting, you may nominate an alternate member to attend in your name. You must inform the Chair or Secretary at least one day prior to the meeting.

##### **Is there a payment for my time?**

Yes. Each member (or attending alternate member/ proxy) of the Committee will receive \$200 for each meeting they attend.

If there is a big cost for travel, you must discuss with the Secretariat first. Some expenses can be reimbursed, but it must be agreed before you travel.

**How do we know this Committee is useful?**

At least once per year Council will prepare a report that shows what questions were considered by the Committee. Council will also report what ideas the Committee put forward.

This report will be published on the Council website and distributed to the Community through the newsletter.

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**Expression of Interest**

I have read the above Terms of Reference, and I understand the purpose of the Kowanyama Council of Elders. I understand that if I sit on the Committee I will participate constructively. I am representing the interests of my community and their traditional connections to Kowanyama Country.

**Name:**

---

**Contact number:**

---

**Signature:**

---

**Date:**

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#### 4.2.2.b – 2026 Special Holidays

Title:	2026 Special Holidays
Author:	Chief Executive Officer
Meeting Date:	24 June 2025

**Recommendation:** Pursuant to Section 4 of the Holidays Act 1983, Council approve the 2026 Special Holidays as presented.

**Summary:** In accordance with section 4 of the Holidays Act 1983 local governments are invited to request annual special holidays in respect to agricultural, horticultural, and industrial show.

A holiday appointed pursuant to section 4, subsection (1) shall be a bank holiday in the district specified in the notification except where the holiday is in respect of an annual agricultural, horticultural, or industrial show when it shall also be a public holiday.

For 2026 Special Holidays, an additional date is being put forth for Council consideration and/or approval which is:

- Mabo Day – 3<sup>rd</sup> June 2026

Therefore, with respect to the above, the Special Holiday requests for 2026 are:

- Wednesday 3<sup>rd</sup> June 2026 Mabo Day
- Friday 3<sup>rd</sup> July 2026 NAIDOC Day
- Monday 24<sup>th</sup> August 2026 Kowanyama DOGIT Day
- Monday 7<sup>th</sup> September 2026 Kowanyama Annual Rodeo

**Recommendation:** Pursuant to Section 4 of the Holidays Act 1983, Council approve the 2026 Special Holidays as presented.

**Attachments:** Letter from Office of Industrial Relations dated 10 June 2025.

## Attachments:

- Letter from Office of Industrial Relations dated 10 June 2025.





Queensland  
Government

Office of  
Industrial Relations

Department of State  
Development and  
Infrastructure

10 June 2025

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983*, local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2026 for districts in your local government area, please complete the attached request form and submit via email to [info@oir.qld.gov.au](mailto:info@oir.qld.gov.au) by no later than **Friday, 25 July 2025**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, employees are entitled to be absent from work or may refuse to work in reasonable circumstances on a public holiday, without loss of ordinary pay. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but a bank holiday. The *Trading (Allowable Hours) Act 1990*, provides that a bank holiday is only a holiday for banks and insurance offices. Under a directive of the *Public Sector Act 2022*, a special holiday is a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email [patricia.faulkner@oir.qld.gov.au](mailto:patricia.faulkner@oir.qld.gov.au).

I also wish to advise a review of the administrative processes for the appointment of special holidays is currently underway. The review will investigate options for a more streamlined process for future special holiday appointments.

Yours sincerely

**Shane Donovan**  
A/Executive Director, Industrial Relations  
Office of Industrial Relations

1 William Street Brisbane  
Queensland 4000 Australia  
GPO Box 69 Brisbane  
Queensland 4001 Australia  
**Telephone 13 QGOV (13 74 68)**  
**WorkSafe** 1300 362 128  
**Website** [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)  
[www.business.qld.gov.au](http://www.business.qld.gov.au)  
ABN 94 496 188 983

#### 4.2.2.c – Sponsorship

Title:	Sponsorship – Bull-riding Championship
Author:	Chief Executive Officer
Meeting Date:	24 June 2025

**Resolution:** In accordance with Section 110 of the QLD Local Government Act 2009, Council resolve to approve Sponsorship to Carl Douglas Jnr and his Family, for the value of \$5,000.00 to attend the 2025 IMBA World Finals in Utah in September 2025.

**Summary:** A Local Kowanyama Shire resident (Carl Douglas Junior) is seeking sponsorship through Council to attend the 2025 IMBA World Finals in Utah in September 2025.

Initially it was being considered that this Sponsorship would be given through the Community Grant Scheme however this individual did not meet the requirements of the Community Grant Policy. As a result, we are seeking Councils approval for an unfunded Sponsorship towards Flights & Accommodation for the individual and his family of \$5,000.

**Recommendation:** In accordance with Section 110 of the QLD Local Government Act 2009, Council resolve to approve Sponsorship to Carl Douglas Jnr and his Family, for the value of \$5,000.00 to attend the 2025 IMBA World Finals in Utah in September 2025.

### 4.3.1.a – Governance Update

Title:	Governance Monthly Update
Author:	Acting Manager Governance
Meeting Date:	24 June 2025

## Key Items

### Cultural Vault

Legal costs have now been agreed with AEA and a purchase order issued to AEA's lawyers to commence engagement on the ILUA draft already provided by Council. Awaiting update from AEA re draft ILUA supplied.

### Subdivision and Housing Design

Roads have reopened following seasonal closure, allowing electrical contractor access to the community to finalise electrification of the 19 lots. Some defects still need to be resolved by Gulf Civil, which are progressing (sewer infrastructure levels/ bitumen). In anticipation of practical completion of the subdivision by mid-year, Council is now out to tender for housing design (closed 12 June). This will allow Council to select 19 houses from approved designs and go to tender in Q1 2025/26 to construct based upon engineered designs. The design tender allows for community consultation on design.

### Long Day Care Centre

Lease approved at the April 2024 OM and now executed by Council and returned to the State. Lease commencing 1 June 2025 (12-month term). Council still finalising Contract with approved contractor for operation of the long day care centre.

### AEA MOU

MOU has been duly executed as between Council and AEA. Negotiations now progressing. Following Council's session at the May OM, management has written to AEA with respect to Council's position across all 6 projects and awaiting response.

### Local Laws Enforcement

Authorised Person Training conducted 20 May 2025 in Kowanyama. 6 x additional Authorised Persons have now completed training with coverage across all operational departments. ID Cards and Instrument of Appointments will now be issued to each.

### Kowanyama Neighbourhood Centre

Following Council guidance provided at the May OM, management has written to AEA to obtain an estimate of its costs and timeline and will consolidate with its own for State consideration and approval, prior to commencing the formal ILUA process.

### Audit and Risk Committee

The Audit and Risk Committee meeting was held on the 18 June 2025.

The Committee have recommended that the minutes (unconfirmed) and risk updates are provided to Council at the next available Ordinary Meeting. Minutes and Risk updates will be submitted to July OM.

**Councillor Registers of Interest**

Do you need to update your Register of Interest to include changes in your circumstances? Please request a form from your Governance Team.

#### 4.3.1.b - Finance Update

Title:	Finance Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

#### Key Items

##### Financial Report May 2025

The monthly Finance report for the month of May 2025 has been prepared as at **Attachment 1**

- Key points from the May 2025 YTD report are as follows:
  - net operating result (before depreciation) is a \$7,749 profit, which is \$5,735K better than budget
  - actual net operating income is \$27,723K which is \$1,811K better than budget
  - actual operating expenditure is \$19,974K which is \$3,924K better than budget
  - Net profit/(loss) (after depreciation) is \$4,569K loss, which is \$2,656K better than budget
  - Untied Cash Funds balance is \$18,813K

#### Recommendation:

That Council note the:

- Monthly Financial Report – May 2025

**Attachment 1:**

- Monthly Financial Report – May 2025



# Financial Report May 2025





**Financial Report May 2025**

<b>CONTENTS</b>	<b>Page</b>
<b>Financial Summary</b>	<b>3</b>
<b>Operating Statement</b>	<b>4</b>
<b>Operating by Program</b>	<b>6</b>
<b>Capital by project</b>	<b>9</b>
<b>Statement of Financial Position &amp; Cash</b>	<b>10</b>

(all results are in \$)



## **Year to Date May 2025**

### **Finance Summary**

The YTD May 2025 financials show an actual loss of \$4,568,775 compared to a budgeted loss of \$7,224,328.

Favourable variances arose for the General Purpose Financial Assistance Grant \$657,514, Interest Received \$829,023, Accommodation Revenue \$187,781, Rental Income \$219,783, Aviation Fuel Sales \$202,911 and Airport Landing Fees \$81,835. Additional favourable variances arose for Payroll costs \$2,219,903, mainly due to vacant positions, Repairs & Maintenance \$208,248 and Contractors (excluding QBuild) \$89,948. These favourable variances are partially offset by Depreciation which is (\$2,802,609) higher than budget mainly due to changes in Road asset values and their useful life as a result of the full revaluation conducted as of 30 June 2024, loss on asset disposal (\$277,036) and QBuild programs net result which are currently (\$591,081) behind budget.

The balance of the operating variance is mainly due to the timing of revenue and expenditure against budget phasing.

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 - 31/05/2025**

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	\$	\$	\$	\$
<b>Income</b>				
Council Rates, Levies & Charge	612,322	610,000	2,322	610,000
Commissions & Fees Revenue	191,743	173,074	18,669	188,819
Aviation Landing Fees	356,835	275,000	81,835	300,000
Other Fees & Charges	36,102	4,576	31,526	5,000
Accommodation Revenue	1,183,369	995,588	187,781	1,086,100
Rental Income	1,108,946	889,163	219,783	970,000
Interest Received	1,281,849	452,826	829,023	494,000
Sale of Goods Revenue	1,285,100	1,089,901	195,199	1,174,913
Services Revenue	5,325,783	6,795,668	(1,469,885)	8,413,496
Aviation Fuel Revenue	661,237	458,326	202,911	500,000
Donations Received	17,364	0	17,364	0
Insurance Recoveries	25,650	0	25,650	0
Fuel Tax Credits	16,774	11,000	5,774	12,000
Other Income	256,380	222,288	34,092	242,500
Training Recoveries	85,000	75,000	10,000	100,000
Workcare Recoveries	769	0	769	0
State Government Grants - Operating	5,756,606	4,824,706	931,900	4,938,955
Commonwealth Government Grants - Operating	7,447,889	6,999,637	448,252	7,382,009
Other Grants - Operating	70,000	0	70,000	0
Internal Cost Recoveries - Sale of goods	669,725	536,239	133,486	585,000
Internal Cost Recoveries - Services	1,333,448	1,498,728	(165,280)	1,635,000
<b>Total Income</b>	<b>27,722,890</b>	<b>25,911,720</b>	<b>1,811,170</b>	<b>28,637,792</b>
<b>Less Expenses</b>				
Cost Of Goods Sold	1,691,935	1,502,754	(189,181)	1,639,385
Stock Adjustments & Stocktake variances	67,989	7,500	(60,489)	10,000
Wages - Permanent Staff	6,877,851	9,043,484	2,165,633	9,791,088
Superannuation	767,570	1,078,412	310,842	1,167,760
Recruitment & Relocation	50,728	128,326	77,598	140,000
Workers Compensation	168,567	209,909	41,342	229,045
Staff Education & Training	76,831	214,039	137,208	236,646
FBT	23,325	0	(23,325)	0
Training and Workcare Costs - recoverable	0	6,864	6,864	7,500
Employee Assistance Program	0	2,288	2,288	2,500
Audit Fees	95,049	95,667	618	104,375
Admin Expenses	4,890	12,750	7,860	13,000
Advertising Costs	4,774	32,940	28,166	35,500
Memberships & Subscriptions	67,834	95,403	27,569	104,137
Postage & Stationery	16,902	31,603	14,701	34,583
Staff Amenities	28,512	39,457	10,945	43,162
Disaster Recovery Expenses	0	0	0	0
Hcp Purchased Goods	13,466	22,913	9,447	25,000
MV Expenses - Fuel	179,240	137,489	(41,751)	150,100
MV Expenses - Registration	51,229	12,034	(39,195)	13,145
MV Expenses - Running Costs	26,786	0	(26,786)	0
R&M - MV Expenses	412,725	299,436	(113,289)	322,180
Plant Fuel & Oil Expenses	85	0	(85)	0
Plant Hire	1,777	484	(1,293)	535
Consultants	255,693	411,777	156,084	476,529

**Kowanyama Aboriginal Shire Council**  
**Profit & Loss**  
**Period ending - 31/05/2025**

	<b>Year to Date Actual</b>	<b>Year to Date Current Budget</b>	<b>Year to Date Variance to Current Budget</b>	<b>Full Year Current Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Contractors	3,915,415	4,937,600	1,022,185	5,682,150
Legal Expenses	21,846	107,500	85,654	115,000
Accountancy Fees	31,050	82,500	51,450	90,000
Computer, IT & Network	373,496	592,924	219,428	665,055
Telephone, Fax & Printers	211,066	252,197	41,131	275,231
Cleaning	80,377	49,060	(31,317)	53,667
Freight	213,450	171,839	(41,611)	189,828
Security	11,256	13,651	2,395	14,900
Catering	137,724	148,582	10,858	161,619
Donations	92,000	113,750	21,750	115,000
Safety Equipment	38,294	7,656	(30,638)	8,391
Protective Clothing/Uniforms	26,070	32,032	5,962	35,040
Consumables/Materials	511,875	608,721	96,846	657,709
Mobilisation & Demobilisation	0	6,336	6,336	6,919
Electricity	463,397	403,711	(59,686)	440,521
Small Tools, Equipment And Furniture	312,431	200,255	(112,176)	218,572
Portable & Attractive Assets	(0)	143,846	143,846	147,864
Capital Assets expenditure	102,147	0	(102,147)	0
R&M - Roads & Infrastructure	7,420	17,248	9,828	18,818
R&M - Buildings	280,586	676,463	395,877	731,625
R&M - Plant & Equipment	542,888	431,728	(111,160)	466,048
R&M - Other	38,778	65,769	26,991	71,826
Travel Exps - Accommodation	85,007	101,640	16,633	108,955
Travel Exps - Airfares	227,913	222,285	(5,628)	238,458
Travel Exps - Car Hire/ Taxis/ Km'S	14,120	32,874	18,754	35,423
Travel Exps - Meals & Incident	90,356	142,623	52,267	154,583
Rent	121,482	126,137	4,655	137,623
Grants Refunded	14,404	0	(14,404)	0
ATM & Eftpos Fees, Bank Charges & Interest	32,775	42,163	9,388	46,000
Insurance	627,010	664,226	37,216	676,800
Bad Debts Written Off	2,498	0	(2,498)	0
Fees & Charges	15,631	1,936	(13,695)	2,143
Licences	5,114	6,281	1,167	6,874
Rates & Taxes	36,037	36,663	626	40,000
Internal Cost Charges - Sale of Goods & Services	406,414	370,304	(36,110)	397,050
Internal Cost Allocation - Wages	0	(297,913)	(297,913)	(325,000)
<b>Net Operating Expense</b>	<b>19,974,088</b>	<b>23,898,116</b>	<b>3,924,028</b>	<b>26,230,859</b>
<b>Net Operating Profit / (Loss)</b>	<b>7,748,802</b>	<b>2,013,604</b>	<b>5,735,198</b>	<b>2,406,932</b>
Depreciation	12,040,541	9,237,932	(2,802,609)	10,077,789
Loss on Reval of Finance Leases & Sale of Assets	277,036	0	(277,036)	0
<b>Net Profit / (Loss)</b>	<b>(4,568,775)</b>	<b>(7,224,328)</b>	<b>2,655,553</b>	<b>(7,670,857)</b>

**Net Operating Results by Program**

Office of the CEO					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Kowanyama Office	Deficit	(\$495,580)	(\$650,009)	\$154,429	(\$700,506)
Councillor Costs	Deficit	(\$512,717)	(\$530,410)	\$17,693	(\$574,640)
General Council	Deficit	(\$6,161,001)	(\$4,032,401)	(\$2,128,600)	(\$4,390,797)
Arthur Beetson - Legends	Deficit	(\$173,920)	(\$195,000)	\$21,080	(\$195,000)
KASC Events	Deficit	(\$21,179)	(\$60,000)	\$38,821	(\$60,000)
Carbon Farming	Surplus	\$1,970,764	\$1,773,439	\$197,325	\$2,847,537
Carbon Contra	Surplus	\$0	\$0	\$0	\$0
Cleaning Services	Deficit	(\$116,490)	(\$192,408)	\$75,918	(\$208,424)
Accommodation Facilities	Surplus	\$832,553	\$366,997	\$465,556	\$366,916
<b>TOTAL Office of the CEO</b>	<b>Deficit</b>	<b>(\$4,677,570)</b>	<b>(\$3,519,792)</b>	<b>(\$1,157,778)</b>	<b>(\$2,914,915)</b>

Revenue is higher than budget for Interest Received \$829k, which is projected to increase over the coming months, Insurance Recoveries \$25k and Accommodation Facilities \$277k. In addition, a favourable timing variance arose for Carbon Farming Contractors \$104k. These are offset by an unfavourable variance on depreciation of (\$2,545k) due to changes in Road asset values and their useful life as a result of the full revaluation conducted as of 30 June 2024 and Loss on Disposal of assets \$277k.

Corporate & Financial Services					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Cairns Office & Finance	Deficit	(\$895,101)	(\$972,510)	\$77,409	(\$1,056,593)
Human Resources	Deficit	(\$565,358)	(\$802,567)	\$237,209	(\$899,299)
Governance	Deficit	(\$332,647)	(\$505,562)	\$172,915	(\$538,848)
Information, Communications & Technology	Deficit	(\$575,533)	(\$1,002,979)	\$427,446	(\$1,092,505)
Purchase Store	Deficit	(\$385,031)	(\$401,903)	\$16,872	(\$433,369)
Payroll Use Only	Surplus	\$0	\$0	\$0	\$0
Bakery	Deficit	(\$318)	\$0	(\$318)	\$0
Blue Cafe	Deficit	(\$15,040)	\$0	(\$15,040)	\$0
Kowanyama Cattle Co	Surplus	\$107,149	\$112,912	(\$5,763)	\$112,913
Cyber Security Awareness Support For Vulnerable Groups	Surplus	\$25,000	\$0	\$25,000	\$0
FAGS - General Purpose	Surplus	\$4,304,514	\$3,647,000	\$657,514	\$3,647,000
Indigenous Councils Funding Program (Icfp)	Surplus	\$3,591,835	\$3,568,572	\$23,263	\$3,568,572
<b>TOTAL Corporate &amp; Financial Services</b>	<b>Surplus</b>	<b>\$5,259,470</b>	<b>\$3,642,963</b>	<b>\$1,616,507</b>	<b>\$3,307,870</b>

The Financial Assistance Grant received is \$658k higher than budgeted. The balance of the variance is mainly due to vacancy savings and the timing of expenditure for legal, consultants and Information Technology projects.



Net Operating Results by Program

Community Services & Cultural Heritage

Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Untied Funding Programs</b>					
Centrelink	Surplus	\$62,550	\$1,731	\$60,819	\$2,581
Community Bus	Deficit	(\$11,907)	(\$39,827)	\$27,920	(\$43,196)
Mp Sport & Rec Facility	Deficit	(\$194,080)	(\$154,587)	(\$39,493)	(\$167,955)
National Disability Insurance Scheme (Ndis)	Surplus	\$15,596	\$0	\$15,596	\$0
Post Office	Deficit	(\$87,338)	(\$174,277)	\$86,940	(\$188,284)
NAIDOC	Deficit	(\$8,788)	(\$32,054)	\$23,266	(\$35,000)
Hcp/Medicare Payments For Aged Care	Deficit	(\$145,325)	\$326,681	(\$472,006)	\$357,565
Meals On Wheels (MOW)	Deficit	(\$31,437)	(\$6,402)	(\$25,035)	(\$7,000)
Aged Care CHSP	Surplus	\$145,980	(\$16,893)	\$162,873	(\$16,691)
Aged Care Rent	Surplus	\$11,215	\$15,059	(\$3,844)	\$16,430
<b>Subtotal - Untied Funding Programs</b>		<b>(\$243,535)</b>	<b>(\$80,569)</b>	<b>(\$162,966)</b>	<b>(\$81,550)</b>
<b>Tied Funding Programs</b>					
IAS RIBS	Deficit	(\$1,592)	(\$39,893)	\$38,301	(\$43,139)
Dept Of Emergency Services	Surplus	\$490	\$0	\$490	\$0
DETE Childcare	Surplus	\$26,548	(\$935)	\$27,483	\$0
DETE Vacation Care	Surplus	\$0	(\$66)	\$66	(\$0)
Child Care Hub Establishment	Surplus	\$50,000	\$0	\$50,000	\$0
Get Ready Queensland	Surplus	\$3,304	\$1,650	\$1,654	\$1,780
NIAA Kowanyama Playgroup	Surplus	\$10,115	(\$1,903)	\$12,018	(\$1,079)
IAS Sport & Rec	Surplus	\$57,573	(\$308)	\$57,881	\$299
Deadly Active Sport & Rec Program	Surplus	\$40,805	(\$1,349)	\$42,154	(\$552)
Kowanyama Men's Shed Operating Grant	Surplus	\$33,508	(\$6,567)	\$40,075	(\$7,194)
Doha Njcp 279	Surplus	\$47,826	(\$100,111)	\$147,937	(\$104,479)
Aged Care Qcss	Surplus	\$18,285	\$0	\$18,285	\$0
Qld Health Public Health	Deficit	(\$24,950)	(\$20,790)	(\$4,160)	(\$22,000)
Dfsv Enhancement	Deficit	(\$4,247)	\$0	(\$4,247)	\$0
Womans Shelter	Deficit	(\$5,379)	\$304	(\$5,683)	\$2,512
Indigenous Rangers	Surplus	\$16,166	(\$130,937)	\$147,103	(\$137,449)
Women'S Meeting Place	Surplus	\$75,070	(\$52,620)	\$127,690	(\$54,880)
Service Enhancement Ddsatsip	Deficit	(\$23,753)	(\$5,463)	(\$18,290)	(\$5,784)
Community Night Patrol	Surplus	\$146,767	\$0	\$146,767	\$0
Ndia Community Connector Services	Deficit	(\$8,312)	(\$25,971)	\$17,659	(\$27,446)
Community Toolbox	Surplus	\$0	(\$16,467)	\$16,467	(\$17,964)
Daff - Indigenous Rangers Coastal Clean Up	Deficit	(\$11,892)	\$0	(\$11,892)	\$0
Queensland Community Support Scheme (Qcss)	Surplus	\$74,371	\$0	\$74,371	\$0
Local Decision Making Body (Ldmb)	Deficit	(\$65,902)	(\$48,664)	(\$17,238)	(\$52,702)
Sly Grog Go Away Project	Surplus	\$30,620	\$0	\$30,620	\$0
Enhancing Local Government Biosecurity Capacity (ELGBC)	Surplus	\$5,065	\$1,837	\$3,228	\$2,012
Chde Financial Emergency Relief Program	Surplus	\$1,085	(\$4,576)	\$5,661	(\$5,000)
Community Child Care Fund Restricted Program Expansion (CCCFR)	Surplus	\$116,322	(\$507,789)	\$624,111	(\$677,054)
Chde - Disaster Emergency Relief	Surplus	\$0	\$0	\$0	\$0
Nest To Ocean	Surplus	\$31,372	\$0	\$31,372	\$0
Our Learning Our Way	Surplus	\$930	\$0	\$930	\$0
Health & Wellbeing Planning Activities	Surplus	\$75,315	\$0	\$75,315	\$0
Youth Strategy Grant	Surplus	\$10,000	\$0	\$10,000	\$0
Growing Indigenous Knowledge Centre	Surplus	\$65,532	\$0	\$65,532	\$0
Land & Sea Women Rangers Program	Surplus	\$387,879	\$0	\$387,879	\$0
The Future Is In Your Hands	Surplus	\$185,000	\$0	\$185,000	\$0
<b>Subtotal - Tied Funding Programs</b>		<b>\$1,363,920</b>	<b>(\$960,618)</b>	<b>\$2,324,538</b>	<b>(\$1,150,118)</b>
<b>TOTAL Community Services &amp; Cultural Heritage</b>	<b>Surplus</b>	<b>\$1,120,385</b>	<b>(\$1,041,187)</b>	<b>\$2,161,572</b>	<b>(\$1,231,668)</b>

### Net Operating Results by Program

Untied funding unfavourable variances arose for HCP (\$472k), due to late lodgement of claims this financial year, Meals on Wheels (\$25k) and MPC wages which need to be reallocated to grant funded programs. The Tied Funding Program variances are predominantly due to the timing of funding received and are monitored based on the period of the funding agreement which can span multiple years.

Roads, Infrastructure & Essential Services					
Net Operating Results by Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Untied Funding Programs</b>					
Council Houses / Buildings	Deficit	(\$4,588,489)	(\$4,972,689)	\$384,200	(\$5,381,287)
Building/ Carpenters	Deficit	(\$563,974)	(\$822,562)	\$258,588	(\$891,957)
Electrician	Deficit	(\$91,764)	(\$276,503)	\$184,739	(\$299,448)
Essential Services	Deficit	(\$1,798,753)	(\$1,502,949)	(\$295,804)	(\$1,634,974)
Parks & Gardens	Deficit	(\$499,515)	(\$422,804)	(\$76,711)	(\$458,645)
Roads	Surplus	\$26,204	(\$190,879)	\$217,083	(\$220,713)
Workshop	Deficit	(\$115,013)	\$0	(\$115,013)	\$0
Swimming Pool	Deficit	(\$76,433)	(\$103,675)	\$27,242	(\$113,150)
Heavy Plant	Surplus	\$748,147	\$916,322	(\$168,175)	\$999,600
Road Contractors Camp	Deficit	(\$63,327)	(\$21,340)	(\$41,987)	(\$23,300)
Airport	Deficit	(\$311,260)	(\$416,453)	\$105,193	(\$452,455)
Batching Plant	Surplus	\$343,043	\$262,845	\$80,198	\$286,708
QBuild Upgrade Program	Surplus	\$242,817	\$598,180	(\$355,363)	\$652,555
QBuild R&M Program	Surplus	\$410,477	\$646,195	(\$235,718)	\$704,921
<b>Subtotal - Untied Programs</b>		<b>(\$6,337,839)</b>	<b>(\$6,306,312)</b>	<b>(\$31,527)</b>	<b>(\$6,832,144)</b>
<b>Tied Funding Programs</b>					
QRA Counter Disaster Operations (CDO)	Surplus	\$66,779	\$0	\$66,779	\$0
<b>TOTAL Road, Infrastructure &amp; Essential Services</b>	<b>Deficit</b>	<b>(\$6,271,060)</b>	<b>(\$6,306,312)</b>	<b>\$35,252</b>	<b>(\$6,832,144)</b>

Favourable variances arose for Rental Income \$220k, Wages \$753k mainly due to vacant positions and the recovery of Road Gang wages from QRA works during the dry season and Batching Plant surplus \$80k. Unfavourable variances to budget arose for the QBuild programs (\$591k) mainly due to lower volumes of work completed to date and timing of upgrades, Essential Services R&M (\$94k) and depreciation (\$176k), and Parks & Gardens Contractors (\$97k).

<b>TOTAL NET OPERATING RESULT</b>	<b>Deficit</b>	<b>(\$4,568,775)</b>	<b>(\$7,224,328)</b>	<b>\$2,655,553</b>	<b>(\$7,670,857)</b>
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Capital	Surplus	\$16,674,387	(\$2,214,500)	\$18,888,887	(\$2,214,500)
<b>TOTAL NET CAPITAL RESULT</b>	<b>Surplus</b>	<b>\$16,674,387</b>	<b>(\$2,214,500)</b>	<b>\$18,888,887</b>	<b>(\$2,214,500)</b>

<b>TOTAL NET RESULT</b>	<b>Surplus</b>	<b>\$12,105,612</b>	<b>(\$9,438,828)</b>	<b>\$21,544,440</b>	<b>(\$9,885,357)</b>
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CAPITAL PROJECTS SCHEDULE as at 30/04/2025

Project	PROJECT BUDGET			GRANT FUNDING			EXPENDITURE			Total project expenditure including commitments to 30/04/2025	Remaining Budget available as at 30/04/2025	Status		
	Project Funding - Grant	Project Funding - Grant (variations)	Project Funding - COF	Project Total Budget	Grants Received upto 30/6/24	Grants Received 2024/25	Grants balance not yet received	Expenditure to 30/6/24	Expenditure 2024/25				Commitments 2024/25	
	a	b	c	d = (a + b + c)	e	f	g = (a + b - e - f)	h	i				j	k = (h + i + j)
Dilge Iccip Water, Waste & Solid	9,700,000			9,700,000	7,055,934		2,644,066	9,087,231	397,172	0	9,484,403	215,597	Final claims lodged	
Remote Housing Program - round 1	2,139,037	485		2,139,522	1,925,134		214,389	2,057,779	81,743	0	2,139,522	0	Final 10% to be received	
Remote Housing Program - round 2	4,515,679			4,515,679	4,064,111		451,568	3,179,576	613,523	416,726	4,209,825	305,854		
Subdivision Stage 1B	3,051,953			3,051,953	915,586	1,831,172	305,195	205,853	2,568,274	147,802	2,921,929	130,024		
Women's Meeting Place Stage 1	313,000			313,000	313,000		0	284,865	0	0	284,865	28,135		
W4Q 21-24 Staff House's Stage 2	340,000	(1,260)		338,740	306,000		32,740	338,740	0	0	338,740	0	Complete	
W4Q 21-24 Kiddies Wading Pool & Pumps Upgrade	217,109	611,312	200	828,421	802,255		26,167	(0)	631,646	180,675	16,300	828,621	(0)	Complete
W4Q 21-24 Women's Meeting Place Stage 2 & 3	670,000	(670,000)	2,614	2,614	0		0	2,614	0	0	2,614	0	Complete	
W4Q 21-24 Workshop Compound Stage 3	390,000	54,373	0	444,373	351,000	93,373	0	444,373	0	0	444,373	0	Complete	
Cultural Collection / Cyclone Vault	100,000			100,000	43,931		56,069	36,150	19,265	37,462	92,877	7,123		
Airport Fuel Farm & Paalc Lighting Upgrades Dsdilgp	1,167,919	73,658	122,240	1,363,817	990,000	251,577	(0)	1,077,137	286,680	0	1,363,817	(0)	Complete	
Gas Storage And Roadway Access	196,650	(48,173)	16,497	164,974	127,640	20,836	0	164,974	0	0	164,974	0	Complete	
Essential Services Facility	650,000		32,288	682,288	585,000	65,000	0	647,253	35,035	0	682,288	0	Complete	
CAT Excavator & Shed	550,000	(27,583)		522,417	200,000	322,417	0	29,348	493,069	0	522,417	0	Complete	
Workers Camp Feasibility Study	50,000			50,000	50,000		0	40,879	0	0	40,879	9,121		
Kowanama Hub Project	55,000		5,400	60,400	50,000	5,000	0	17,478	30,898	0	48,376	12,024		
Rapid Leo Deployment Program	45,000			45,000	22,500	22,500	0	12,533	43,236	0	55,770	(10,770)		
Lighting Upgrade at Sports Ground	415,000			415,000	207,500	0	207,500	0	0	0	415,000	0		
Indigenous Knowledge Centre Establishment	60,000			60,000	50,000	0	10,000	0	0	74,329	74,329	(14,329)		
W4Q 24-27 Kasc Welcome Sign	95,000			95,000	0	47,500	47,500	0	55,737	0	55,737	39,264		
W4Q 24-27 Cyclone Resilient Musuem Vault	465,000			465,000	0	232,500	232,500	0	0	0	465,000	0		
W4Q 24-27 Kasc Administration Building Upgrades	1,500,000			1,500,000	0	750,000	750,000	0	49,814	68,459	118,273	1,381,727		
W4Q 24-27 Kasc Staff Housing Upgrades	500,000			500,000	0	250,000	250,000	0	0	0	500,000	0		
Remote Airstrip Upgrade Program (RALP) Round 10	1,443,440			1,443,440	0	0	0	1,443,440	0	221,449	250,158	471,607	971,834	
Five, Four Bed Detached Houses On Lot 81 (Schedule 2)	3,666,562			3,666,562	0	1,099,969	2,566,593	0	0	0	3,666,562	0		
Four, Four Bed & 1 Six Bed Detached Houses On Lot 81 (Schedule 3)	4,147,584			4,147,584	0	1,244,275	2,903,309	0	0	0	4,147,584	0		
Three, Four Bed & Two, Five Bed Detached Houses On Lot 81 (Schedule 4)	4,147,264			4,147,264	0	1,244,179	2,903,085	0	0	0	4,147,264	0		
Three, Four Bed & Two, Five Bed Detached Houses On Lot 81 (Schedule 5)	3,371,655			3,371,655	0	1,011,497	2,360,158	0	0	0	3,371,655	0		
Kowanama Staff Housing Upgrades Lcsp 2024-28	1,069,122			1,069,122	0	320,737	748,385	0	0	0	1,069,122	0		
Aerodrome Rehabilitation Upgrade KASC.0073.2425	7,950,275			7,950,275	0	2,385,083	5,565,193	0	0	0	7,950,275	0		
QRA REPA KASC.0032 Town Sts	3,730,478			3,730,478	1,119,144	0	2,611,335	97,533	341,561	2,799,600	3,238,694	491,784		
Magnificent Creek Bank Fortification Kasc.0036.2122	492,788			492,788	147,836	0	344,951	28,639	35,550	52,028	116,216	376,571		
Magnificent Creek Bank Fortification section 1 KASC.0033.2122	1,243,444			1,243,444	0	0	870,411	0	16,478	0	1,243,444	0		
Flood Mitigation Catchment A Swale Drain KASC.0034.2122	521,778			521,778	156,533	0	365,245	10,900	0	0	10,900	510,878		
Magnificent Creek Bank Fortification section 2 KASC.0035.2122	779,663			779,663	233,899	0	545,764	0	400	148,510	148,910	630,753		
Flood Risk Management Program (Frmpp)	690,000			690,000	0	0	690,000	0	677	0	677	689,323		
Qra Kasc.0037.2122D Rec	1,173,352			1,173,352	280,175	0	893,177	280,175	0	0	280,175	893,177		
Qra Kasc.0038.2122 Town Sts	1,224,676			1,224,676	367,403	246,451	610,823	43,640	607,367	262,548	913,555	311,121		
DRFA Flood Risk Management Program KASC.0042.2122	166,750			166,750	50,025	0	116,725	23,260	15,000	150,605	188,865	(22,115)		
Qra REPA Rural Kasc.0041.2223	7,565,188			7,565,188	6,699,560	200,861	664,768	6,738,414	460,723	0	7,199,137	366,052		
DRFA REPA KASC.0045.2223	4,233,936			4,233,936	1,300,437	0	2,933,499	910,702	203,038	0	1,133,740	3,100,196		
DRFA REPA Kasc.0044.2223	805,435			805,435	80,376	0	423,402	0	725,707	179,428	905,136	(99,700)		
DRFA REPA Town Sts Kasc.0043.2223	1,607,539			1,607,539	618,026	(23,142)	1,012,655	0	742,322	1,062,834	1,805,156	(197,617)		
DRFA Emergent Works 2024	965,285		46,555	1,011,840	0	965,285	0	248,802	716,483	0	965,285	46,555		
Topsy Road Concrete Causeways	500,000			500,000	0	0	500,000	0	43,500	529,016	572,516	(72,516)		
DRFA REPA & Betterment Kowanama St KASC.0047.2223	1,895,060			1,895,060	0	568,518	1,326,542	0	138,500	1,904,468	2,042,968	(147,908)		
DRFA REPA & Betterment Carrington St KASC.0048.2223	1,522,634			1,522,634	0	456,790	1,065,843	0	121,400	1,629,353	1,750,753	(228,119)		
QRA REPA Topsy Rd KASC.0051.2324	10,650,318			10,650,318	0	3,195,095	7,455,223	0	3,471,867	1,488,172	4,960,039	5,690,279		
QRA REPA Landing Rd KASC.0052.2324	5,989,012			5,989,012	0	1,260,519	4,728,493	0	341,264	0	341,264	5,647,748		
QRA REPA Pormpuraw Rd KASC.0053.2324	14,459,467			14,459,467	0	4,337,840	10,121,627	0	2,759,837	1,825,815	4,585,653	9,873,814		
QRA REPA South Mitchell Rd KASC.0054.2324	2,544,931			2,544,931	0	763,479	1,781,452	0	122,365	0	122,365	2,422,566		
QRA REPA Kowanymv Rd KASC.0055.2324	2,611,093			2,611,093	0	783,328	1,827,766	0	16,791	0	16,791	2,594,303		
QRA Accessible Roads	0			0	0	0	0	0	34,521	0	34,521	(34,521)		
REPA Pormpuraw Road (Mitchell River - Alice River) KASC.0056.2324	8,428,476			8,428,476	0	1,313,485	7,114,990	0	365,415	0	365,415	8,063,061		
REPA Pormpuraw Road (Alice River - Coleman River) KASC.0057.2324	15,906,735			15,906,735	0	4,772,020	11,134,714	0	264,733	0	264,733	15,642,001		
QRA Emergent Works FY25	117,142			117,142	0	0	117,142	0	117,142	0	117,142	0		
QRA REPA Farm Access Rd KASC.0060.2324	280,874			280,874	0	84,262	196,612	0	7,974	0	7,974	272,901		
QRA REPA South Mitchell Rd (Second Half) KASC.0061.2324	2,171,086			2,171,086	0	0	2,171,086	0	16,791	0	16,791	2,154,295		
QRA REPA Sewer Treatment Plant Rd KASC.0062.2324	329,954			329,954	0	0	329,954	0	7,974	0	7,974	321,980		
QRA REPA Inarjamb Rd KASC.0063.2324	321,814			321,814	0	0	321,814	0	16,791	0	16,791	305,023		
QRA REPA Minthalm St KASC.0064.2324	46,451			46,451	0	13,935	32,516	0	16,791	0	16,791	29,660		
QRA DRFA Frmp Wp3 Round 2 KASC.0067.2122	690,000			690,000	0	207,000	483,000	0	0	0	690,000	0		
QRA REPA Sealed Rds KASC.0068.2324	951,773			951,773	0	0	951,773	0	118,804	0	118,804	832,968		
QRA REPA South Mitchell Road - Second Half KASC.0069.2324	1,109,882			1,109,882	0	332,964	776,917	0	17,183	0	17,183	1,092,699		
QRA REPA Sewer Treatment Plant Road KASC.0070.2324	225,179			225,179	0	67,554	157,626	0	0	0	67,554	157,626		
QRA REPA Inarjamb Road KASC.0071.2324	14,703			14,703	0	9,382	5,321	0	0	0	0	14,703		
R2R - LRCIP Phase 4	248,240			248,240	148,944	0	99,296	0	91,750	49,516	141,266	106,974		
TIDS ATSI 2023/24	363,680	(96,180)		267,500	267,500	0	0	77,500	126,000	64,000	267,500	0		
TIDS ATSI 2024/25	363,680	96,180		459,860	0	0	459,860	0	410,187	0	410,187	49,673		
R2R - LRCIP Phase 3	314,862		1,310	316,172	236,147	78,715	0	316,172	0	0	316,172	0	Complete	
Fuel Tanks Diesel	0			100,000	100,000	0	0	0	0	0	100,000	0		
Fleet Renewals FY25	0			500,000	500,000	0	0	0	489,678	0	489,678	10,322		
Asset Management Reserve - Renewals program	0			1,094,237	1,094,237	0	0	0	263,155	0	263,155	831,082		
Parks & Gardens Mowers	0			40,000	40,000	0	0	0	27,818	0	27,818	12,182		
HydraVac trailer mounted	0			30,000	30,000	0	0	0	0	0	0	30,000		
CAT Positrac/Skidstener Loader/slasher/ 3in1 bucket	0			140,000	140,000	0	0	0	0	0	140,000	0		
Stores Forklift	0			140,00										

# Kowanyama Aboriginal Shire Council



Year to Date February 2025

## Current Assets

	24/25
Cash At Bank & Onhand	41,480,826
Self Insurance Reserve	- 526,000
Trade & Other Receivables	774,825
Provision For Doubtful Debts	- 74,906
Inventories	2,234,225
GST Receivable	- 79,593
Accrued Income / Payments in advance	515,120
<b>TOTAL CURRENT ASSETS</b>	<b>44,324,497</b>

## Non-Current Assets

Finance Leases	6,864,368
Prepaid Pastoral Leases	158,758
Security Deposits	17,500
<i>Property, Plant &amp; Equipment (at written down value)</i>	
Buildings	30,966,975
Residential Housing	46,803,889
Plant & Equipment	761,253
Motor Vehicles	2,600,151
Furniture & Fittings	0
Roads, drainage, culverts	56,237,633
Water	6,611,776
Sewerage	7,566,387
Other Infrastructure	12,768,100
Works in Progress	21,731,153
Right of Use Asset	567,744
<b>TOTAL NON-CURRENT ASSETS</b>	<b>193,655,686</b>

## TOTAL ASSETS

**237,980,183**

## Current Liabilities

Trade Creditors	- 1,340,257
Accrued Expenses	- 315,164
Income Received in Advance	
Payroll & Other Creditors	-
Loan Liability	- 41,050
Provisions	- 792,009
Lease Liability	- 87,837
<b>TOTAL CURRENT LIAB</b>	<b>- 2,576,317</b>

## Non-Current Liabilities

Loan Liability	- 957,837
Provisions	- 2,525,783
Lease Liability	- 525,893
<b>TOTAL NC LIABILITIES</b>	<b>- 4,009,513</b>

**TOTAL LIABILITIES - 6,585,830**

**TOTAL NET ASSETS 231,394,353**

## Equity

Asset Revaluation Reserve	108,594,743
Retained Earnings	122,799,610
<b>TOTAL EQUITY</b>	<b>231,394,353</b>

## Cash Position

Total Cash At Bank & Onhand	\$ 41,480,826
Tied Funds - Quarantined Operating	\$ 2,566,402
Tied Funds - Quarantined Capital	\$ 17,601,141
Tied Funds - Self-Insurance Reserve	\$ 2,500,152
Operating Funds remaining	\$ 18,813,132

## Financial Sustainability Goal - 6 Months

	Months
Number of months covered - Statements	22.82
Number of months covered - Capital Grants Awaiting	11.79

## Estimated Monthly Expenditure

Payroll - Budget	\$932,324
Materials and Services - Prior Year Actuals	\$663,086

Total per month \$1,595,410

	Ageing	Trade Debtors & Other Receivables	Trade Creditors (Payables)
Current		\$ 563,488	\$ 695,577
30 Days		\$ 37,424	\$ 418,533
60 Days		\$ 16,459	\$ 225,440
90+ Days		\$ 157,453	\$ 708
<b>Total</b>		<b>\$ 774,825</b>	<b>\$ 1,340,257</b>

### 4.3.1.c – Human Resources Information Report

Title:	HR Monthly Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

#### HR Key items

##### 1. New HR/Payroll system

Project Progress:

Commencing in February 2025, the project team engaged with the Employment Hero (EH) project team to plan and execute Go Lives for Human Resource Management and Payroll.

After review of milestones and capacity from both parties, a dual Go Live is planned for July 2025

- HRM from Monday 21 July
- Payroll, being time management via iPads to replace existing time clocks, from Wednesday 6 August.

Council-wide communications in June have been completed with a series of information sessions for all employees. The purpose of the sessions is to provide additional information following previous EH information being supplied Council-wide in April during an employee data confirmation activity.

##### 2. Recruitment

Position Title	Recruitment Process Stage
Accounts Payable Officer	Candidate Accepted
Administration Manager	Position Readvertised
Administration Officer Traineeship	Recruitment On Hold
Aged Care Support Worker	Final Stage
Aged Care Support Worker x 2	Temporary fill
Cleaner - Office of CEO	Final Stage
Early Years Place Coordinator	Position Readvertised
Executive Assistant to CEO, Mayor and Councillors	Final Stage
Infrastructure Project Manager	Selection and Interviewing
Parks and Gardens Manager	Candidate Accepted
Post Office Assistant	Final Stage
Radio Announcer	On Hold
Ranger (Female) x 3 FTE (equiv)	Currently Advertising
Women's Shelter Support Worker	Final Stage

##### Current Workers Compensation Claims

- One claim currently in progress

Title:	4.3.2.a Annual Operational Plan 2025/26
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

### **Resolution**

The Council resolves, pursuant to section 174 of the Local Government Regulation 2012, to endorse the Annual Operational Plan for the 2025/26 financial year.

### **Background**

As per the Local Government Regulation 2012 s 174, each year a local Council must endorse an annual Operational Plan. The purpose of an Operational Plan is to provide staff and Council with a framework and direction to work towards during the year. It also provides community members and stakeholders clarity on the position and projects that Council is working towards. The Annual Operational Plan must be consistent with the annual budget and show how the local government will progress the implementation of the five (5) year Corporate Plan during the period of the annual operational plan and manage operational risks.

The operational plan attached hereto shows those projects and activities that are intended to be progressed during the next 12 months (1 July 2025 to 30 June 2026).

### **Recommendation**

That the Operational Plan for the 2025/26 financial year, as attached, be adopted.

### **Attachment:**

- 2025-2026 KASC Annual Operational Plan

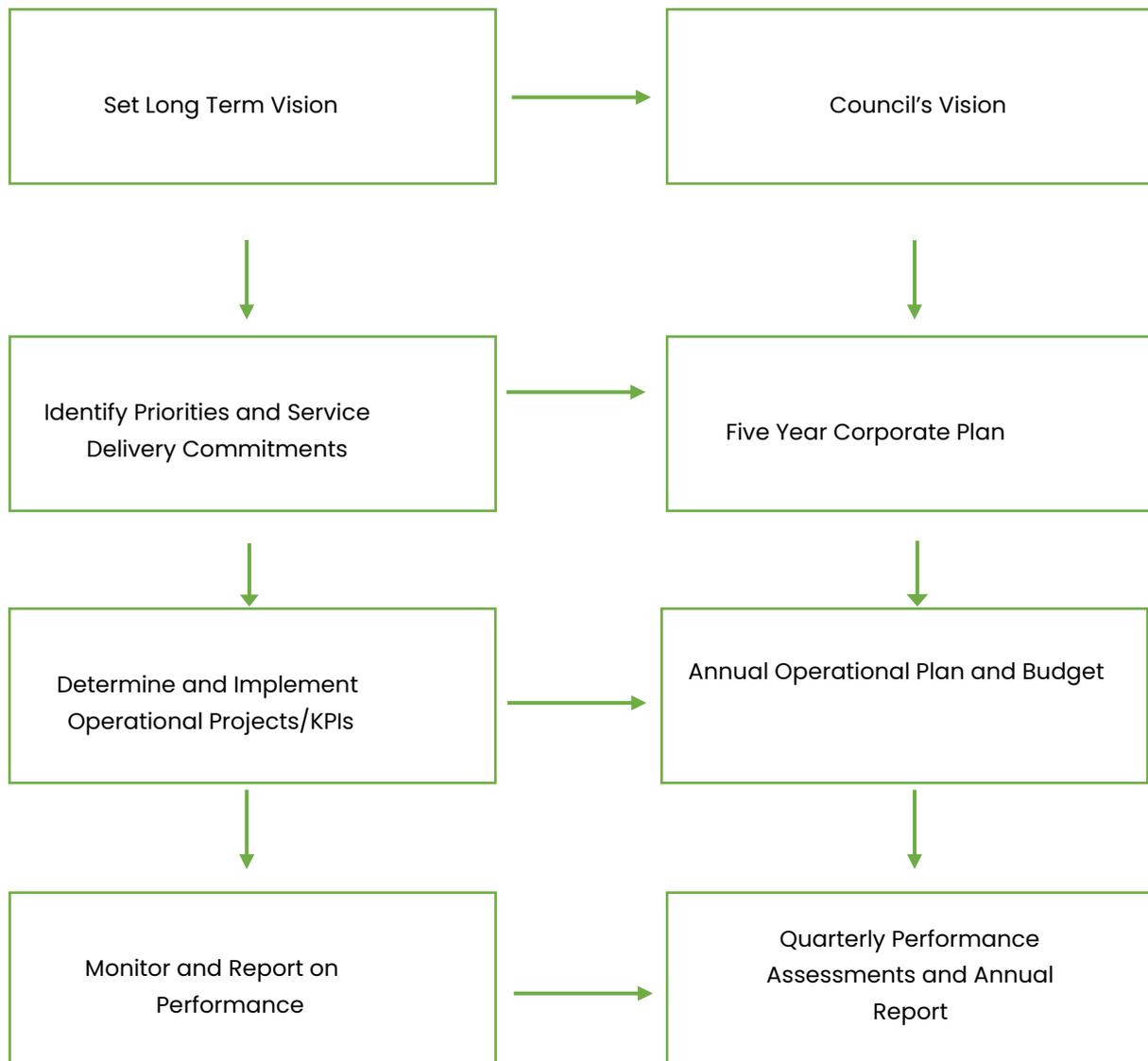
## Attachments – 2025-2026 KASC Annual Operational Plan



## Section 1: About the Operational Plan

The Kowanyama Aboriginal Shire Council Operational Plan - 2025-2026 is a key plan for the shire, as it translates our priorities and services, set out in our five-year Corporate Plan, into measurable actions for the financial year. Progress is regularly reported during the year to Council. A performance report is presented to Council and the community every three months as well as an Annual Report. These reports include information on the delivery of key projects and achievement of performance targets as per the relevant financial year's Operational Plan.

The diagram below represents the strategic planning framework used by Council and illustrates where the Operational Plan fits within that framework:



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## Section 2: Managing Operational Risk

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Identified operational risks will be managed in accordance with the Council's adopted Risk Management Policy and Strategic Risk Management Framework, having regard to the nature of the risks and the likelihood and consequence ratings applied to them as determined by the risk analysis process.

### Risk Management Objectives

- Ensure risk management is an integral part of strategic planning, and management any day-to-day activities of the organisation;
- Promote a robust risk management culture within the Council;
- Enable threats and opportunities that face the organisation to be identified and appropriately managed;
- Facilitate continual improvement and enhancement of Council's processes and systems;
- Improve planning processes by enabling the key focus of the organisation to remain on core business and service delivery; and
- Encourage ongoing promotion and awareness of risk management throughout Council.

### Risk Management Principles

For risk management to be effective, an organisation should comply with the following principles:

- Risk management creates and protects value;
- Risk management is an integral part of organisational processes;
- Risk management is part of decision making;
- Risk management explicitly addresses uncertainty;
- Risk management is systematic, structured and timely;
- Risk management is based on the best available information;
- Risk management is tailored;
- Risk management takes human and cultural factors into account;
- Risk management is transparent and inclusive;
- Risk management is dynamic, iterative, and responsive to change; and
- Risk management facilitates continual improvement of the organisation.

### Section 3: CEO Office

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Corporate Plan	<ul style="list-style-type: none"> <li>CEO Office</li> <li>Governance</li> </ul>	Council has reviewed and refreshed the 2024 – 2029 Corporate Plan by 31 December 2024	<ul style="list-style-type: none"> <li>Councillor update session</li> <li>Councillor Community Consultation</li> <li>Adopted refreshed Corporate Plan</li> </ul>	5-8
Carbon Abatement Project	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council Continues Carbon Abatement	<ul style="list-style-type: none"> <li>Council maintains compliance obligations with clean energy regulations</li> <li>Budget compliance</li> </ul>	3-7 5-9
Carbon Land Restoration Fund Feasibility Study	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council undertakes a feasibility study into the viability of moving to LRF and makes formal resolution	<ul style="list-style-type: none"> <li>Feasibility study presented to Council</li> <li>Council resolution</li> </ul>	3-8 5-9
Cattle Company	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council continues to destock and sell its cattle across both PICs	<ul style="list-style-type: none"> <li>Council maintains compliance obligations with LPA</li> <li>Budget compliance</li> <li>Explore mutually beneficial partnerships (i.e., AEA MOU)</li> </ul>	3-8
AEA MOU	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council continues to destock and sell its cattle across both PICs	<ul style="list-style-type: none"> <li>MOU Signed</li> <li>MOU objectives achieved / implemented</li> </ul>	2-1 3-2
Long-term Strategic Infrastructure Projects	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council has a capital prioritisation strategy and program for new assets that are funded by grants opportunities.	<ul style="list-style-type: none"> <li>Develop Strategy</li> <li>Develop a List of Assets</li> <li>Reference Asset Management Plans</li> <li>Apply Strategy</li> </ul>	4-4 5-3 5-8
Oriners & Sefton Advisory Committee	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council has an active and productive committee that provides guidance for operations at Oriners and Sefton Stations	<ul style="list-style-type: none"> <li>Hold meetings in accordance with the Terms of Reference</li> <li>Undertake annual review of Terms of Reference (and membership)</li> <li>Native Title</li> </ul>	1-1 2-2

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Trustee Advisory Committee	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council has an active and productive committee that provides guidance for Trustee management of the Kowanyama DOGIT	<ul style="list-style-type: none"> <li>Hold meetings in accordance with the Terms of Reference</li> <li>Undertake annual review of Terms of Reference (and membership)</li> </ul>	1-1 4-1
Council of Elders Advisory Committee	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	Council has an active and productive committee that provides guidance for community priority issues	<ul style="list-style-type: none"> <li>Hold meetings in accordance with the Terms of Reference</li> <li>Undertake annual review of Terms of Reference (and membership)</li> </ul>	1-1 2-2
Grants Management Framework	<ul style="list-style-type: none"> <li>CEO Office</li> </ul>	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.	<ul style="list-style-type: none"> <li>Develop framework</li> <li>Implement framework</li> </ul>	2-5

## Section 4: Corporate & Financial Services

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Asset Management Plans	<ul style="list-style-type: none"> <li>Finance</li> <li>EMRIES</li> </ul>	Complete Council Wide Asset Management Plan	<ul style="list-style-type: none"> <li>Initial Organisational Wide Asset Management Plan based on Asset Register</li> <li>Water Sub-Plan</li> <li>Sewerage Sub-Plan</li> <li>Urban Roads Sub-Plan</li> <li>Buildings Sub-Plan</li> </ul>	5-3
Finance System	<ul style="list-style-type: none"> <li>Finance</li> </ul>	Identify alternate Finance System to align with Council requirements	<ul style="list-style-type: none"> <li>Define system requirements to meet Council needs</li> <li>Investigate software/system options available</li> <li>Select system</li> <li>Develop an implementation plan</li> <li>Implement System and "Go Live"</li> </ul>	5-8
Electronic Payroll and HR System	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	Implement new payroll and HR system to align with Council requirements, enhancing efficiency, accuracy, compliance, data management, and employee experience throughout the employee lifecycle.	<ul style="list-style-type: none"> <li>Investigate and Select System</li> <li>Develop and finalise an implementation plan including user training program</li> <li>Implement System within agreed timeframe</li> <li>Go Live</li> </ul>	4-2 5-3 5-8
Employee Retention Strategy	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	Develop strategy to reduce employee turnover, prevent attrition, increase retention and employee engagement	<ul style="list-style-type: none"> <li>Review of Council's recruitment and induction processes</li> <li>Develop and implement Employee Award Program</li> <li>Review of Staff Housing entitlements</li> </ul>	4-1 4-2 4-8
Education (15-18 years)	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	School based Apprenticeship & Traineeship Program	<ul style="list-style-type: none"> <li>Develop Apprenticeship Traineeship program for 15 – 18-year-old students</li> <li>Develop post-school support for student who do not complete program while at school.</li> </ul>	1-3 3-6 4-5 4-6 4-10
Community	<ul style="list-style-type: none"> <li>Information,</li> </ul>	Implementation of Community WiFi	<ul style="list-style-type: none"> <li>Research and identify suitable grants for community WiFi</li> </ul>	4-4

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Wi-Fi	Communications & Technology		<p>projects.</p> <ul style="list-style-type: none"> <li>Identify Strategic WiFi locations around community</li> <li>Implement Community WiFi</li> <li>Utilise as possible extra network carrier for Council</li> <li>Measure community satisfaction and utilisation of the Community WiFi service.</li> </ul>	
CCTV (Community Safety Plan)	<ul style="list-style-type: none"> <li>Information, Communications &amp; Technology</li> </ul>	Implement and maintain an expanded CCTV platform, in line with Community Safety Plan and current CCTV Policy	<ul style="list-style-type: none"> <li>Carryout audit and provide recommendations</li> <li>Implement CCTV in accordance with Safety Plan</li> <li>Review to ensure compliance obligations are met</li> </ul>	<p>2-4</p> <p>4-4</p>
Records Management Disposal Strategy	<ul style="list-style-type: none"> <li>Information, Communications &amp; Technology</li> </ul>	Council has a working disposal program implemented for records	<ul style="list-style-type: none"> <li>Investigate strategies or outsourcing</li> <li>Develop plan</li> <li>Implement</li> <li>Digitise documents</li> </ul>	4-4
Cybersecurity and Fraud Training	<ul style="list-style-type: none"> <li>Information, Communications &amp; Technology</li> </ul>	Conduct cybersecurity training for staff	<ul style="list-style-type: none"> <li>Decrease likelihood of reported security incidents by providing a combination of online learning materials and group training exercises.</li> <li>Conduct follow-up assessments to measure knowledge retention and awareness improvement.</li> <li>Increase in the adoption of secure practices by staff members.</li> <li>Improve incident response time and minimize the impact of security breaches.</li> </ul>	4-4
SharePoint Re-development Project	<ul style="list-style-type: none"> <li>Information, Communications &amp; Technology</li> </ul>	Restructure SharePoint and implement operational structure	<ul style="list-style-type: none"> <li>Develop a new information architecture for SharePoint including a Roadmap</li> <li>Migration of all existing data and documents to the new structure.</li> <li>Document and communicate the naming conventions for SharePoint sites, libraries, and files.</li> <li>Train and educate staff on the new SharePoint structure and features.</li> </ul>	4-4
Transition from Hybrid Active	<ul style="list-style-type: none"> <li>Information, Communications</li> </ul>	Transition to Microsoft 365 and Azure Entra ID cloud	<ul style="list-style-type: none"> <li>Plan and execute the migration of onsite Active Directory, email, and collaboration services to Microsoft 365.</li> </ul>	4-4

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Directory to Modern 365 Cloud	& Technology		<ul style="list-style-type: none"> <li>Implement Azure Active Directory Entra ID for centralized user management.</li> <li>Implement Mobile Device Management</li> <li>Train and support staff where required</li> </ul>	
WH&S	<ul style="list-style-type: none"> <li>Workplace Health and Safety</li> </ul>	Workplace Health and Safety Framework	<ul style="list-style-type: none"> <li>Develop and implement a Workplace Health &amp; Safety framework (including Safety Management System)</li> <li>Monitor and review framework (6–12-month ongoing cycle)</li> </ul>	1-2 2-5 4-2
Drug and Alcohol Testing	<ul style="list-style-type: none"> <li>Workplace Health and Safety</li> </ul>	Regular scheduled and RTW drug and alcohol testing in Kowanyama and Cairns workplaces	<ul style="list-style-type: none"> <li>4 inspections annually in Kowanyama and Cairns</li> </ul>	1-2 2-5 4-2
New Planning Scheme	<ul style="list-style-type: none"> <li>Governance</li> </ul>	Council has a current planning scheme by 30 June 2026	<ul style="list-style-type: none"> <li>Complete associated studies for the planning scheme</li> <li>Develop a new scheme</li> <li>Community consult process</li> <li>State approval</li> <li>Adopted planning scheme</li> </ul>	5-8
State Compliance Checklist	<ul style="list-style-type: none"> <li>Governance</li> </ul>	Council is compliant with all compliance obligations per the State's compliance checklist, which is defined by the Local Government Act and Regulation	<ul style="list-style-type: none"> <li>Review checklist</li> <li>Review and adopt all associated policies</li> <li>Compliance checklist is signed off by EMT</li> </ul>	5-8

## Section 5: Roads, Infrastructure and Essential Services

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Fleet Management Program	<ul style="list-style-type: none"> <li>EMRIES</li> </ul>	Council has a comprehensive fleet management program	<ul style="list-style-type: none"> <li>Audit of all fleet is complete.</li> <li>Programmed maintenance and cyclical replacement strategy</li> <li>Appropriate priority vehicles purchased</li> </ul>	5-3
Council Building Renewal Program	<ul style="list-style-type: none"> <li>Building Management</li> </ul>	Council has a program of capital renewal for council buildings based on the Asset Management Plan	<ul style="list-style-type: none"> <li>Each function of Council has been reviewed</li> <li>Life cycle planning</li> <li>Cyclical maintenance program in place</li> </ul>	5-3 4-4
Community Housing	<ul style="list-style-type: none"> <li>Building Management</li> </ul>	Responsible management of repairs, maintenance and upgrades of existing assets, compliance with regulatory requirements and undertaking of works in line with contracts	<ul style="list-style-type: none"> <li>Receive, allocate and program works within nominated QBuild contract timeframes</li> <li>Timely completion of internal works</li> <li>Re-establishment of local workforce across all trades</li> <li>Revenue in line with agreed profit margins</li> </ul>	2-1 2-7
Recovery works	<ul style="list-style-type: none"> <li>Roads</li> </ul>	Funded recovery and betterment works are completed within QRA timelines for registered events	<ul style="list-style-type: none"> <li>Project scoped, funding sourced and works complete.</li> <li>Projects completed within budget.</li> <li>Projects completed within QRA and grant funding timelines.</li> </ul>	1-9 3-4
Drinking Water Improvements	<ul style="list-style-type: none"> <li>Essential Services</li> </ul>	To continue to meet the current QLD drinking water standards	<ul style="list-style-type: none"> <li>Implement improvements as identified through internal and external audits</li> <li>Monitor and maintain drinking water standards through training and development of local workforce</li> <li>Engage and foster relationships with Regulatory departments</li> </ul>	1-6 4-4
Airport Infrastructure	<ul style="list-style-type: none"> <li>EMRIES</li> </ul>	Ensure all airport infrastructure conforms to CASA requirements	<ul style="list-style-type: none"> <li>Audits undertaken with suggested improvements</li> </ul>	1-3 1-9

Project	Section	Objective	Performance Measures	Corporate Plan Reference
		including fuel farm, runway, and PAL system. Upgrade apron, taxiway, and runway	<p>implemented.</p> <ul style="list-style-type: none"> <li>Funds secured, resilient design and upgrade projects substantially complete, within available funds</li> </ul>	<p>2-1</p> <p>4-4</p>
Town Streets	<ul style="list-style-type: none"> <li>Roads</li> </ul>	To Improve resilience of town streets with long term benefits	<ul style="list-style-type: none"> <li>Complete Streets Upgrade and Resilience Design package</li> <li>Complete betterment and reconstructions in critical damaged areas</li> </ul>	<p>1-9</p> <p>4-4</p> <p>5-3</p> <p>5-5</p>

## Section 6: Community Services and Cultural Heritage

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Community Safety Plan	<ul style="list-style-type: none"> <li>EMCS</li> </ul>	Council's next iteration of the Community Safety Plan is developed and implementation commenced within the restraints of financial resources.	<ul style="list-style-type: none"> <li>Community Safety Plan is developed and adopted by Council.</li> <li>Implementation of recommended outcomes commenced</li> <li>Funding sourced for relevant actions.</li> </ul>	2-4 3-4, 5
0 – 5 Education	<ul style="list-style-type: none"> <li>Childcare / Early Years Hub</li> </ul>	The development of education for children 0 – 5 years is fostered through Council led initiatives.	<ul style="list-style-type: none"> <li>Development of an early year's program for the Kowanyama Early Education Hub.</li> <li>Implementation of the early year's program.</li> </ul>	1-2, 3
Sports and Recreation	<ul style="list-style-type: none"> <li>Sport and Recreation</li> </ul>	Delivery of programs, initiatives and infrastructure that support increased participation in activities.	<ul style="list-style-type: none"> <li>Sport and Recreation Strategy is developed and adopted by Council.</li> <li>Implementation of planned initiatives to support organised participation.</li> <li>Funding sourced for relevant infrastructure projects.</li> </ul>	1-2, 4 3-1, 8, 9 5-4 5-4
Aged Care Compliance	<ul style="list-style-type: none"> <li>Aged Care</li> </ul>	Council maintains a compliant and sustainable Aged Care Service.	<ul style="list-style-type: none"> <li>Compliance with the federal government aged care standards is consistently maintained.</li> <li>Recommended continuous improvement initiatives and infrastructure are identified and implemented.</li> <li>Annual proactive routine maintenance is carried out.</li> <li>Explore options to divest the Aged Care Service to a specialist provider.</li> </ul>	1-2 3-7
Community Engagement / Events	<ul style="list-style-type: none"> <li>Community Services and Events</li> </ul>	Encourage and foster community engagement in local events to support and celebrate culture.	<ul style="list-style-type: none"> <li>Development and implementation of a community events calendar.</li> <li>Partnerships with Community Groups/Organisations are supported to facilitate cross-community messaging at relevant events.</li> </ul>	1-2 2-2 3-9

Project	Section	Objective	Performance Measures	Corporate Plan Reference
Women's Services	<ul style="list-style-type: none"> <li>Community Services and Events</li> <li>EMCS</li> </ul>	Council maintains an active and supportive Women's Program and Women's Shelter focussed on building the capacity and capability of community members.	<ul style="list-style-type: none"> <li>Women's Shelter remains compliant with Human Services Quality Framework (HSQF) standards and requirements.</li> <li>Development of an activity calendar for Women's Group to support and activate the community through regular events, and capacity-building meetings.</li> <li>The Women's Shelter is upgraded/renewed to improve safety and to support higher capacity of clients.</li> <li>Explore options to divest the Women's Shelter to a specialist provider.</li> </ul>	<p>1-2, 4 2-2, 5 3-1, 9 5-4</p>
Community services	<ul style="list-style-type: none"> <li>EMCS</li> </ul>	Support improved liveability initiatives within the community.	<ul style="list-style-type: none"> <li>Implementation of Orange Sky Laundromat in the community.</li> <li>A Youth Strategy is developed and adopted by Council, with implementation commenced within the restraints of financial resources.</li> </ul>	<p>1-2 2-2 3-1, 3, 7 4-5, 6, 8 10</p>

Title:	4.3.2.b Statement of Estimated Financial Position
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## **RESOLUTION**

That Council note the Statement of Estimated Financial Position in accordance with section 205 of the Local Government Regulation 2012.

## **BACKGROUND**

In accordance with section 205 of the Local Government Regulation 2012 Council is required to present a Statement of Estimated Financial Position during the budget meeting to enable a review of the previous year. This report provides a comparison of Council's financial operations and financial position between the 2024/25 budget adopted in July 2024 and the 2024/25 forecast. The 2024/25 forecast is based upon Council's actual results for the period 1 July 2024 up to 28 February 2025 and an estimated forecast for the remainder of the period. The report is comprised of a Budgeted Statement of Income and Expenditure and Budgeted Financial Position (refer to attachments).

## **ATTACHMENTS**

- Estimated Statement of Income and Expenditure; and
- Estimated Statement of Financial Position

## Attachment – Estimated Statement of Financial Position



**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Income and Expenditure**  
**For the year ended 30 June 2025**

	<b>Budget 2024/25 \$ '000</b>	<b>Forecast 2024/25 \$ '000</b>	<b>Variance \$ '000</b>	<b>Variance %</b>
<b>Income</b>				
Net rates and utility charges	610	612	2	0.38%
<b>Total Rates and Utility Charges</b>	<b>610</b>	<b>612</b>	<b>2</b>	<b>0</b>
Fees and charges	489	554	65	13.37%
Operating grants and subsidies	12,321	13,303	982	7.97%
Rental Income	2,056	2,280	224	10.87%
Interest revenue	494	1,091	597	120.84%
Works for third parties	2,034	2,674	639	31.42%
Other revenue	8,413	6,317	(2,097)	-24.92%
<b>Total Operating Revenue</b>	<b>26,418</b>	<b>26,830</b>	<b>412</b>	<b>2</b>
<b>Expenditure</b>				
Employee expenses	11,328	8,501	(2,827)	-24.95%
Materials and services	12,637	11,651	(986)	-7.80%
Depreciation expenses	10,078	13,215	3,137	31.13%
Finance and borrowing costs	46	37	(9)	-18.81%
<b>Total Operating Expenses</b>	<b>34,089</b>	<b>33,404</b>	<b>(684)</b>	<b>(0)</b>
<b>Operating Surplus/(Deficit)</b>	<b>(7,671)</b>	<b>(6,575)</b>	<b>1,096</b>	<b>2</b>
<b>Capital Income</b>				
Capital grants and subsidies	17,641	17,211	(430)	-2.44%
Profit/(Loss) on sale of asset	-	-		
	<b>17,641</b>	<b>17,211</b>	<b>(430)</b>	<b>(0)</b>
<b>Net Result</b>	<b>9,970</b>	<b>10,636</b>	<b>666</b>	<b>2</b>

# KOWANYAMA ABORIGINAL SHIRE COUNCIL

## Statement of Financial Position

at 30 June 2025

	Budget 2024/25 \$ '000	Forecast 2024/25 \$ '000	Variance \$ '000	Variance %
<b>Current Assets</b>				
Cash assets	20,229	41,584	21,355	105.57%
Receivables	870	775	(95)	-10.92%
Inventories	650	583	(67)	-10.31%
Contract Assets	1,100	1,200	100	9.09%
Lease Receivables	186	182	(4)	-2.26%
	<u>23,035</u>	<u>44,324</u>	<u>21,289</u>	<u>1</u>
<b>Non-Current Assets</b>				
Receivables	18	18	-	0.00%
Lease Receivables	6,956	7,023	67	0.97%
Property, plant and equipment	170,384	174,166	3,782	2.22%
Capital works in progress	14,319	12,480	(1,839)	-12.84%
	<u>191,676</u>	<u>193,687</u>	<u>2,010</u>	<u>(0)</u>
<b>TOTAL ASSETS</b>	<u>214,711</u>	<u>238,011</u>	<u>23,299</u>	<u>1</u>
<b>Current Liabilities</b>				
Payables	940	1,340	400	42.48%
Interest bearing liabilities	180	315	135	75.10%
Lease Liabilities	88	88	(0)	-0.06%
Provisions	857	833	(24)	-2.80%
	<u>2,065</u>	<u>2,576</u>	<u>511</u>	<u>1</u>
<b>Non-Current Liabilities</b>				
Interest bearing liabilities	957	958	1	0.15%
Lease Liabilities	551	526	(25)	-4.58%
Provisions	2,778	2,526	(252)	-9.08%
	<u>4,286</u>	<u>4,010</u>	<u>(276)</u>	<u>(0)</u>
<b>TOTAL LIABILITIES</b>	<u>6,351</u>	<u>6,586</u>	<u>235</u>	<u>1</u>
<b>NET COMMUNITY ASSETS</b>	<u>208,360</u>	<u>231,425</u>	<u>23,065</u>	<u>(0)</u>
<b>Community Equity</b>				
Asset Revaluation Surplus	109,174	119,546	10,371	9.50%
Retained surplus	99,186	111,879	12,693	12.80%
<b>TOTAL COMMUNITY EQUITY</b>	<u>208,360</u>	<u>231,425</u>	<u>23,065</u>	<u>(0)</u>

Title:	4.3.2.c Annual Budget 2024/25
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## RESOLUTION

It is recommended that, pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2025/26 financial year, incorporating:

- i. The statement of income and expenditure;
- ii. The statement of financial position;
- iii. The statement of cash flow;
- iv. The statement of changes in equity;
- v. The long-term financial forecast;
- vi. The revenue statement;
- vii. The revenue policy;
- viii. The relevant measures of financial sustainability; and
- ix. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget

## BACKGROUND

Section 170 of the Local Government Regulation 2012 requires Council to adopt, by resolution, a budget for each financial year. Section 169 of the Local Government Regulation 2012 requires that the budget include the following:

- Financial statements for the financial year for which the budget is prepared and the next two financial years; and
- A long term financial forecast, revenue statement and revenue policy; and
- Measures of financial sustainability for the financial year for which the budget is prepared and the next nine financial years; and
- The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.

Section 169 of the Local Government Regulation 2012 stipulates that the budget be consistent with the following Council documents:

- Five Year Corporate Plan
- Annual Operational Plan

As required by Section 204 of the Local Government Regulation 2012, monthly financial statements will be prepared and presented to Council which will state progress that has been made against the budget. Attachment 1 includes the 2025/26 Budget Financial Statements.

## ATTACHMENTS

- 2025/26 Budget Pack

## Attachment – KASC Budget Pack 2025/26





# 2025/26 ANNUAL BUDGET PACK



# Contents

1. BUDGET FINANCIAL STATEMENTS.....	3
2. 2025/26 LONG TERM FINANCIAL FORECAST .....	4
3. REVENUE STATEMENT .....	5
4. REVENUE POLICY .....	6
5. MEASURES OF FINANCIAL SUSTAINABILITY .....	7



# 1. BUDGET FINANCIAL STATEMENTS



**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Income and Expenditure**  
**For the year ended 30 June 2026**

		Budget 2025/26	Budget 2026/27	Budget 2027/28
	Note	\$ '000	\$ '000	\$ '000
<b>Income</b>				
Net rates and utility charges	1	628	647	657
<b>Total Rates and Utility Charges</b>		628	647	657
Fees and charges		766	789	801
Operating grants and subsidies	2	13,465	13,869	14,077
Rental Income		1,910	1,967	1,997
Interest revenue		1,040	1,019	1,009
Works for third parties		6,163	6,347	6,443
Other revenue		2,024	2,085	2,116
<b>Total Operating Revenue</b>		25,995	26,723	27,099
<b>Expenditure</b>				
Employee expenses		13,393	13,795	14,002
Materials and services		12,479	12,853	13,046
Depreciation expenses	3	13,907	14,046	13,905
Finance and borrowing costs	4	50	52	52
<b>Total Operating Expenses</b>		39,829	40,745	41,005
<b>Operating Surplus/(Deficit)</b>		(13,833)	(14,022)	(13,907)
<b>Capital Income</b>				
Capital grants and subsidies	2	17,994	18,354	18,629
Profit/(Loss) on sale of asset		-	-	-
		17,994	18,354	18,629
<b>Net Result</b>		<b>4,161</b>	<b>4,332</b>	<b>4,723</b>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Financial Position**  
**at 30 June 2026**

	Budget 2025/26 \$ '000	Budget 2026/27 \$ '000	Budget 2027/28 \$ '000
<b>Current Assets</b>			
Cash assets	41,242	40,748	40,066
Receivables	870	887	865
Inventories	650	663	646
Contract Assets	1,100	1,075	1,043
Lease Receivables	186	167	151
	<u>44,048</u>	<u>43,541</u>	<u>42,771</u>
<b>Non-Current Assets</b>			
Receivables	18	43	42
Lease Receivables	6,678	6,011	5,409
Property, plant and equipment	175,266	176,142	175,262
Capital works in progress	12,480	12,667	12,857
	<u>194,442</u>	<u>194,863</u>	<u>193,570</u>
<b>TOTAL ASSETS</b>	<u>238,491</u>	<u>238,404</u>	<u>236,342</u>
<b>Current Liabilities</b>			
Payables	940	959	940
Interest bearing liabilities	186	192	197
Lease Liabilities	88	89	91
Provisions	857	866	857
	<u>2,072</u>	<u>2,106</u>	<u>2,085</u>
<b>Non-Current Liabilities</b>			
Interest bearing liabilities	770	617	458
Lease Liabilities	551	473	392
Provisions	2,778	2,750	2,723
	<u>4,100</u>	<u>3,840</u>	<u>3,573</u>
<b>TOTAL LIABILITIES</b>	<u>6,172</u>	<u>5,946</u>	<u>5,658</u>
<b>NET COMMUNITY ASSETS</b>	<u><b>232,319</b></u>	<u><b>232,458</b></u>	<u><b>230,684</b></u>
<b>Community Equity</b>			
Asset Revaluation Surplus	119,546	124,804	130,088
Retained surplus	112,774	107,655	100,596
<b>TOTAL COMMUNITY EQUITY</b>	<u><b>232,319</b></u>	<u><b>232,458</b></u>	<u><b>230,684</b></u>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL****Statement of Cash Flows****For the year ended 30 June 2026**

	<b>Budget 2025/26 \$ '000</b>	<b>Budget 2026/27 \$ '000</b>	<b>Budget 2027/28 \$ '000</b>
<b>Cash flows from operating activities</b>			
Receipts from customers	24,955	25,704	26,090
Payments to suppliers and employees	(25,872)	(26,648)	(27,051)
Interest received	1,040	1,019	1,009
Borrowing costs	(50)	(52)	(52)
<b>Net cash inflow from operating activities</b>	<b>74</b>	<b>24</b>	<b>(4)</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	(18,135)	(18,591)	(19,019)
Subsidies and contributions for new capital	17,994	18,354	18,629
Proceeds from sale of property, plant and equipment	-	-	-
<b>Net cash (outflow) from investing activities</b>	<b>(141)</b>	<b>(237)</b>	<b>(390)</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings	-	-	-
Repayment of borrowings	(186)	(192)	(197)
Repayment of finance leases	(88)	(89)	(91)
<b>Net cash inflow (outflow) from financing activities</b>	<b>(274)</b>	<b>(281)</b>	<b>(288)</b>
<b>Net increase in cash held</b>	<b>(342)</b>	<b>(494)</b>	<b>(682)</b>
Cash at beginning of reporting period	41,584	41,242	40,748
<b>Cash at end of reporting period</b>	<b>41,242</b>	<b>40,748</b>	<b>40,066</b>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL**

**Statement of Changes in Equity**

**For the year ended 30 June 2026**

	<b>Budget 2025/26 \$ '000</b>	<b>Budget 2026/27 \$ '000</b>	<b>Budget 2027/28 \$ '000</b>
Balance at beginning of period	231,425	225,214	219,175
Increase/Decrease in asset revaluation surplus	(10,371)	(10,371)	(3,719)
Net result for the period	4,161	4,332	4,723
Balance at end of period	<b>225,214</b>	<b>219,175</b>	<b>220,179</b>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2026**

	Budget 2025/26 \$ '000	Budget 2026/27 \$ '000	Budget 2027/28 \$ '000
<b>1 Rates and Utility Charges</b>			
<b>Operating income</b>			
General rates	628	647	657
Net rates and utility charges	<u>628</u>	<u>647</u>	<u>657</u>
Percentage Change in Rates, levies and charges	3.60%	3.00%	1.50%
<b>2 Grants, subsidies, contributions and donations</b>			
(i) Recurrent - government grants and subsidies, and other contributions are analysed as follows.			
General purpose grants	8,133	8,377	8,629
Government subsidies and grants	5,332	5,492	5,448
Total recurrent revenue	<u>13,465</u>	<u>13,869</u>	<u>14,077</u>
(ii) Capital - government grants and subsidies, other contributions and donations are analysed as follows.			
Government subsidies and grants	17,994	18,354	18,629
Total capital revenue	<u>17,994</u>	<u>18,354</u>	<u>18,629</u>
<b>3 Depreciation of non-current assets</b>			
Buildings	1,935	1,944	1,954
Residential Housing	4,327	4,370	4,326
Plant and equipment	168	168	169
Motor Vehicles	638	641	644
Road, drainage and bridge network	5,641	5,717	5,603
Water	408	410	411
Sewerage	456	459	460
Other infrastructure assets	335	337	338
	<u>13,907</u>	<u>14,046</u>	<u>13,905</u>
<b>4 Finance and Borrowing costs</b>			
Finance costs	42	43	43
Bank charges	8	9	9
	<u>50</u>	<u>52</u>	<u>52</u>

## 2. 2025/26 LONG TERM FINANCIAL FORECAST



**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Income and Expenditure**  
**For the year ended 30 June 2026**

	Budget 2025/26 \$ '000	Budget 2026/27 \$ '000	Budget 2027/28 \$ '000	Budget 2028/29 \$ '000	Budget 2029/30 \$ '000	Budget 2030/31 \$ '000	Budget 2031/32 \$ '000	Budget 2032/33 \$ '000	Budget 2033/34 \$ '000	Budget 2034/35 \$ '000
<b>Income</b>										
Net rates and utility charges	628	647	657	666	676	687	697	707	718	729
Fees and charges	766	789	801	813	825	837	850	863	875	889
Operating grants and subsidies	13,465	13,869	14,077	14,288	14,502	14,720	14,941	15,165	15,392	15,623
Rental Income	1,910	1,967	1,997	2,027	2,057	2,088	2,119	2,151	2,183	2,216
Interest revenue	1,040	1,019	1,009	989	1,004	1,019	1,034	1,050	1,065	1,081
Works for third parties	6,163	6,347	6,443	6,539	6,637	6,737	6,838	6,941	7,045	7,150
Other revenue	2,024	2,085	2,116	2,148	2,180	2,213	2,246	2,280	2,314	2,349
<b>Total Operating Revenue</b>	<b>25,995</b>	<b>26,723</b>	<b>27,099</b>	<b>27,470</b>	<b>27,882</b>	<b>28,300</b>	<b>28,725</b>	<b>29,155</b>	<b>29,593</b>	<b>30,037</b>
<b>Expenditure</b>										
Employee expenses	13,393	13,795	14,002	14,212	14,425	14,642	14,861	15,084	15,310	15,540
Materials and services	12,479	12,853	13,046	13,241	13,440	13,642	13,846	14,054	14,265	14,479
Depreciation expenses	13,907	14,046	13,905	13,627	13,832	14,039	14,250	14,463	14,680	14,901
Finance and borrowing costs	50	52	52	53	54	55	55	56	57	58
<b>Total Operating Expenses</b>	<b>39,829</b>	<b>40,745</b>	<b>41,005</b>	<b>41,134</b>	<b>41,751</b>	<b>42,377</b>	<b>43,013</b>	<b>43,658</b>	<b>44,313</b>	<b>44,977</b>
<b>Operating Surplus/(Deficit)</b>	<b>(13,833)</b>	<b>(14,022)</b>	<b>(13,907)</b>	<b>(13,664)</b>	<b>(13,869)</b>	<b>(14,077)</b>	<b>(14,288)</b>	<b>(14,502)</b>	<b>(14,720)</b>	<b>(14,941)</b>
<b>Capital Income</b>										
Capital grants and subsidies	17,994	18,354	18,629	18,909	19,192	19,480	19,772	20,069	20,370	20,676
Profit/(Loss) on sale of asset	-	-	-	-	-	-	-	-	-	-
	17,994	18,354	18,629	18,909	19,192	19,480	19,772	20,069	20,370	20,676
<b>Net Result</b>	<b>4,161</b>	<b>4,332</b>	<b>4,723</b>	<b>5,245</b>	<b>5,323</b>	<b>5,403</b>	<b>5,484</b>	<b>5,567</b>	<b>5,650</b>	<b>5,735</b>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Financial Position**  
**at 30 June 2025**

	Budget 2025/26 \$ '000	Budget 2026/27 \$ '000	Budget 2027/28 \$ '000	Budget 2028/29 \$ '000	Budget 2029/30 \$ '000	Budget 2030/31 \$ '000	Budget 2031/32 \$ '000	Budget 2032/33 \$ '000	Budget 2033/34 \$ '000	Budget 2034/35 \$ '000
<b>Current Assets</b>										
Cash assets	41,242	40,748	40,066	39,143	38,003	36,680	35,299	33,681	31,815	29,693
Receivables	870	887	865	883	856	847	864	882	860	868
Inventories	650	663	646	659	640	652	665	649	662	668
Contract Assets	1,100	1,075	1,043	1,303	1,303	1,303	1,303	1,303	1,303	1,303
Lease Receivables	186	167	151	136	122	110	99	89	80	72
	<u>42,762</u>	<u>42,299</u>	<u>41,578</u>	<u>40,685</u>	<u>39,499</u>	<u>38,180</u>	<u>36,829</u>	<u>35,211</u>	<u>33,337</u>	<u>31,230</u>
<b>Non-Current Assets</b>										
Receivables	18	43	42	41	39	37	35	36	33	31
Lease Receivables	6,678	6,011	5,409	4,869	4,382	3,944	3,549	3,194	2,875	2,587
Property, plant and equipment	175,266	176,142	175,262	174,385	176,129	177,010	178,780	180,568	182,373	184,197
Capital works in progress	12,480	12,667	12,857	13,050	13,246	13,445	13,646	13,851	14,059	14,270
	<u>194,442</u>	<u>194,863</u>	<u>193,570</u>	<u>192,345</u>	<u>193,796</u>	<u>194,435</u>	<u>196,010</u>	<u>197,649</u>	<u>199,340</u>	<u>201,085</u>
<b>TOTAL ASSETS</b>	<u>237,205</u>	<u>237,162</u>	<u>235,148</u>	<u>233,030</u>	<u>233,294</u>	<u>232,615</u>	<u>232,840</u>	<u>232,860</u>	<u>232,677</u>	<u>232,315</u>
<b>Current Liabilities</b>										
Payables	940	959	940	931	945	949	940	931	940	954
Interest bearing liabilities	186	192	197	203	208	171	-	-	-	-
Lease Liabilities	88	89	91	92	93	95	96	98	99	101
Provisions	857	866	857	848	840	857	874	865	856	848
	<u>2,072</u>	<u>2,106</u>	<u>2,085</u>	<u>2,074</u>	<u>2,086</u>	<u>2,072</u>	<u>1,910</u>	<u>1,893</u>	<u>1,895</u>	<u>1,902</u>
<b>Non-Current Liabilities</b>										
Interest bearing liabilities	770	617	458	296	129	-	-	-	-	-
Lease Liabilities	551	473	392	307	220	130	36	650	564	474
Provisions	2,778	2,750	2,723	2,696	2,750	2,805	2,777	2,749	2,721	2,668
	<u>4,100</u>	<u>3,840</u>	<u>3,573</u>	<u>3,299</u>	<u>3,098</u>	<u>2,934</u>	<u>2,812</u>	<u>3,399</u>	<u>3,285</u>	<u>3,142</u>
<b>TOTAL LIABILITIES</b>	<u>6,172</u>	<u>5,946</u>	<u>5,658</u>	<u>5,373</u>	<u>5,184</u>	<u>5,006</u>	<u>4,722</u>	<u>5,292</u>	<u>5,181</u>	<u>5,045</u>
<b>NET COMMUNITY ASSETS</b>	<u>231,033</u>	<u>231,216</u>	<u>229,491</u>	<u>227,658</u>	<u>228,110</u>	<u>227,609</u>	<u>228,117</u>	<u>227,568</u>	<u>227,496</u>	<u>227,270</u>
<b>Community Equity</b>										
Asset Revaluation Surplus	119,546	124,804	130,088	135,346	140,577	145,861	151,171	156,535	161,952	167,423
Retained surplus	112,774	107,655	100,596	229,097	229,535	229,022	229,519	228,961	228,880	228,646
<b>TOTAL COMMUNITY EQUITY</b>	<u>231,033</u>	<u>231,216</u>	<u>229,491</u>	<u>229,097</u>	<u>229,535</u>	<u>229,022</u>	<u>229,519</u>	<u>228,961</u>	<u>228,880</u>	<u>228,646</u>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the year ended 30 June 2026**

	Budget 2025/26 \$ '000	Budget 2026/27 \$ '000	Budget 2027/28 \$ '000	Budget 2028/29 \$ '000	Budget 2029/30 \$ '000	Budget 2030/31 \$ '000	Budget 2031/32 \$ '000	Budget 2032/33 \$ '000	Budget 2033/34 \$ '000	Budget 2034/35 \$ '000
<b>Cash flows from operating activities</b>										
Receipts from customers	24,955	25,704	26,090	26,481	26,878	27,281	27,691	28,106	28,528	28,955
Payments to suppliers and employees	(25,872)	(26,648)	(27,051)	(27,453)	(27,865)	(28,283)	(28,707)	(29,138)	(29,575)	(30,019)
Interest received	1,040	1,019	1,009	989	1,004	1,019	1,034	1,050	1,065	1,081
Borrowing costs	(50)	(52)	(52)	(53)	(54)	(55)	(55)	(56)	(57)	(58)
<b>Net cash inflow from operating activities</b>	<b>74</b>	<b>24</b>	<b>(4)</b>	<b>(37)</b>	<b>(37)</b>	<b>(38)</b>	<b>(38)</b>	<b>(39)</b>	<b>(39)</b>	<b>(40)</b>
<b>Cash flows from investing activities</b>										
Payments for property, plant and equipment	(18,135)	(18,591)	(19,019)	(19,500)	(19,994)	(20,500)	(21,019)	(21,551)	(22,097)	(22,657)
Subsidies and contributions for new capital	17,994	18,354	18,629	18,909	19,192	19,480	19,772	20,069	20,370	20,676
Proceeds from sale of property, plant and equipment	-	-	-	-	-	-	-	-	-	-
<b>Net cash (outflow) from investing activities</b>	<b>(141)</b>	<b>(237)</b>	<b>(390)</b>	<b>(592)</b>	<b>(801)</b>	<b>(1,020)</b>	<b>(1,246)</b>	<b>(1,482)</b>	<b>(1,727)</b>	<b>(1,981)</b>
<b>Cash flows from financing activities</b>										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	(186)	(192)	(197)	(203)	(208)	(171)	-	-	-	-
Repayment of finance leases	(88)	(89)	(91)	(92)	(93)	(95)	(96)	(98)	(99)	(101)
<b>Net cash inflow (outflow) from financing activities</b>	<b>(274)</b>	<b>(281)</b>	<b>(288)</b>	<b>(295)</b>	<b>(302)</b>	<b>(266)</b>	<b>(96)</b>	<b>(98)</b>	<b>(99)</b>	<b>(101)</b>
<b>Net increase in cash held</b>	<b>(342)</b>	<b>(494)</b>	<b>(682)</b>	<b>(923)</b>	<b>(1,140)</b>	<b>(1,323)</b>	<b>(1,381)</b>	<b>(1,619)</b>	<b>(1,866)</b>	<b>(2,122)</b>
Cash at beginning of reporting period	41,584	41,242	40,748	40,066	39,143	38,003	36,680	35,299	33,681	31,815
<b>Cash at end of reporting period</b>	<b>41,242</b>	<b>40,748</b>	<b>40,066</b>	<b>39,143</b>	<b>38,003</b>	<b>36,680</b>	<b>35,299</b>	<b>33,681</b>	<b>31,815</b>	<b>29,693</b>

**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2026**

	<b>Budget</b>									
	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	<b>2030/31</b>	<b>2031/32</b>	<b>2032/33</b>	<b>2033/34</b>	<b>2034/35</b>
	<b>\$ '000</b>									
Balance at beginning of period	231,425	225,214	219,175	220,179	221,484	222,181	221,831	221,387	220,262	219,345
Increase/Decrease in asset revaluation surplus	(10,371)	(10,371)	(3,719)	(3,940)	(4,627)	(5,754)	(5,929)	(6,692)	(6,567)	(6,863)
Net result for the period	4,161	4,332	4,723	5,245	5,324	5,404	5,485	5,567	5,651	5,735
Balance at end of period	<b>225,214</b>	<b>219,175</b>	<b>220,179</b>	221,484	222,181	221,831	221,387	220,262	219,345	218,217

# 3. REVENUE STATEMENT



# Kowanyama Aboriginal Shire Council

## Revenue Statement



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Policy Number:	KASC-STAT-006
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012
Approval Date:	10 July 2024

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### 1. Introduction

- 1.1. This Revenue Statement has been prepared in accordance with section 104(5)(a)(iv) of the Local Government Act 2009 and section 169(2)(b) and 172 of the Local Government Regulation 2012.
- 1.2. This statement outlines and explains the revenue raising measures adopted by the Kowanyama Aboriginal Shire Council in the preparation of its Budget for the 2025–2026 financial year.
- 1.3. It is not intended that this Revenue Statement reproduce all related policies and reference documents. Related policies and reference documents will be referred to where appropriate and will take precedence should clarification be required.

### 2. Terms and Definitions

- 2.1. In this policy:

**Council** Means Kowanyama Aboriginal Shire Council

### 3. Acronyms and Abbreviations

- 3.1. In this policy:

**KASC:** Means Kowanyama Aboriginal Shire Council

#### 4. Legislative Requirements

- 4.1. Section 104 of the Local Government Act 2009 requires that a local government must comply with the requirements prescribed under a regulation regarding the financial management documents which includes an annual budget and a revenue statement.
- 4.2. Section 169 of the Local Government Regulation 2012 requires that a local government must prepare a revenue statement each financial year. Section 172 of the Local Government Regulation 2012 requires that a revenue statement must state the following:
  - a. If the local government levies differential general rates:
    - i. The rating categories for rateable land in the local government area; and
    - ii. A description of each rating category; and
  - b. If the local government levies special rates or charges for a joint government activity—a summary of the terms of the joint government activity; and
  - c. If the local government fixes a cost-recovery fee—the criteria used to decide the amount of the cost-recovery fee; and
  - d. If the local government conducts a business activity on a commercial basis the criteria used to decide the amount of the charges for the activity's goods and services.
- 4.3. Section 172(2) of the Local Government Regulation 2012 requires that the revenue statement for a financial year must include the following information for the financial year:
  - a. An outline and explanation of the measures that the local government has adopted for raising revenue, including an outline and explanation of:
    - i. The rates and charges to be levied in the financial year; and
    - ii. The concessions for rates and charges to be granted in the financial year;
  - b. Whether the local government has made a resolution limiting an increase of rates and charges.

#### 5. Revenue Raising Measures

The principal revenue raising measures adopted by the Kowanyama Aboriginal Shire Council for the – 2025–2026 financial year are:

##### 5.1. General Rates

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

##### 5.1.1. Limitation on Increase in Rates and Charges:

As stated in paragraph 5.1 above, Council does not have the ability to levy general rates. As a consequence, Council will not be passing any resolution pursuant to section 116 of the Local Government Regulation 2012, to limit any increase of general rates or charges.

##### 5.2. General Levy

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

### 5.3. Utility Charge (in Lieu of Rent)

Council will charge a "Utility Charge in Lieu of rent" for all residential properties that are not charged a rental payment from Council,

or the Department of Housing and Public Works as identified in "Fees and Charges Schedule" and "Commercial Charges Schedule".

### 5.4. Utility Charges

Utility charges are made and levied for the supply of sewerage, water, and garbage services. Utility charges are levied to all land within Kowanyama, irrespective of whether the land is vacant or occupied, and whether or not it is rateable land.

Full details of the utility charges to be levied are available in "Fees and Charges Schedule" and "Commercial Charges Schedule".

In setting its utility charges for water, sewerage and waste management, Council maintains a user pays policy whereby the full costs of providing such services are paid by the users of those.

In accordance with section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012 Council has resolved to raise and levy the following utility charges:-

### 5.5. Sewerage Utility Charges

Sewerage utility charges are levied in respect of all land where Council deems that sewerage reticulation can be provided to such land to cover the costs of operation, maintenance and capital expenditure associated with the sewerage system.

In respect of improvements erected during the year, sewerage charges shall be levied proportionally for the unexpired part of the year from the date Council determines the improvement is ready for occupation.

In circumstances where dwellings are built over the boundary line of two or more parcels and the ratepayer proves that this is the case, Council shall levy one sewerage access charge as if it were one parcel. In the situation that Council is currently charging one access charge for two parcels with a dwelling built over the boundary line, there will be no need for the ratepayer to provide further proof.

For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting both unit and charge per unit factors for each type of structure.

The following sewerage charges will be levied on properties within the Kowanyama Aboriginal Shire Council local government area per pedestal:

- Residential Dwelling \$1,526.10 and
- Non-Residential \$4,824.40.

Full details of the sewerage utility charges to be levied are available in the "Fees and Charges Schedule" and "Commercial Charges Schedule".

### 5.6. Garbage Collection Utility Charge

Garbage Collection Utility Charges for land or structures where Council deems that a service will be supplied for each structure, residence, flat, strata title unit, will be charged per annum:

- Residential Dwelling \$366.70; and
- Non-Residential \$1,372.30

Full details of the garbage collection utility charges to be levied are available in the "Fees and Charges Schedule" and "Commercial Charges Schedule".

The service will be supplied to premises in the waste area which is defined as an area in which Council or Council's contractors provide a solid waste collection service.

In respect of improvements erected during the year, waste collection utility charges shall be levied proportionally for the unexpired part of the year from the date council determines the improvement is ready for occupation.

#### 5.7. Water Utility Charges

Water utility charges are levied for land where Council deems that water can be supplied from the reticulated system and are to be levied irrespective of whether the land is vacant or occupied, and whether or not it is rateable land.

Council will levy utility charges for supplying water services on a two-part tariff system comprising of:

- a. Annual Service Charge - to cover Council's fixed costs in supplying water to the Water Areas (i.e. the costs which do not vary with the amount of water reticulated including interest and redemption charges incurred by Council) and taking into account asset upgrades, replacements and provision of future needs of the water infrastructure.; and
- Commercial/Industrial Water Usage Charge - for each kilolitre of water consumed in excess of 5,000 kilolitres, to cover Council's variable costs of operating, maintaining and managing the water supply system.

Council believes that it is equitable for all users and potential users to contribute to the costs of the water supply system by way of an access charge and consumption charge. The consumption charge for water consumed conforms to the "user pays" principle.

The Two-Tier Tariff Water Charges a Full details of the water utility charges to be levied are available in "Fees and Charges Schedule" and "Commercial Charges Schedule".

In circumstances where dwellings are built over the boundary line of two or more parcels and the ratepayer proves that this is the case, Council shall levy one water access charge as if it were one parcel. In the situation that Council is currently charging one access charge for two parcels with a dwelling built over the boundary line, there will be no need for the ratepayer to provide further proof.

In respect of improvements erected during the year, water charges shall be levied proportionally for the unexpired part of the year from the date council determines the improvement is ready for occupation. The tiered water usage charging system provides an incentive for water conservation.

##### 5.7.1. Annual Service Charge

For the purposes of levying the Fixed Access Charge, each property will be assessed on the basis of location and whether it is used for residential, commercial or industrial purposes. Large commercial or industrial users are defined as those properties specifically identified as being high water consumers.

A residential access charge will be levied on each dwelling which in the case of flats or units, will be per each flat or unit.

The following water annual service charges will be levied on properties within the Kowanyama Aboriginal Shire Council local government area per structure or unit/flat:

- Residential Dwelling \$1,526.10
- Commercial \$4,824.40; and
- Industrial \$5,926.20.

Full details of the water annual service charges to be levied are available in the “Fees and Charges Schedule” and “Commercial Charges Schedule”.

For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting both residential, and non-residential or non-standard access charges for each type of structure.

#### 5.7.2. Water Usage Charge

A water usage or consumption charge which covers the variable costs of supplying water to excessive water of over 5,000 kilolitres to non-residential consumers (e.g., wages, chemicals, electricity, maintenance) with such charges to be on a two-tiered basis.

The following water usage charges will be levied on properties within the Kowanyama Aboriginal Shire Council local government area per non-residential connection for each kilolitre in excess of 5,000 kilolitres is \$3.65 a kilolitre (excl GST).

Full details of the water annual service charges to be levied are available in the “Fees and Charges Schedule” and “Commercial Charges Schedule”.

## 6. Cost-Recovery and Other Fees and Charges

Council's adopted fees and charges include a mixture of cost recovery and commercial user-pays fees. The cost-recovery (regulatory) charges are identified as such in Council's fees and charges schedule and have been determined with reference to the relevant legislation and where appropriate recover the cost of performing the function or service. Council's fees and charges register contains full details of fees and charges adopted by Council is available on council's website.

### 6.1. Criteria for Fixing of Cost Recovery Fees

Cost-recovery fees are fixed pursuant to Section 97 of the Local Government Act 2009 and must not exceed the cost of providing the service for which the fee has been fixed. Such fees are therefore broadly based on the user pays principle (except where Council, at its discretion, decides to subsidise any fee or charge as a community service obligation) and take into account the following:

- a. The nature of the service provided by the Council and in respect of which the fee has been fixed e.g. issuing an approval, consent, license, registration or other authority, giving information kept under a Local Government Act 2009, seizing property or animals under a Local Government Act 2009; or performance of a function imposed on the Council under the Building Act 1975 or the Plumbing and Drainage Act 2002 or Plumbing and Drainage Act 2018.
- b. The amount of direct costs such as labour, plant and materials involved in the provision of the specific service for which the fee has been fixed e.g., the cost of labour and vehicle hire for annual inspection and licensing of food premises or the cost of stationery or electronic media for distribution of copies of Local Laws, Minutes, Budgets, Annual Financial Statements etc.
- c. The amount of general Council overheads consumed in the provision of the service for which the fee has been fixed e.g., office accommodation, electricity, IT facilities
- d. The hours during which the service is performed e.g., the seizure of animals outside of normal work hours (at night or on weekends).
- e. Whether the provision of the service involves the supply of an item e.g., a dog registration tag or dangerous dog collar, or the provision of sustenance e.g., feeding of impounded animals.

Full details of the Council's Fees and Charges to be levied are available in the "Fees and Charges Schedule" and "Commercial Charges Schedule".

Fees and Cost-recovery charges will be reviewed annually having regard to the criteria for fixing of cost-recovery charges specified elsewhere herein.

#### 6.2. Application of Code of Competitive Conduct – Council Business Activities

Where an activity has been nominated as compliant with the code of competitive conduct, the principles of full cost pricing have been applied.

### 7. Other Revenue

#### 7.1. Grants and Subsidies

Grants and subsidies paid by other levels of government towards Council's general operational costs e.g., Financial Assistance Grant, or for Specific Capital Projects.

#### 7.2. Interest on Investment

Interest received from the investment of Council funds.

### 8. Time within which Rates and Charges must be Paid

#### 8.1. All rates and charges must be paid by the date shown on the rate notice, which is a date that is at least thirty (30) days after the day the rate notice is issued.

### 9. Interest on Overdue Rates and Charges

All Rates and Charges outstanding at the end of the discount period are deemed to be overdue rates and Council will apply interest at the rate of 8.00% per annum calculated on daily rests from the day after the Rates and Charges become overdue.

In accordance with section 133 of the Local Government Regulation 2012:

- For the 12 months ending 30 June 2026, Council will charge interest on overdue rates from the day which is 21 days after the day on which they became overdue and at the rate of 8.00% (or such other rate as may be determined pursuant to Section 133 of the Local Government Regulation 2012) compounded on daily rests; and
- For the 12 months ending 30 June 2026, Council will charge interest in accordance with (a) above, in respect of overdue rates which are subject to an agreement with the property owner to pay regular instalments to avoid rate recovery action.

### 10. Refunds of Rates and Charges Payments

#### 10.1. Council will only refund payments of rates and charges if the property has a credit balance. There will be no refunds of payments if the property has a debit balance.

#### 10.2. Any Council errors/mistakes in levying rates or charges will only be back dated for the current financial year with a supplementary rate notice.

## 11. Collection of Outstanding Rates and Charges

- 11.1. Council requires payment of rates and charges within the specified period, and it is Council's policy to pursue the collection of outstanding rates and charges diligently but with due concern for the financial hardship faced by some members of the community.
- 11.2. To this end, Council has established administrative processes which allow for the payment of rates and charges by periodic payments and for the selection of various options (including legal action) for the recovery of debt, as set out in the attached Debt Recovery Policy.

## 12. Payment in Advance

- 12.1. Council accepts payments in advance. Interest is not payable on any credit balances held. Rates discount will apply in the event that the entire account has been paid in full by the discount due date.

## 13. Other Remission and Deferrals

- 13.1. Other remission requests, or rate deferral requests, will be assessed on a case-by-case basis.

## 14. Policy Review

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

## 15. Approval

- 15.1. This policy was duly authorised by Council on 10 July 2024 as Kowanyama Aboriginal Shire Council's Revenue Statement and shall hereby supersede any previous policies of the same intent.

## 4. REVENUE POLICY



# Kowanyama Aboriginal Shire Council

## Revenue Policy



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Policy Number:	KASC-STAT-005
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Planning Act 2016
Approval Date:	10 July 2024

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### 1. Terms and Definitions

#### 1.1. In this policy:

**Council** Means Kowanyama Aboriginal Shire Council

### 2. Acronyms and Abbreviations

#### 2.1. In this policy:

**KASC:** Means Kowanyama Aboriginal Shire Council

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### 3. Purpose of this Policy

- 3.1. The provisions of the Local Government Act 2009 and Local Government Regulation 2012 requires Council prepare and adopt this policy as part of Council's budget each year. The policy outlines the principles that Council will use for the development of Council's Budget.

## 4. Policy Statement

- 4.1. This policy encompasses the principles to be used by Council for the:
- a. making and levying of rates equivalent charges and utility charges
  - b. granting of concessions and rebates
  - c. recovery of overdue charges and fees
  - d. the establishment of cost-recovery methods
  - e. charging of developer infrastructure fees.
- 4.2. Council will ensure that the charges made contribute to the cost of its operations and that it is able to continue to provide services to the community at a level consistent with the growth and development of the area. In formulating this policy, Council has considered:
- a. The interests of all people living in Council's local government area;
  - b. The efficient, effective, and proper management of Council's local government area; and
  - c. Planning for the future.

## 5. Principles for Making and Levying of Rates Equivalent Charges and Utility Charges

- 5.1. In the making of rates equivalent and utility charges the following principles will be applied:
- a. Consider the level of revenue that can be achieved from direct user charges, grants and subsidies, contributions, and other sources
  - b. Consider the cost of maintaining existing facilities and necessary services and the need for additional facilities and services
  - c. Transparency in the making of rates equivalent and utility charges
  - d. Having in place a charging system that is simple and inexpensive to administer
  - e. Equity by taking account of the different levels of capacity to pay within the local community
  - f. Flexibility to take account of changes to the local economy
- 5.2. In levying rates equivalent and utility charges Council will apply the principles of:
- a. Making clear what is the Council's and each ratepayer's responsibility is to the rating system
  - b. Timing any rates and charges to ensure a sustainable cash flow for the operation of Council and to spread the burden to the ratepayer over the financial year
  - c. Equity through flexible payment arrangements for ratepayers with a lower capacity to pay
- 5.3. Council may consider charging special and separate rates and charges where appropriate, to recover the costs associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayer.

## 6. Principles for Granting Concessions

- 6.1. In considering the application of concessions, Council will be guided by the following principles:
- a. Ensuring the same treatment for residents and other customers who have similar circumstances
  - b. Ensuring transparency by clearly setting out the requirements necessary to receive concession
  - c. Ensuring flexibility to respond to local economic issues.
- 6.2. The predominant purpose of Granting concessions or rebates are to relieve economic hardship for eligible not-for-profit community, recreation, and sporting groups. Council may grant concessions or rebates on a case-by-case basis if it is satisfied that any one or more of the other criteria in section 120(1) of the Local Government Regulation 2012 have been met.

## 7. Principles for Recovering Overdue Charges and Fees

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

## 8. Principles for Cost-Recovery Fees

- 8.1. Council recognises the validity of maximising the use of appropriate user pay charges or cost recovery fees to reduce the burden on other funding sources. However, in setting its cost recovery fees, Council considers the need for such a fee not being more than the cost to Council of providing the service or taking the action to which, the fee applies.

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

- 9.1. Council requires developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. In accordance with the provisions of the [Planning Act 2016](#) Infrastructure charges are required for roadworks, parks, drainage and water and sewerage head works where applicable.

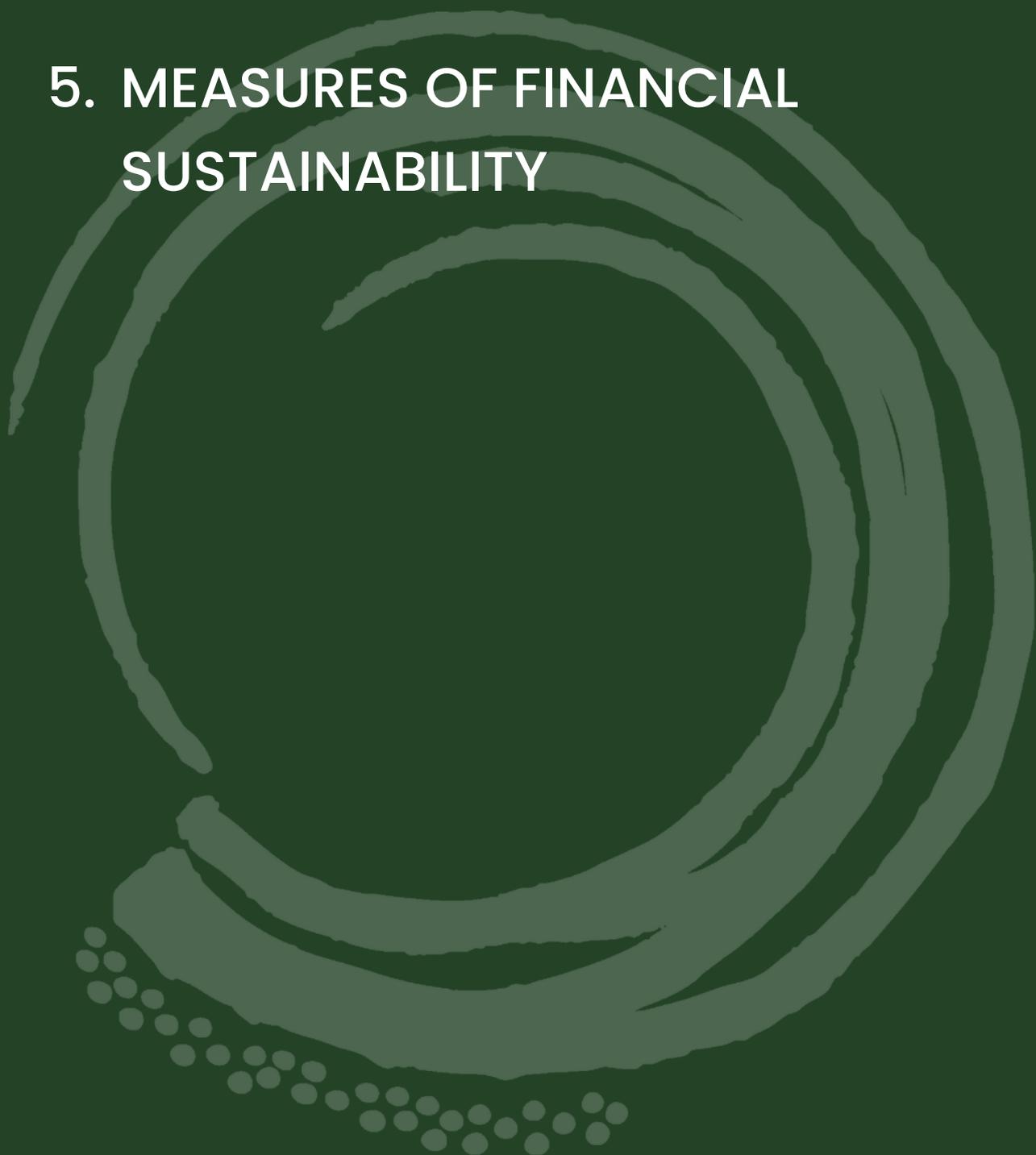
## 10. Policy Review

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

## 11. Approval

- 11.1. This policy was duly authorised by Council on 10 July 2024 as Kowanyama Aboriginal Shire Council's Revenue Policy and shall hereby supersede any previous policies of the same intent.

# 5. MEASURES OF FINANCIAL SUSTAINABILITY



**KOWANYAMA ABORIGINAL SHIRE COUNCIL**  
**Financial Sustainability Ratios**  
**For the year ended 30 June 2026**

Type	Measure	Target (Tier 8)	Forecast 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32	Budget 2032/33	Budget 2033/34	Budget 2034/35
Financial Capacity	Council Controlled Revenue	N/A	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%
	Population Growth	N/A	1,169	N/A									
Operating Performance	Operating Surplus Ratio	Contextual	-25%	-53%	-52%	-51%	-50%	-50%	-50%	-50%	-50%	-50%	-50%
	Operating Cash Ratio	Greater than 0%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	17.3	N/A									
Asset Management	Asset Sustainability Ratio	Greater than 90%	163%	191%	189%	188%	186%	188%	186%	190%	185%	179%	174%
	Asset Consumption Ratio	Greater than 60%	49%	52%	53%	53%	53%	54%	54%	55%	56%	57%	59%
	Asset Renewal Funding Ratio	Commencing FY28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	(0.14)	6.54	8.70	9.77	20.49	10.23	0	0	0	0	0

Title:	4.3.2.d Debt Policy
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## **RESOLUTION**

That Council resolves to adopt the Debt Policy for 2025/26.

## **BACKGROUND**

This report provides an update of the Debt Policy for adoption with the annual budget.

## **ATTACHMENTS**

- Debt Policy

## Attachment – Debt Policy



# Kowanyama Aboriginal Shire Council

## Debt Policy



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Policy Number:	KASC-STAT-008
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2019
Approval Date:	[INSERT]

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### 1. Purpose

- 1.1. This policy aims to provide Kowanyama Aboriginal Shire Council (Council) with robust financial management principles associated with borrowings and working capital facilities.

This policy sets out the debt for end of financial year as required by Chapter 5, Part 4, section 192 of the Local Government Regulation 2012.

### 2. Scope

- 2.1. This policy applies to all current and future borrowings by Council in accordance with Local Government Act 2009 (Section 104(5)(c)(ii), Local Government Regulation 2012 (Section 192) and Statutory Bodies Financial Arrangements Regulation 2019.
- 2.2. This policy applies to all people acting for and on behalf of the Kowanyama Aboriginal Shire Council, including Councillors, employees, consultants, and contractors.

### 3. Objective

The intent of this policy is to detail the principles upon which Council bases its decisions when considering the type of expenditure to be funded by borrowing for the financial years 2026/27 to 2035/36 (9 years), the total current and projected borrowings and the ranges of periods over which they will be repaid.

## 4. Terms and Definitions

### 4.1. In this policy:

<b>Council:</b>	Means Kowanyama Aboriginal Shire Council
<b>Debt:</b>	Is also defined as borrowings

## 5. Acronyms and Abbreviations

### 5.1. In this policy:

<b>KASC:</b>	Means Kowanyama Aboriginal Shire Council
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## 6. Policy statement

- 6.1. Borrowings are a valid funding option for assets of a long-term nature, as they allow the cost of such assets to be spread across the present and future generations who will benefit from them, subject to Council's ability to service any associated debt obligations.
- 6.2. Council will use as its basis for determining funding options the Long-term Asset Management Plan, together with the Long-Term Financial Plan.
- 6.3. Capital projects are to have undergone a thorough process of evaluation (including risk assessment), prioritisation and review prior to borrowings being sought.
- 6.4. Council cannot use long-term debt to finance operating activities or recurrent expenditure.
- 6.5. A working capital facility or overdraft may be utilised to help fund short-term cash flow requirements that may arise from time to time.
- 6.6. Where borrowing is constrained, borrowings for infrastructure that provides a return on capital will take precedence over borrowings for other assets.
- 6.7. The term of debt will generally relate to the life of the asset created but will not exceed twenty (20) years for any individual asset. Current and new borrowings are planned to be repaid within a twenty (20) year term.
- 6.8. Council will maintain ongoing scrutiny of its level of debt to ensure its continuing ability to service its commitments without unduly burdening the community with unnecessary financial risk.
- 6.9. The amount of new debt to be borrowed in a year must be approved as part of the annual budget process, excluding working capital and bank overdraft facilities.
- 6.10. Approval for future borrowings or working capital facilities will also be sought from either Council's administering Department, or Queensland Treasury, in accordance with the Statutory Bodies Financial Arrangement Act 1982.
- 6.11. In accordance with the Local Government Regulation 2012, details of the planned borrowings for the budget year and the following nine (9) financial years will be presented at Council's annual budget meeting. The details will include the planned borrowings for each year, the purpose of the borrowings and the term of repayment of existing and planned borrowings.

## 7. Policy Review

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

## 8. Approval

- 8.1. This policy was duly authorised by Council on 10 July 2024 as Kowanyama Aboriginal Shire Council's Debt Policy and shall hereby supersede any previous policies of the same intent.

## Attachment 1: QTC Principal and Interest Schedule



# Indicative Principal and Interest Schedule

ACCOUNT ENQUIRIES  
1800 641 057

DATE OF ISSUE

2 June 2025

REPORTING DATE

31 May 2025

Current Interest Rate: 2.803%

Client: Kowanyama Aboriginal Shire Council

Account: 81259 - Kowanyama ASC - WCF

Payment Date	Opening Balance \$	Payment \$	Interest \$	Administration \$	Principal \$	Closing Balance \$
16 Jun 2025	993,062.56	43,442.15	6,673.38	285.51	36,483.26	956,579.30
15 Sep 2025	956,579.30	43,442.15	6,428.21	275.02	36,738.92	919,840.38
15 Dec 2025	919,840.38	43,442.15	6,181.33	264.45	36,996.37	882,844.01
16 Mar 2026	882,844.01	43,442.15	5,932.71	253.82	37,255.62	845,588.39
15 Jun 2026	845,588.39	43,442.15	5,682.35	243.11	37,516.69	808,071.70
15 Sep 2026	808,071.70	43,442.15	5,430.24	232.32	37,779.59	770,292.11
15 Dec 2026	770,292.11	43,442.15	5,176.36	221.46	38,044.33	732,247.78
15 Mar 2027	732,247.78	43,442.15	4,920.71	210.52	38,310.92	693,936.86
15 Jun 2027	693,936.86	43,442.16	4,663.26	199.51	38,579.39	655,357.47
15 Sep 2027	655,357.47	43,442.15	4,404.00	188.42	38,849.73	616,507.74
15 Dec 2027	616,507.74	43,442.15	4,142.93	177.25	39,121.97	577,385.77
15 Mar 2028	577,385.77	43,442.15	3,880.03	166.00	39,396.12	537,989.65
15 Jun 2028	537,989.65	43,442.15	3,615.29	154.67	39,672.19	498,317.46
15 Sep 2028	498,317.46	43,442.15	3,348.69	143.27	39,950.19	458,367.27
15 Dec 2028	458,367.27	43,442.15	3,080.23	131.78	40,230.14	418,137.13
15 Mar 2029	418,137.13	43,442.14	2,809.88	120.21	40,512.05	377,625.08
15 Jun 2029	377,625.08	43,442.15	2,537.64	108.57	40,795.94	336,829.14
17 Sep 2029	336,829.14	43,442.15	2,263.49	96.84	41,081.82	295,747.32
17 Dec 2029	295,747.32	43,442.15	1,987.42	85.03	41,369.70	254,377.62
15 Mar 2030	254,377.62	43,442.15	1,709.42	73.13	41,659.60	212,718.02
17 Jun 2030	212,718.02	43,442.16	1,429.47	61.16	41,951.53	170,766.49
16 Sep 2030	170,766.49	43,442.15	1,147.55	49.10	42,245.50	128,520.99
16 Dec 2030	128,520.99	43,442.15	863.66	36.95	42,541.54	85,979.45
17 Mar 2031	85,979.45	43,442.15	577.78	24.72	42,839.65	43,139.80
16 Jun 2031	43,139.80	43,442.10	289.90	12.40	43,139.80	0.00
<b>TOTALS</b>		<b>1,086,053.71</b>	<b>89,175.93</b>	<b>3,815.22</b>	<b>993,062.56</b>	

THIS INFORMATION IS INDICATIVE ONLY.

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

Title:	4.3.2.e Procurement Policy
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## **RESOLUTION**

That Council resolves to adopt the proposed amendments to the Procurement Policy for 2025/26.

## **BACKGROUND**

Council has a legislative requirement to maintain a Procurement Policy and to review this Policy annually (refer to s198 of the Local Government Regulation 2012). Following consultation and feedback from the business regarding the Procurement Policy, reviews of other local government policies, as well as consideration of legislative obligations, a number of minor changes are proposed for 2025/26.

A brief summary of proposed changes are:

- Amendments to the Financial Delegation Register
  - Inclusion of new positions with Financial Delegation
- Other general improvements to wording and formatting changes for ease of reading and comprehension.

## **ATTACHMENTS**

- Procurement Policy

## Attachment – Procurement Policy



# Kowanyama Aboriginal Shire Council

## Procurement Policy



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<b>Policy Number:</b>	KASC-STAT-009
<b>Responsible Manager:</b>	Executive Manager Corporate and Financial Services
<b>Legislation:</b>	Local Government Act 2009 Local Government Regulation 2012 Public Sector Ethics Act 1994 (Qld) Work Health and Safety Act 2011 (Qld)
<b>Associated Documents:</b>	Code of Conduct Councillor Code of Conduct
<b>Approval Date:</b>	10 July 2024

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### 1. Background

- 1.1. A Procurement Policy is required under section 198 of the Local Government Regulation (Regulation), stating that:
- a local government must prepare and adopt a policy about procurement (procurement policy).
  - the procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
  - a local government must review its procurement policy annually.

Additionally, a Contracts Manual is required under section 222 of the Regulation, applying the Sound Contracting Principles, achieving procurement consistency with the five-year Corporate Plan and any adopted contracting plan, and including how Council will deal with non-current assets with values less than the limits set in Schedule 4 herein.

It is also a requirement in compliance with the sound contracting principles, that all Council procurement occur with utmost probity.

This policy serves as both the Procurement Policy, Contracts Manual and Probity Plan.

### 2. Purpose

- 2.1. This document sets out Kowanyama Aboriginal Shire Council's (Council) policy for the purchase of goods and services and carrying out of the Sound Contracting Principles.

### 3. Scope

- 3.1. This policy applies to the purchase of all goods and/or services by all Personnel for and on behalf of the Council.

### 4. Terms and Definitions

<b>Ethics Principles</b>	means those core principles set out in the Public Sector Ethics Act 1994 (Qld), at section 4.
<b>General Tender Process</b>	means the Tender/EOI process set out in paragraph 10.1.
<b>Genuine Emergency</b>	means, in the context of an exemption from tender/ quotation requirements for Medium-sized contracts or Large-sized contracts, circumstances where a genuine emergency exists requiring the procurement of urgent goods and/or services. Examples of a Genuine Emergency include procurement to mitigate a threat of imminent harm to persons and/or property. For the avoidance of doubt, Genuine Emergency does not include circumstances caused by avoidable delay and lack of due diligence and planning, resulting in urgency (i.e., failing to call for tenders/ quotation earlier).
<b>Goods and Services</b>	means all goods and services of whatever nature (ie. mechanical, construction, legal, accounting etc).
<b>Goods and Services Tax (GST)</b>	All values quoted in this policy are exclusive of GST
<b>Government Agency</b>	means, <ul style="list-style-type: none"> <li>• the State, a government entity, a corporatised business entity, or another local government; or</li> <li>• another Australian government, or an entity of another Australian government, or</li> <li>• a local government of another State.</li> </ul>
<b>Large-Sized Contractual Arrangement</b>	means a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.
<b>Local Government Principles</b>	means those core principles set out in section 4 of the Act.
<b>Local Supplier</b>	means a supplier which: <ul style="list-style-type: none"> <li>• is beneficially owned by persons who are residents in the Local Government Area of Council; or</li> <li>• has its principal place of business within the Local Government Area of Council.</li> </ul>
<b>Medium-Sized Contractual Arrangement</b>	means a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.
<b>Non-Local Supplier</b>	means a supplier who is not a Local Supplier.
<b>Permanent base of operations</b>	means the registered business address within the Council Local Government Area and where most of the business undertaken (50% or greater) is within the Council Local Government Area.

<b>Personnel</b>	means collectively elected members, employees, agents, and contractors of Council.
<b>Plant and Equipment</b>	means plant and equipment which are above the nominated value thresholds for Council valuable non-current asset set out in Schedule 4.
<b>Probity Plan</b>	means the cumulative procurement requirements set out in this policy.
<b>Purchase Order</b>	means the official/ formal Council order to the supplier of goods and/or services.
<b>Requisition</b>	means an internal request for a purchase, creating a Purchase Order.
<b>Sound Contracting Principles</b>	is defined in clause 6.3 herein and section 104(3) of the Act.
<b>The Act</b>	means the Local Government Act 2009 (Qld).
<b>The Regulation</b>	means the Local Government Regulation 2012 (Qld).
<b>Valuable non-current asset</b>	means (as per section 224(5) of the Regulation): <ul style="list-style-type: none"> <li>• Land/ interest in land; or</li> <li>• Another non-current asset that has an apparent value that is equal to or more than the limit set by Council (see Schedule 4), which cannot be more than that set at section 224(8) of the Regulation. At the time of preparation of this policy, those limits were: <ul style="list-style-type: none"> <li>• for plant and equipment - \$5,000; and</li> <li>• for another type of non-current asset - \$10,000.</li> </ul> </li> </ul>

## 5. Acronyms and Abbreviations

### 5.1. In this policy:

**KASC:** means Kowanyama Aboriginal Shire Council

## 6. Policy

6.1. The procurement of all goods and services by Council must be carried out in accordance with the Act and the Regulation. Chapter 6, Part 3 (Default Contracting Procedures) of the Regulation applies.

6.2. Council's procurement activities aim to achieve legal and ethical outcomes by ensuring compliance by all Personnel with the Sound Contracting Principles (set out in clause 6.3 herein and section 104(3) of the Act) in the procurement of all goods and services by Council.

6.3. Personnel must have regard to the following Sound Contracting Principles in all procurement activities:

6.3.1. Value for money:

Council must harness its procurement power to achieve the best value for money. The concept of value for money is not restricted to price alone.

When assessing value for money, Council will consider:

- fitness for purpose, quality, services, and support; and
- whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- internal administration costs; and
- technical compliance issues; and
- risk exposure; and
- the value of any benefits to the local economy; and
- value for money through arrangements with Local Suppliers.

6.3.2. Open and effective competition

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

6.3.3. The development of competitive local business and industry

- a. Council's procurement activities must seek to proactively encourage competitive local business and industry.
- b. Council wishes to pursue the principle of development of competitive local business and industry as part of the process of making its purchasing decisions. For this purpose, Council may accept a tender or offer from a Local Supplier in preference to a comparable tender or offer from a Non-Local Supplier, even if the tender or offer from the Non-Local Supplier has been assessed overall as more favourable in terms of one or more of the assessment criteria applied (including but not limited to price), so long as the differences are not material, and so long as it is clear that the selected Local Supplier can meet Council's requirements at an acceptably high standard which is generally comparable to that of other offers.
- c. But for price, assessment of materiality of the difference between Local Suppliers and Non-local Suppliers shall be subjective with respect to cumulative selection criteria responses. With respect to pricing however, the materiality threshold shall be >10% (ie. if a Local Supplier price is more than 10% the Non-Local Supplier price, these will not be considered comparable offers for the purposes of clause 6.3.3.2, with reference only to the pricing criteria).

6.3.4. Environmental protection

Consideration must be given to support and promote sustainable outcomes through ensuring the necessary balance between environmental, economic, and social aspects to maintain a high-quality environment as a source of competitive advantage such as:

- Prevention or minimisation of waste;

- Use of recycled products and recycling facilities;
- Conservation of energy in buildings and use of equipment;
- Control of order of quantities to avoid stock build-up, minimise storage requirements and reduce possible obsolescence;
- Where possible, specification of environmentally friendly products in invitation to offer documents; and
- Use of environmentally friendly products in the management of parks/recreational grounds and for weed control on roads and kerb sides.

#### 6.3.5. Ethical behaviour and fair dealing

Personnel involved in procurement activities are to behave with impartiality, fairness, independence, openness, integrity, and professionalism, maintaining transparency and accountability in their discussions and negotiations with suppliers and their representatives consistent with the Local Government Principles and Ethics Principles

All Personnel must:

- Perform the procurement task honestly and without favour or prejudice;
- Spend Council funds efficiently and effectively and in accordance with the law and Council policy;
- Deal fairly, impartially and consistently with supplies and prospective suppliers;
- Keep confidential all sensitive information obtained as part of the procurement activity;
- Not have an actual conflict of interest in relation to the procurement activity; and
- Not seek or accept any remuneration, gift, or advantage.

#### 6.3.6. Work Health and Safety considerations

In addition to the *Sound Contracting Principles* set out in clause 6.3 herein, consideration must be given to:

- Selecting suppliers on the basis they can meet the requirements of the Work Health and Safety Act 2011 (Qld) and associated legislation and Codes of Practice;
- Identification, verification, and communication of supplier duties in accordance with Council policies and procedures; and
- Monitoring supplier performance, including the review of Workplace Health and Safety performance.

## 7. Purchasing (General)

### 7.1. Purchase orders

The issue of a Purchase Order under the terms of contract represents the acceptance of an offer, thereby establishing a legally binding contract. It is important to note that Purchase Orders must be raised before the supply of goods and/or services, subject to certain exceptions, namely:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Utilities such as:               <ul style="list-style-type: none"> <li>○ Electricity</li> <li>○ Street lighting</li> <li>○ Telephone</li> <li>○ Mobile phone</li> <li>○ Internet</li> </ul> </li> <li>• Donations</li> <li>• Grants</li> </ul> | <ul style="list-style-type: none"> <li>• Workers' compensation payments</li> <li>• Insurance settlements</li> <li>• Other statutory body payments</li> <li>• Investment transfers</li> <li>• Reimbursements</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Sponsorships</li> <li>• Electoral Commission fees</li> </ul>  | <ul style="list-style-type: none"> <li>• Expenses paid by Corporate Credit Cards</li> <li>• Long term supply contracts (require a buyer and a seller to commit themselves to a relationship for an extended period of time)</li> <li>• Direct Payments and fees (bank charges etc.) or;</li> <li>• Other purchases where the Chief Executive Officer has determined that a <i>Purchase Order</i> is not required.</li> </ul> |

- Fire Levy payments
- Expenses paid by Fuel Cards
- Motor vehicle registration
- Insurances
- Land valuation fees

7.1.1. Personnel must follow the Purchasing Process outlined in **Schedule 5**.

7.1.2. Purchase Orders must specify where and to whom the goods and/or services are to be delivered along with delivery instructions. Purchase Orders must contain a quoted price or estimated price apportioned to the relevant budget codes. For items where a Purchase Order is not required, sufficient documentation must be retained to identify why the payment was being made and what it was for.

7.1.3. Where an exemption to tender is utilised by Council for the purchase of goods and/or services (**see paragraph 8.2 herein**), details of the exemption must be provided on the Purchase Order itself (eg. where a Local Buy Prequalified Supplier Arrangement is utilised, the arrangement number must be cited on the purchase order).

7.1.4. Expenditure limits and threshold limits have been set in this policy at **Schedule 1** to ensure proper fiscal controls and checks are carried out on all purchases. These limits are also subject to having the required budgetary approval.

7.1.5. Requests for retrospective Purchase Orders (i.e., Purchase Orders issued after supply) may result in disciplinary action against both person(s) who raise the Purchase Order and approve.

7.2. Alternative payment methods to Purchase Orders

7.2.1. Use of Corporate Credit Cards must occur strictly in accordance with policy and procedure of *Council*.

7.2.2. Fuel purchases may be made using fuel cards. Authorised officers will provide a fuel card upon receipt of an approval request for use on travel for Council business use only. The fuel card and receipts are to be returned to the Authorised Officer as soon as practical after use.

7.2.3. Purchases up to a maximum transaction limit for individual card holders, excluding fixed assets, may only be made by delegated officers using a Corporate Credit Cards for low value, high volume goods or services. Transaction limits are listed in Schedule 1. Corporate Credit Cards may only be used in accordance with any relevant policy or procedure of Council, and where there is no other reasonable alternative for payment.

7.3. Acceptance questions

There is no requirement to accept the lowest quotation/price. However, where *Personnel* choose a quotation other than the lowest, they must provide a brief written justification which must be kept with the order.

The accepted quote must have regard to the Sound Contracting Principles.

#### 7.4. Confirmation of Receipt of Goods

- 7.4.1. Immediately upon receipt, goods must be inspected for compliance with the order specifications and quantities and be reconciled with the order.
- 7.4.2. The supplier must be formally notified of any returns or shortfalls or damage to the goods received.
- 7.4.3. Credit requests will be raised, and shortages endorsed on the delivery documents to ensure that the accounts payable section pays only for the quantities received and authorised for payment.

#### 7.5. Payment

- 7.5.1. Signed proof of satisfactory receipt/delivery of the goods/services must be provided to authorise payment to the supplier. This may be in the form of authorised signature on the face of the invoice showing date, approving officer name, approving officer position. Shortages, incorrect supplies, damaged goods, inadequate completion of services against scope etc (together "defects"). must be noted to the supplier and invoices must not be paid until defects are rectified by the supplier.
- 7.5.2. Unless otherwise negotiated or specified in the offer or on the invoice, payment will be made in accordance with Council's trading terms of not greater than thirty (30) days following the date of receipt of the invoice. Personnel must be aware of legislation and contracts requiring earlier settlement.
- 7.5.3. Settlement discounts will be noted by Personnel and processed within the nominated discount period.
- 7.5.4. Orders which may require cancellation must be referred immediately to the issuing procurement officer for appropriate action.

### 8. Goods and services

#### 8.1. General Process (procurement of goods and services)

- 8.1.1. Dependent on the contract value of the goods and services, Personnel shall follow the procedures set out in Schedule 2 of this policy.

#### 8.2. Exemptions to General Process

- 8.2.1. For all contracts of any value, Personnel are exempted from compliance with the General Process in clause 8.1.1 Schedule 2 herein, if one of the following exemptions is applicable to the proposed supplier of goods and/or services, namely:
  - Supplier is on an approved contractor list; or
  - Supplier is on a Register of Pre-qualified Suppliers; or
  - Supplier is on a Preferred Supplier Arrangement; or
  - Supplier is on a Local Government Arrangement (ie. Local Buy etc).
- 8.2.2. In addition to those exemptions in clause 8.2.1 herein, for all Medium-Sized Contractual Arrangements and Large-Sized Contractual Arrangements, Personnel are exempted from compliance with the General Process in clause 8.1.1/ Schedule 2 herein, if one of the following additional exemptions is applicable to the proposed supplier, namely:
  - a. Council resolves to prepare and adopt a quote or tender consideration plan and procurement is consistent thereto; or
  - b. Council resolves that there is only 1 supplier who is reasonably available to supply the goods and/or services required or
  - c. Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or

- I. genuine emergency exists; or
- II. the contract is for the purchase of goods and is made by auction; or
- III. the contract is for the purchase of second-hand goods; or
- IV. the contract is made with, or under an arrangement with, a Government Agency.

## 9. Valuable non-current assets

### 9.1. General Process (valuable non-current assets)

9.1.1. Subject to the exemptions in clauses 9.2 and 9.3 herein, Council cannot enter into a *valuable non-current asset* contract unless it first:

- invites written tenders for the contract; or
- offers the valuable non-current asset for sale by auction.

9.1.2. Notwithstanding the limits set out in **Schedule 4**, all valuable non-current assets that have been identified as being obsolete or surplus to Council requirements, but with a written down value less than the set limits in **Schedule 4**, are to be offered for sale by inviting written quotations only.

### 9.2. **Exceptions for Valuable Non-Current Asset contracts (excluding land/ interests in land)**

9.2.1. Council may dispose of a valuable non-current asset (including land/ interests in land), other than by tender or auction, if:

- the asset was previously offered for sale by tender or auction but was not sold and is sold for more than the highest tender or auction bid that was received; or
- the asset is disposed of to a Government Agency or a community organisation; or
- Council disposes of the valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to Council, and the disposal is part of the contract for the supply.

9.2.2. In addition to those exemptions in 9.2.1 herein, any disposal of land/interest in land may also occur in accordance with section 236(1)(c) of the Regulation.

## 10. Tender

**General tender process**

Where a Tender/EOI is required (ie. an exemption in clauses 8 or 9 do not apply), the General Tender Process (along with templates to be used) shall be as follows:

Step	Description	Milestone	Preconditions	Templates (if applicable)
1	Design	Details of the Tender/EOI to be inputted into the template Tender Documents.	<ol style="list-style-type: none"> <li>1. Confirm Tender Evaluation Panel members, technical advisers, and <i>Council's</i> professional staff (if any) to be involved in the tender/EOI process. Confirm members' credentials and appropriateness for the tender/EOI process.</li> <li>2. Check Tender Evaluation Panel members are familiar with and have access to all relevant legislation and policies.</li> <li>3. As necessary, obtain confidentiality agreements from all external consultants working on the tender/EOI (see Schedule 7).</li> <li>4. Check budget approval exists for tender/EOI.</li> <li>5. Set up process for receipt, recording and acknowledging tenders/EOI.</li> <li>6. Draft tender timetable, ensuring compliance with legislative requirements.</li> <li>7. Set up confidentiality procedures.</li> <li>8. Brief all staff involved.</li> <li>9. Settle Tender Documents and submit for CEO approval.</li> </ol>	Tender documents suite, comprising: <ul style="list-style-type: none"> <li>• Scope</li> <li>• Conditions of Tendering</li> <li>• General Conditions of Contract</li> </ul>
2	CEO Approval	Obtain CEO Approval to the draft Tender Documents.		

3	Tender #	Issue Tender # and include on Contracts Register.		Contracts Register (can be filtered to contracts over \$200k for Step 10)
4	Publication	Advertising on social media and website. Tender must be out to market for no less than 21 clear days.  Council may additionally elect to utilise platforms such as Vendor Panel for advertising and receipt of tenders (case by case).	<ol style="list-style-type: none"> <li>1. Check advertising arrangements are compliant.</li> <li>2. Arrange tender/EOI briefing meetings.</li> <li>3. Ensure that all tenderers have access to the same information.</li> <li>4. Notify tenderers of any significant alterations that may occur in the future due to change of circumstances.</li> </ol>	Draft Advertisement
5	Receipt of Tenders	Receive and collate Tenders (generally via nominated tenders email address). Place into Record Management System along with draft Tender Evaluation Sheet for completion by Tender Evaluation Panel members.		
6	Tender Evaluation	Each Tender Evaluation Panel member independently completes Tender Evaluation Sheet. Tender Chair then pulls all scores together and consolidates into a single consolidated Tender Evaluation Sheet.	<ol style="list-style-type: none"> <li>1. Ask for conflict-of-interest declarations from Tender Evaluation Panel members.</li> <li>2. Check tenders are received according to Conditions of Tendering.</li> <li>3. Complete Tender Evaluation Sheet individually and then come together as a team to discuss results.</li> <li>4. Treat all tender documents as confidential - secure carefully in Council's records management system.</li> <li>5. Tenders/ EOIs are to be assessed as quickly as possible.</li> <li>6. Notify shortlisted tenderers of interview (if any).</li> <li>7. Notify tenderers not shortlisted.</li> <li>8. Document interviews and post tender negotiations.</li> </ol>	

			<p>9. Perform due diligence of short-listed tenderers.</p> <p>10. Plan and document site inspections (if conducted).</p> <p>11. Chair to prepare a consolidated evaluation report (to be included as Council Agenda Report – Step 7).</p>	
7	Council Resolution	Council Agenda Report placed to Council and resolution recorded. Inclusion of Tenders over \$200k on Contracts Register (on website) – see step 10.	<p>1. Preferred Tender(s) along with consolidated Tender Evaluation Sheet and recommendations to be put to Council. Although the resolution is public on the face of the minutes, Tender documents themselves should not be published.</p> <p>2. Council resolutions should state at the very least:</p> <ul style="list-style-type: none"> <li>• the person with whom the Council has entered into the contract;</li> <li>• the value of the contract;</li> <li>• the relevant sections of the Regulations &amp; Act applicable to the awarding of the tender; and</li> <li>• the purpose of the contract.</li> </ul>	
8	Successful/ Unsuccessful letters	Successful/ Unsuccessful letters drafted and sent to all Tenderers.	<p>1. Notify the successful tenderer.</p> <p>2. Notify the unsuccessful tenderers.</p> <p>3. Debrief unsuccessful tenderers (on request)</p> <p>4. Set up a pre-start meeting with the successful tenderer.</p>	Successful letter Unsuccessful letter
9	Contracts signed	<p>Contract signed by successful Tenderer(s) and Council.</p> <p>as necessary – a simple Successful Letter may be sufficient with reference to draft contracts comprising the Tender documents)</p>		
10	Contracts Register	Contract Register updated on Records Management System.	1. Store all documents securely in Council's records management system.	

## 10.1. Evaluation

10.1.1. When evaluating offers (step 6), Personnel shall have regard to the Sound Contracting Principles. All offers will be assessed with consideration to the value of the contract, technical requirements, quality, and importance of the work to be completed, local preference and compliance with relevant legislation as detailed in this policy

10.1.2. Wherever possible, more than one (1) officer of the *Council* will be involved in tender evaluation, awarding and administration of contracts. The process of tendering and evaluation must comply with this policy.

10.1.3. Personnel involved in the assessment process are required to make a full declaration of their financial or political interest in any organisation that has the potential to be a tenderer.

A form of disclosure is to be signed by all those involved in the evaluation and selection processes. A pro-forma disclosure document is at **Schedule 6**.

A conflict of interest that is identified, but classified as non-material by the Evaluation Team, should be recorded by the Chair of the Evaluation Team with detail of any management action required to prevent any later perception that the conflict was material and influenced any relevant decision.

In this regard the Local Government Act 2009 and *Council's* Code of Conduct set out the requirements for dealing with a conflict of interest.

## 11. Variations

11.1. Each variation to an original contract can only be approved by Personnel if:

- the variation is appropriate and necessary and outside the scope of the original contract; and
- all variations are approved in writing in accordance with any contract documentation; and
- each variation is included as an additional line item on the original *Purchase Order* stating the scope and cost, or a new *Purchase Order* is commenced to reflect the variation; and
- variations to the original contract amount are within budget and the financial delegation of *Personnel* approving the variation; and
- should the cumulative value of the variations on the contract exceed the highest financial delegation of any *Personnel* (including the CEO - >\$199,999), then any further variation must be approved only by the *Council* by resolution, or a new procurement process is to commence to meet the policy (unless exemptions apply).

## 12. Recordkeeping

### 12.1. Contracts Register

12.1.1. Council must maintain a Contracts Register, including all contracts (of whatever value) entered by it and make such register available to inspection by both internal and external audit, including such particulars as:

- the person with whom the Council has entered into the contract;
- the value of the contract; and
- the purpose of the contract.

## 12.2. Publishing details of particular contract(s)

- 12.2.1. Council must, as soon as practicable after entering a contractual arrangement (for example, a Purchase Order) worth \$200,000 or more (exclusive of GST):
- publish the relevant details of the contract on the Council's website; and
  - display the relevant details of the contract in a conspicuous place in the Council's public office; and
  - the relevant details must be published or displayed for a period of at least 12 months.
- 12.2.2. Relevant details of the contract are the same as those contained in clause 12.2.1 herein and may in fact be a list of contracts filtered by value from the Contracts Register.

## 13. Delegations

### 13.1. Financial

- 13.1.1. The Chief Executive Officer has the delegated authority to allocate financial delegation to Personnel. Any new positions or changes/variations must be approved by the Chief Executive Officer in accordance with the relevant legislation.
- 13.1.2. Personnel are responsible for ensuring all required paperwork (including, if applicable, the required number of written quotes) as per this policy is provided to them by the requisitioning officer prior to signing/ approving the purchase order.
- 13.1.3. Only Personnel listed in the attached Schedule 1 are entitled to approve expenditure and then only in accordance with their financial delegation limits. By signing a Requisition/ Purchase Order all Personnel are confirming that they have taken full notice of this policy and will comply with all the requirements of this policy.
- 13.1.4. By raising a Requisition/ Purchase Order, Personnel are confirming that they have taken full notice of these policy requirements and that the expenditure complies with all requirements.
- 13.1.5. All Personnel with an approved purchasing limit are authorised to submit purchase requests for goods and/or services (up to their purchasing limit) against jobs over which they have clear operational authority and budget responsibility. It is the responsibility of the authorised delegates to ensure the cost coding and funding/budget are correct. The order of goods and/or services cannot proceed without a KASC official Purchase Order being raised.
- 13.1.6. Personnel may not use another operational area's job cost code(s) without their written approval which must be attached to the order Requisition.
- 13.1.7. Any requests for expenditure outside of the requirement set out in this policy must be made to the Chief Executive Officer for consideration. Where approvals are given by the Chief Executive Officer for procurement outside the parameters of this policy, written reasons must be recorded by the Chief Executive Officer and reported as necessary to internal and external audit and included with the Requisition/ Purchase Order.
- 13.1.8. Failure by Personnel to comply strictly with this policy may result in disciplinary action.

## 14. Probity plan

### 14.1. Probity Principles

The key probity principles supporting all stages of Council procurement are:

#### 14.1.1. Fairness and impartiality

Potential tenderers are to be treated equally and must have the same opportunity to access information and advice.

#### 14.1.2. Use of a competitive process

Consistent with legislative requirements, a competitive process will be always used.

#### 14.1.3. Consistency and transparency of process

Tenderers are to be evaluated in a systematic manner against explicit predetermined evaluation criteria.

#### 14.1.4. Security and confidentiality

The processes adopted for receiving and managing supplier information are to ensure the security and confidentiality of intellectual property and proprietary information.

#### 14.1.5. Identification and resolution of conflicts of interest

Any Personnel involved in procurement are to declare and address any actual or perceived Conflict of Interest prior to undertaking any evaluation.

These key requirements are intended to achieve an equitable, justifiable, and sound process according to equal opportunity for all tenderers. The process is to be applied with common sense, with flexibility in process design where appropriate, so that the task of selecting the best tender in a fair and equitable manner takes priority.

If an error or omission in the procurement process nevertheless occurs, Council is to seek legal advice and will not enter any immediate communications with the tenderer(s) until strategy options have been considered to address the concern. Options for legal and/or other solutions will then be adopted to address any potential problems at later stages of the process. Suppliers will be informed of any changes to the process or new factors which may affect their offers.

Adherence to Probity Principles also means meeting the requirements of the Local Government Act (Qld) 2009 and *Council's Code of Conduct*.

### 14.2. Probity plan

By following the requirements set out in this policy, and utilising the templates provided herein, these requirements shall together comprise *Council's Probity Plan* with respect to procurement of goods and/or services.

## 15. Policy Review

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

## 16. Approval

- 16.1. This policy was duly authorised by the Executive Manager Corporate and Financial Services on 10 July 2024 as Kowanyama Aboriginal Shire Council's Procurement Policy and shall hereby supersede any previous policies of the same intent.

## Schedule 1 – Financial Delegations

The following Personnel have the following financial delegation limits (value of the purchase or value of the contract over the anticipated full contract period, including options to extend).

Position	\$0 - \$999	\$1,000 - \$4,999	\$5,000 - \$49,999	\$50,000 - \$199,999	\$200,000+
Council	-	-	-	-	X
Chief Executive Officer	X	X	X	X	C*
Executive Manager Corporate and Financial Services	X	X	X	X	
Executive Manager Community Services and Cultural Heritage	X	X	X		
Executive Manager Roads, Infrastructure and Essential Services	X	X	X	X	
Manager Finance	X	X	X		
Manager Governance	X	X			
Governance Officer	X				
Manager Human Resources	X	X			
WH&S Officer	X				
Manager Information Communication and Technology	X	X			
ICT Coordinator	X	X			
Purchasing Manager	X	X			
ICT Support & Records Officer	X				
Building Services Manager	X	X			
Essential Services Manager	X	X			
Environmental Health Manager	X	X			
Infrastructure Project Manager	X	X			
Facility and Fleet Coordinator	X				
Manager Program, Projects, and Grants	X				
Manager Business Enterprises	X				
Carpentry Supervisor	X				
Land, Sea, and Environment Manager	X				
Airport Manager	X				
Administration Manager	X	X			
Aged Care Manager	X	X			
Post Office Manager	X	X			
Women's Services Manager	X	X			
Men's Meeting Place Coordinator	X				
Women's Hub Coordinator	X				
Youth Engagement Officer	X				

Accommodation Manager	X				
Sport and Recreation Manager	X	X			
Air-condition Technician	X	X			
Executive Assistant	X				
Special Projects Officer	X				

**C\*** - Conditional financial delegation is provided to the Chief Executive Officer for purchases of \$200,000 or more (GST Excl) where any of the following scenarios apply:

- (a) The purchase is substantially grant funded for the approved and budgeted co-contribution elements;  
AND/OR
- (b) The purchase is with a supplier exempt from tender/ quotes under Part 3, Divisions 3 or 4 of the LGR. (e.g. A sole supplier/ prequalified supplier/ approved contractor/ supplier under Local Buy Prequalified Supplier Arrangement) AND provided for in the current budget of Council, and/or grant funds (i.e.. it is funded).

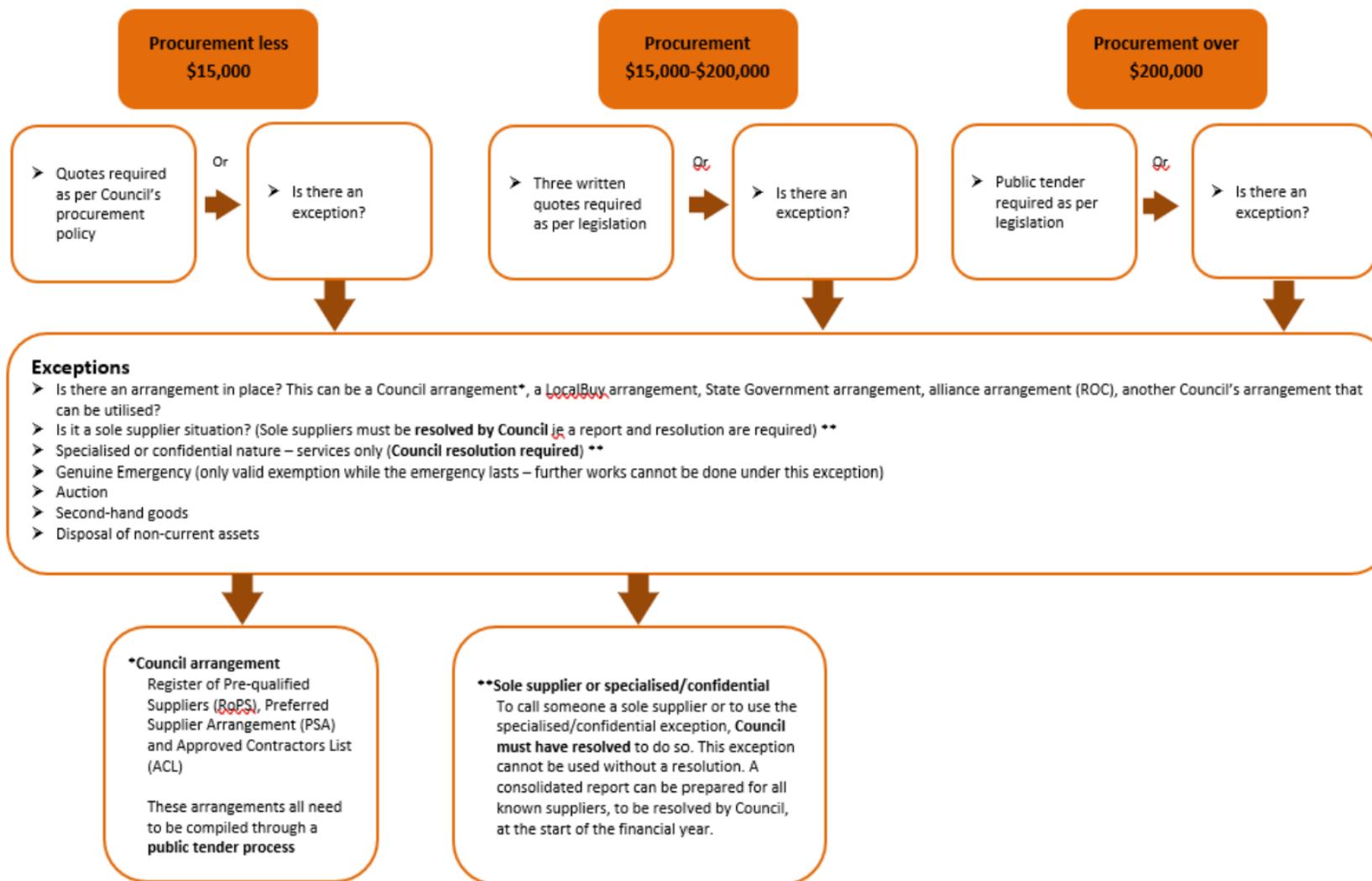
Upon exercising this conditional financial delegation, a report will be presented to Council at the next available Ordinary Meeting for noting.

## Schedule 2 – General Process (procurement of goods and/or services)

With reference to the value of the purchase or the value of the contract over the anticipated full contract period (including options to extend), the following table must be followed. This General Process is subject to applicable exemptions (see clauses 8 and 9 herein)

Value (GST Excl)	Procedure
Under \$1,000	One verbal quote must be obtained – a written notation recorded.
\$1,001 - \$4,999	At least one written quote must be obtained. A copy of the quote must be attached to the Council's copy of the Purchase Order.
\$5,000 - \$14,999	At least two (2) written quotes must be sourced. Copy of the successful quote must be attached to the Council's copy of the Purchase Order.
\$15,000 - \$199,999 Medium-sized Contractual Arrangement	<ul style="list-style-type: none"> <li>• Council cannot enter a Medium-Sized Contractual Arrangement unless it first invites written quotes for the contract.</li> <li>• The invitation must be to at least three (3) suppliers who Council considers meets its scopes.</li> <li>• Council may decide not to accept any quotes it receives.</li> <li>• If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the principles outlined in this policy.</li> </ul>
\$200,000 and above Large-sized Contractual Arrangement	<ul style="list-style-type: none"> <li>• Council must either invite written tenders or invite expressions of interest before considering whether to invite written tender – see process in clause 10 herein.</li> </ul>

### Schedule 3 – Tender Exemptions



Source: Department of State Development, Infrastructure, Local Government and Planning

## Schedule 4 – Non-current asset value table

Asset class	Council Limit
Road Infrastructure	\$10,000
Water Infrastructure	\$10,000
Sewerage Infrastructure	\$10,000
Buildings	\$10,000
Other Structures	\$10,000
Plant and Equipment	\$5,000
Land	\$1

## Schedule 5 – Purchasing process

Step	Action
1	Managers submit Purchase Requisition into financial software package or requests an officer to do so.
2	Purchasing Manager to review the Purchase Requisition to ensure it adheres to the Procurement Policy and costs codes are correct.
3	Purchasing Manger submits checked Purchase Requisition to Executive Manager Corporate and Financial Services or delegate.
4	Executive Manager Corporate and Financial Services or delegate confirms that the purchase is in line with the Procurement Policy.
5	Executive Manager Corporate and Financial Services or delegate approves purchase in the financial software package and covers the requisition to a Purchase Order.
6	Purchasing Manager provides the Purchase Order to the supplier.
7	On receipt of the goods and services the receiving officer must sign the invoice / delivery docket as a "goods receipt" note and submit to the Purchasing Manager to match goods receipt / supplier invoice to approved purchase and quote and submits to Accounts Payable for processing payment.

## Schedule 6 – Conflict of Interest Declaration

Ensure the below content is drafted on KASC Letterhead and/or template and submitted to panel Chairperson.

*[CONFLICT OF INTEREST DECLARATION]*

*[Date]*

*[Name of Evaluation Team Chairperson] [Title of Evaluation  
Chairperson]*

*[Address of Evaluation Team Chairperson]*

Dear

*[Title of Tender etc]*

As a member of the Tender Evaluation Panel for the *[nature of panel]*, I am writing regarding my obligations in relation to conflict of interest.

I am fully aware of my obligations under *Council's* Code of Conduct *[and my contract / terms of appointment]* to avoid all conflicts of interest in carrying out my duties, and to disclose any potential conflict of interest if they emerge in the course of my professional duties.

I currently have no such conflicts.

Yours sincerely

*[Name of Tender Evaluation Panel Member / adviser] [Title of Tender  
Evaluation Panel Member/ adviser]*

## Schedule 7 – Deed of Confidentiality

Ensure the below content is drafted on KASC Letterhead and/or template and submitted to relevant person(s).

**THIS DEED** is made on \_\_\_\_\_

BY: \_\_\_\_\_ (the "Consultant")

ADDRESS: \_\_\_\_\_

### RECITALS:

The Consultant wishes to develop a close working relationship with Council.

To further that relationship, the Consultant requires access to details of confidential information.

The Consultant has undertaken to keep all information or material confidential and to take security precautions to prevent unauthorised disclosure.

### BY THIS DEED:

1. The Consultant shall keep confidential and shall not disclose or make available directly or indirectly to any third party (except for a contractor as provided for in this Deed) all information and material of whatever nature and in whatever medium which is communicated, or becomes available to, or accessible by the Consultant during its business or other relations with the Council (the "Confidential Information").
2. All Confidential Information shall remain strictly confidential until such time as it becomes known to the Consultant without restriction through a legally available public source.
3. The Consultant hereby acknowledges that the Confidential Information is the valuable property of the Council and that any disclosure of it could give rise to considerable damage to Council.
4. The Consultant shall not use or access the Confidential Information for any reason except as is necessary to further business discussions with Council or in the performance of supplying goods or services resulting from those discussions.
5. The Consultant shall not permit any employee or contractor of the Consultant to have access to the Confidential Information until such time as that employee or contractor shall have entered into a confidentiality agreement with the Consultant in a form approved by Council.
6. The Consultant shall immediately notify Council of any information which comes to its attention regarding any actual or potential breach of confidentiality, disclosure, or unauthorised use of the Confidential Information. The Consultant shall make every effort to co-operate with Council in any investigation, prosecution, litigation, or other action taken by Council regarding the subject of any such information.
7. In the event of any actual or alleged breach of confidentiality, disclosure, or unauthorised use of Confidential Information by any future, existing or former employee, agent, or contractor of the Consultant, the Consultant shall fully enforce its rights to injunctive or other relief possible, or, if requested by Council assign such rights to Council. The Consultant shall assist Council in every way in enforcing those rights and indemnifies Council for all costs and expenses which Council may incur in doing so.
8. Upon termination or completion of discussions on any specific project, the Consultant shall deliver to Council any Confidential Information in the Consultant's possession which relates to that project, and

- which is capable of being delivered. The Consultant shall delete, erase, or otherwise destroy any Confidential Information contained in computer memory, magnetic, optical, laser, electronic, or other media in its possession or control which relates to the project and is not capable of delivery to Council.
9. Upon termination of the business relationship, or at any other time on Council's request, the Consultant shall deliver to Council all Confidential Information in the Consultant's possession which is capable of being delivered. The Consultant shall delete, erase, or otherwise destroy all Confidential Information contained in computer memory, magnetic, optical, laser, electronic, or other media in its possession or control which is not capable of delivery to Council.
  10. The Consultant shall make every effort to maintain the confidentiality of the Confidential Information and to protect it from unauthorised access or use.
  11. The Consultant shall comply with all Council's security and safety procedures and will permit and co-operate with any additional security or safety precautions which Council may wish to implement in respect of the relationship with the Consultant
  12. The Consultant shall not publicise its business relationship with Council or disclose any matter related to it without Council's specific prior written consent.
  13. The terms of this Deed are in addition to all other obligations of the Consultant and where any inconsistency occurs, the provisions of this Deed shall prevail.
  14. If for any reason a provision of this Deed or part of one is illegal, invalid, or unenforceable in any jurisdiction it shall be read down or severed to the extent necessary so that it may not be so construed. The illegality, invalidity or unenforceability of any provision, or part of one, in any jurisdiction shall not affect the legality, validity or enforceability of any other provision, or of that provision in any other jurisdiction.
  15. This Deed is governed by the laws of the State of Queensland.

EXECUTED AS A DEED.

Signature

(Name)

\_\_\_\_\_  
\_\_\_\_\_

Title:	4.3.2.f Fees and Charges & Commercial Charges Schedule
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## RESOLUTION

That Council:

1. Adopts the 2025/26 Fees and Charges & Commercial Charges Schedule, effective from 1 July 2025 in accordance with section 97(1) of the Local Government Act 2009. Allowing any changes to fees and charges to be reflected in all supportive documentation, plans and customer communications.
2. Delegates authority to the Chief Executive Officer to set or vary any fee or charge & commercial charge, other than those that are cost-recovery fees, in accordance with section 257(1)(b) of the Local Government Act 2009.

## BACKGROUND

As part of Council's annual budget process, the fees and charges and commercial charges schedule has been reviewed. It is proposed to apply a standard increase of 3.6% to the fees and charges for the 2025/26 financial year. Reasonable rounding was used, which was generally not material.

The following properties have been added to the Commercial Charge Schedule:

- 52 Ogimburngk St (Lot 804 on SP272069) - Telstra
- 518 Shelfo Rd (Lot 518 on SP272069) - Defence
- 519 Shelfo Rd (Lot 519 on SP272069) - Ergon Energy Power Station
- 36 Gilbert White St (Lot 68 on SP272069) - Kowanyama Sport and Rec Association

## ATTACHMENT

- Fees & Charges Schedule 2025/26
- Commercial Charges Schedule 2025/26

## Attachment – Fees & Charges Schedule 2025/26



# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>COMMERCIAL ENTITY CONTRIBUTION</b>	General Levy (contribution toward Community services & infrastructure)	<i>Exempt</i>	\$ 12,685.10
<b>STAFF HOUSING</b>	Commercial Tenancy Agreement - per week - 1brm	<i>Exempt</i>	\$ 450.00
	Commercial Tenancy Agreement - per week - 2brm	<i>Exempt</i>	\$ 560.00
	Commercial Tenancy Agreement - per week - 3brm	<i>Exempt</i>	\$ 810.00
	Commercial Tenancy Agreement - per week - 4brm	<i>Exempt</i>	\$ 960.00
	Commercial Room Hire	<i>Exempt</i>	\$ 220.00
	Staff Tenancy Agreement - per week - 1brm	<i>Exempt</i>	\$ 120.00
	Staff Tenancy Agreement - per week - 2brm	<i>Exempt</i>	\$ 150.00
	Staff Tenancy Agreement - per week - 3brm	<i>Exempt</i>	\$ 170.00
	Staff Tenancy Agreement - per week - 4brm	<i>Exempt</i>	\$ 190.00
	<i>*Staff Housing Maybe be subject to contract of employment arrangements</i>		
<b>LEASING</b>	Residential - As per Department of Housing & Public Works	<i>Exempt</i>	N/A
	Commercial - As per lease or negotiated agreements	<i>Incl GST</i>	POA
<b>UTILITY CHARGES (per annum)</b>	Garbage collection - Residential	<i>Exempt</i>	\$ 366.70
	Garbage collection - Commercial	<i>Exempt</i>	\$ 1,372.30
	Garbage collection - Industrial	<i>Exempt</i>	\$ 1,372.30
	Sanitary Waste Collection	<i>Incl GST</i>	\$ 803.40
	Replacement wheelie bin (per bin)	<i>Incl GST</i>	\$ 184.40

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>LANDFILL WASTE FEES</b>	Up to 1m3 (trailer or utility load)	<i>Incl GST</i>	\$ 57.40
	Car bodies - excluding during cyclone clean up	<i>Incl GST</i>	\$ 614.50
	Commercial Waste per truck load	<i>Incl GST</i>	\$ 614.50
	Dry waste per ute/car load	<i>Incl GST</i>	\$ 86.20
	Green waste - per load	<i>Incl GST</i>	\$ 61.40
	Bulk Refuse Disposal per month	<i>Incl GST</i>	\$ 861.30
<b>WATER</b>	Water Annual Service Charge - Residential - base rate	<i>Exempt</i>	\$ 1,526.10
	Water Annual Service Charge - Commercial - base rate includes 5,000 kilolitres	<i>Exempt</i>	\$ 4,824.40
	Water Annual Service Charge - Industrial - base rate includes 5,000 kilolitres	<i>Exempt</i>	\$ 5,926.20
	Water connection charge - Residential (Per connection)	<i>Exempt</i>	\$ 860.70
	Water connection charge - Commercial (per connection)	<i>Exempt</i>	\$ 2,877.10
	Water connection charge - Industrial (per connection)	<i>Exempt</i>	\$ 2,877.10
	Commercial and industrial excess water charge (.>5,000 Kilolitres) per kilolitre	<i>Exempt</i>	\$ 3.65
	Other commercial operations charge per kilolitre	<i>Exempt</i>	\$ 4.87
<b>SEWERAGE</b>	Sewerage - Annual Service Charge - Residential - per pedestal	<i>Exempt</i>	\$ 1,526.10
	Sewerage - Annual Service Charge - Commercial / Industrial - per pedestal	<i>Exempt</i>	\$ 4,824.40
	Sewerage Connection Charge - Residential - per pedestal	<i>Exempt</i>	\$ 860.70
	Sewerage Connection Charge - Commercial - per pedestal	<i>Exempt</i>	\$ 2,877.10
	Sewerage Connection Charge - Industrial - per pedestal	<i>Exempt</i>	\$ 2,877.10

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>SEWERAGE</b>	Inspection Fee - septic/composting/other on site systems		POA
(continued)	Pumping and Disposal Charges - grease traps/septics - per hour	Incl GST	\$ 53.60
<b>FUNERAL COSTS RECHARGE</b>	Includes liaison with family for grave location, transport of machinery to cemetery, machinery hire (bob cat, digger, pump if required), labour, sand + transport to site, tidy site post funeral, within the Kowanyama Local Government Area.		In Kind
	Outside Kowanyama LGA please refer to Kowanyama Sport & Recreation Association		
<b>CORPORATE SERVICES</b>	A4 Photocopying per copy	<i>Incl GST</i>	\$ 1.00
	A3 Photocopying per copy	<i>Incl GST</i>	\$ 2.00
	Facsimile Charge Receiving - per 10 pages	<i>Incl GST</i>	\$ 5.00
	Facsimile Charge Sending 1st page	<i>Incl GST</i>	\$ 5.00
	- each page thereafter	<i>Incl GST</i>	\$ 1.00
	Laser Printer (A4, per page) B&W	<i>Incl GST</i>	\$ 0.50
	Laser Printer (A4, per page) Colour	<i>Incl GST</i>	\$ 1.00
	Administration Bank Transfer Fee (per transaction)	<i>Incl GST</i>	\$ 5.00
	Annual Report	<i>Incl GST</i>	N/C
	Corporate Plan	<i>Incl GST</i>	N/C
	Town Plan	<i>Incl GST</i>	N/C
	Individual Local Law or Policy	<i>Incl GST</i>	N/C
	Complete Local Law or Policy	<i>Incl GST</i>	N/C
	Dishonoured Cheque Fee	<i>Incl GST</i>	\$ 40.00
<b>ADMINISTRATION SERVICES</b>	Administration fee on management of contracts / programs		up to 15%
	(% based on contract value - internal fee)		

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>ACCOUNTING SERVICES</b>			
	Bookkeeping per Hour (including Payroll, payments, receipts, invoicing, financial reporting to trial balance) - Hourly Rate	<i>Incl GST</i>	POA
	Software plan per month (Xero) - Dependant on employee & expected transactions -hourly Rate		POA
	Payroll 3rd party deductions processing fee - per transaction	<i>Incl GST</i>	\$ 2.00
<b>RIGHT TO INFORMATION</b>			
	Application Fees and Charges - Right to Information Act 2009		As per Right to Information Act 2009
	Application Fees and Charges - Information Privacy Act 2009		As per Right to Information Act 2009
	Processing Charges per 15minutes or part their of		As per Right to Information Act 2009
<b>VENDOR PERMIT FEES</b>			
	Per day of operation	<i>Exempt</i>	\$ 126.30
	7 day weekly operation	<i>Exempt</i>	\$ 757.90
<b>KOWANYAMA ACCOMMODATION</b>	<b>Campground</b>		
	Camping grounds per vehicle per night (includes 2 people)	<i>Incl GST</i>	\$ 74.70
	Camping Fees per person per night	<i>Incl GST</i>	\$ 17.30
	<b>Contractors Camp</b>		
	Contractors compound per room per night	<i>Incl GST</i>	\$ 126.30
	Contractor Storage Area - per week	<i>Incl GST</i>	\$ 63.20
<b>KOWANYAMA ACCOMMODATION</b>	<b>Accommodation Centre</b>		
(continued)	Ensuite Room - per night	<i>Incl GST</i>	\$ 257.20
	1 bedroom unit - per night	<i>Incl GST</i>	\$ 292.90

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
	Discount for long term stays (6 months and over) *on application only for Accommodation Centre		20%
	Replacement of lost keys	Incl GST	\$ 90.00
<b>COMMUNITY VENUES</b>	<b>Council Offices</b>		
	Hire Fee per office per Hour	Incl GST	\$ 28.80
	Hire Fee per office per day	Incl GST	\$ 114.90
	Video Conference Hire per Day or thereof	Incl GST	\$ 114.90
	<b>Training Centre</b>		
	Training Room per day (minimum 2 hours)	Incl GST	\$ 114.90
	Training Room per day	Incl GST	\$ 258.50
	Replacement of lost keys	Incl GST	\$ 126.30
	<b>Old Guest House Building</b>		
	Hour Fee - Electricity included	Incl GST	\$ 28.80
	Day Fee - Electricity included	Incl GST	\$ 114.90
	Weekly Fee - Electricity included	Incl GST	\$ 287.10
	Monthly Fee - Electricity included	Incl GST	\$ 861.30
	<b>Town Hall Community Centre</b>		
	Hire Fee per Hour	Incl GST	\$ 57.40
	Hire Fee per 1/2 Day	Incl GST	\$ 114.90
	Hire Fee per Full Day	Incl GST	\$ 229.70

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>COMMUNITY VENUES</b>	<b>Sport &amp; Recreation Facility</b>		
(continued)	MPC - use for group accommodation per night (discount on bookings > 5dys)	<i>Incl GST</i>	\$ 229.70
	Administration Fee (annual, for groups/ organisations only)	<i>Incl GST</i>	\$ 57.40
	Cleaning fee	<i>Incl GST</i>	\$ 57.40
	MPC Main Area Room Hire - per day	<i>Incl GST</i>	\$ 315.90
	Gymnasium (for groups, per hour)	<i>Incl GST</i>	\$ 34.50
	Casual Gym, Fitness, Swimming or Sports per session	<i>Incl GST</i>	Nil
	Casual Gym, Fitness, Swimming or Sports per week (as part of a program)	<i>Incl GST</i>	Nil
	Swimming pool entry fee per session	<i>Incl GST</i>	Nil
	Weight Room per visit	<i>Incl GST</i>	Nil
	Weight Room per month	<i>Incl GST</i>	Nil
	Theatre and Gymnasium per hour	<i>Incl GST</i>	\$ 45.90
	Kiosk 1 outdoor per hour	<i>Incl GST</i>	\$ 23.00
	Kiosk 2 indoor per hour	<i>Incl GST</i>	\$ 28.80
	Both kiosks per hour	<i>Incl GST</i>	\$ 45.90
	Kitchen (cooking, freezer and storage) per hour	<i>Incl GST</i>	\$ 28.80
	Outdoor barbeque area per hour	<i>Incl GST</i>	\$ 23.00
	Conference room including AV equipment per hour	<i>Incl GST</i>	\$ 57.40
	Conference room including AV equipment per day	<i>Incl GST</i>	\$ 287.10
	Replacement of lost keys	<i>Incl GST</i>	\$ 57.40
	<b>Staffing Costs</b>		
	Cooking BBQ per hour, per staff	<i>Incl GST</i>	\$ 51.70
	Cleaning per hour, per staff	<i>Incl GST</i>	\$ 51.70
	Event Set up per hour, per staff	<i>Incl GST</i>	\$ 45.90
	Event facilitation per hour, per staff	<i>Incl GST</i>	\$ 51.70
<b>COMMUNITY VENUES</b>	<b>Equipment Cost</b>		
(continued)	Tables , per table	<i>Incl GST</i>	\$ 6.40

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
	Chairs , per chair	<i>Incl GST</i>	\$ 2.30
	Sports & Rec Equipment (small)	<i>Incl GST</i>	\$ 11.50
	Sports & Rec Equipment (team)	<i>Incl GST</i>	\$ 23.00
	Sports & Rec Equipment (medium)	<i>Incl GST</i>	\$ 23.00
	Sports & Rec Equipment (large)	<i>Incl GST</i>	\$ 34.50
	AV Equipment	<i>Incl GST</i>	POA
	<b>Packages</b>		
	Disco Package	<i>Incl GST</i>	\$ 356.00
	Deposit	<i>Incl GST</i>	\$ 178.10
	Does not include AV Equipment		
	<i>Inclusions; 4 hours use of: Gymnasium, Theatre Stage, Kiosk 2, 3x Tables, Food Storage Areas, Admin Fee, Cleaning Fee</i>		
	<b>Movie Package</b>		
	Movie Package	<i>Incl GST</i>	\$ 430.70
	Deposit	<i>Incl GST</i>	\$ 172.30
	Inclusions:		
	<i>Inclusions; 3 hours use Gymnasium, Kiosk 2, 100 Chairs, Movie Screen</i>		
Commonwealth Home Support Programme (CHSP)			
<b>AGED CARE</b>	<b>Rates - as per HCPF schedule of charges</b>	<i>per HCPF</i>	
Home Care Package Fees (HCPF)			

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>AIRPORT FEES</b>	<b>Aerodrome, Landing Fees</b>		
	Aircraft Day Landing per 1000kg (MTOW)	<i>Incl GST</i>	\$ 14.30
	RPT or Charter -Turn around fee - greater than 12 passenger seat capacity	<i>Incl GST</i>	\$ 495.55
	RPT or Charter - Turn around fee - up to 12 passenger seat capacity	<i>Incl GST</i>	\$ 247.83
	Passenger outbound landing fee - per person	<i>Incl GST</i>	\$ 5.50
	Passenger inbound landing fee - per person	<i>Incl GST</i>	\$ 5.50
	Aircraft Parking - Daily Rate	<i>Incl GST</i>	\$ 53.90
	Aircraft Parking - Weekly Rate	<i>Incl GST</i>	\$ 286.00
	Exempt from Aerodrome charges:		
	RFDS, Department of Defence		
	<b>Aviation fuel</b>		
	Jet A1	<i>Incl GST</i>	Delegate to CEO
	After hours call-out per Landing	<i>Incl GST</i>	\$ 164.20
	<b>Helicopter Rescues</b>		
	Non-Council helicopter rescues are payable direct to the supplier by the user or arranged through the SES. Costs will not be covered by Council under any circumstances.		N/A

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>COUNCIL PLANT HIRE</b>	<b>Rates - DRY HIRE/ PER HOUR (minimum 4 hours)</b>		
	Loader	<i>Incl GST</i>	\$ 189.50
	Bobcat/Skid steer loader/Excavator	<i>Incl GST</i>	\$ 145.30
	Mini Excavator	<i>Incl GST</i>	\$ 159.90
	Water Jeter	<i>Incl GST</i>	\$ 90.40
	Backhoe/Front end Loader	<i>Incl GST</i>	\$ 189.50
	Job Truck 3m3 tipper	<i>Incl GST</i>	\$ 111.20
	Tractor	<i>Incl GST</i>	\$ 125.00
	Tractor & Slasher	<i>Incl GST</i>	\$ 159.90
	8m3 Truck	<i>Incl GST</i>	\$ 138.90
	Grader Cat 140 - DH 007	<i>Incl GST</i>	\$ 227.40
	Front End Loaders 962H - DH008	<i>Incl GST</i>	\$ 189.50
	Roller CS 76 Pad Foor - DH 009	<i>Incl GST</i>	\$ 151.60
	Track Loader 279D - DH 010	<i>Incl GST</i>	\$ 116.80
	Backhoe Loader 432F - DH 011	<i>Incl GST</i>	\$ 189.50
	Side Tipper Dbl 4800FX - CE001	<i>Incl GST</i>	\$ 210.90
	Concrete Truck 6m3	<i>Incl GST</i>	\$ 138.90
	Multi tyre roller	<i>Incl GST</i>	\$ 208.50
	Crane	<i>Incl GST</i>	\$ 151.60
	Mobile light tower 1 day hire rate	<i>Incl GST</i>	\$ 214.70
	Mobile light towers 1 week hire rate	<i>Incl GST</i>	\$ 884.30
	Mobile light towers 1 month hire rate	<i>Incl GST</i>	\$ 3,410.80
	Knuckle Boom	<i>Incl GST</i>	\$ 243.20
	Forklift (no Dry Hire)	<i>Incl GST</i>	N/A

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>COUNCIL PLANT HIRE</b>	<b>Rates - WET HIRE/ PER HOUR (minimum 4 hours)</b>		
(continued)	Mig Welder (Workshop)	<i>Incl GST</i>	\$ 48.70
	Forklift	<i>Incl GST</i>	\$ 173.70
	CAT Loader 930M	<i>Incl GST</i>	\$ 315.80
	Rates - WEEKEND / OUT OF HOURS PENALTY / PER HOUR	<i>Incl GST</i>	\$ 208.50
	Short notice Admin Fee	<i>Incl GST</i>	\$ 208.50
	Operator for Wet Hire per hour of Hire (minimum 4 hours) plus Dry Hire Fee	<i>Incl GST</i>	\$ 113.70
<b>COUNCIL VEHICLE HIRE</b>	Toyota Trayback - per hour	<i>Incl GST</i>	\$ 90.40
	Toyota Dual Cab - per hour	<i>Incl GST</i>	\$ 90.40
	Toyota Landcruiser Wagon - per hour	<i>Incl GST</i>	\$ 104.30
	Toyota Trayback - per day	<i>Incl GST</i>	\$ 277.90
	Toyota Dual Cab - per day	<i>Incl GST</i>	\$ 303.80
	Toyota Landcruiser Wagon - per day	<i>Incl GST</i>	\$ 312.60
	Accident Excess for Insurance Claims	<i>Incl GST</i>	\$ 5,903.10
	Four Wheel Drive Bus dry hire - internal charge - half day	<i>Incl GST</i>	\$ 126.40
	Four Wheel Drive Bus dry hire - internal charge - full day	<i>Incl GST</i>	\$ 252.60
	Four Wheel Drive Bus wet hire - internal charge - half day	<i>Incl GST</i>	\$ 277.90
	Four Wheel Drive Bus wet hire - internal charge - full day	<i>Incl GST</i>	\$ 555.80
<b>BATCHING PLANT</b>	Sand - delivered from facility from Mitchell River	<i>Incl GST</i>	\$ 104.30
<b>MATERIALS - per M3</b>	Sand - delivered from facility from Nolans Quarry	<i>Incl GST</i>	\$ 223.20
(delivery within DOGIT)	Aggregate 20 mm from facility	<i>Incl GST</i>	\$ 225.00
	Aggregate 10 mm from facility	<i>Incl GST</i>	\$ 234.00
<b>CONCRETE - per M<sup>3</sup></b>	Batch and deliver to site 25 MPA - pumpable (inside town boundary) under 3m <sup>3</sup> incurs \$50 per metre additional fee	<i>Incl GST</i>	\$ 1,781.20
	Batch and deliver to site 32 MPA (inside town boundary)	<i>Incl GST</i>	\$ 1,876.00

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
	Batch and deliver to site 40 MPA (inside town boundary)	<i>Incl GST</i>	\$ 1,876.00
	Batch and deliver to Council Owned Site (Internal usage)	<i>Incl GST</i>	\$ 1,654.90
	Premix	<i>Incl GST</i>	\$ 492.60
	<i>Bulk purchases charges to be negotiated with CEO</i>		
	Delivery outside of town boundaries surcharge per KM	<i>Incl GST</i>	\$ 15.30
<b>LANDS RANGER SERVICES</b>	Senior Lands Office staff per hour	<i>Incl GST</i>	\$ 164.20
	Ranger Staff per hour	<i>Incl GST</i>	\$ 94.80
	Animal Health Officer	<i>Incl GST</i>	\$ 101.10
	Night & weekend		x 1.5
	Four wheel drive vehicles per hour (Wet hire) minimum 4 hours, including driver, excluding fuel	<i>Incl GST</i>	\$ 82.20
	Boats per day	<i>Incl GST</i>	\$ 379.00
	Quad bikes per day	<i>Incl GST</i>	\$ 315.80
	Office meeting facilities per day	<i>Incl GST</i>	\$ 126.40
	Training room per day	<i>Incl GST</i>	\$ 252.60
	Emergency Recovery Callout Fee (Per KM travel fee also applies)	<i>Incl GST</i>	\$ 631.70
	Emergency Callout Travel Fee per KM outside of DOGIT	<i>Incl GST</i>	\$ 13.90

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>PURCHASE STORE SUNDRY SALES</b>	Wholesale Price as per Inventory pricelists as displayed in Purchase Store	<i>Incl GST</i>	Cost + 40%
	<i>Staff Purchases - Cost as per above with full payment made at time of purchase.</i>		
<b>PURCHASE STORE STORAGE &amp; DELIVERY</b>	Storage Fee - per Sqm/per month	<i>Incl GST</i>	\$ 50.50
	Delivery Fee per pallet - Kowanyama using standard forklift	<i>Incl GST</i>	\$ 63.10
	Delivery Fee per pallet - outside Kowanyama using standard forklift	<i>Incl GST</i>	\$ 126.40
	Delivery Fee per pallet - Kowanyama using standard 4WD forklift	<i>Incl GST</i>	\$ 113.70
	Delivery Fee per pallet - outside Kowanyama using standard 4WD forklift	<i>Incl GST</i>	\$ 202.20
<b>LEASE FEES</b>	Council Legal fees		At Cost
<b>PRIVATE WORKS - BUILDING TRADES</b>	Council employees & community members are required to pay 100% of estimated cost on commencement of work.		100% Deposit

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>COMMERCIAL TRADES PRIVATE WORKS</b>	Labour - Trades/ hr	<i>Incl GST</i>	\$ 164.20
	Labour - Other / hr	<i>Incl GST</i>	\$ 94.80
	Plant Operator/hr	<i>Incl GST</i>	\$ 164.20
	After Hours/Weekend Trade callout - minimum 3hrs - per hour	<i>Incl GST</i>	\$ 246.40
	Supervisor/hr	<i>Incl GST</i>	\$ 189.50
	Management Fee/hr	<i>Incl GST</i>	\$ 227.40
	Internal Trades/ hr	<i>Incl GST</i>	\$ 126.40
	Materials		Cost +40%
	Keys Cut (per key)	<i>Incl GST</i>	\$ 41.10
	Contractor Labour /hr or materials - oncharged amount + admin recovery		Cost +40%
	Split System Air Conditioner installation (labour only) - residential bedroom	<i>Incl GST</i>	\$ 1,452.80
	Split System Air Conditioner installation (labour only) - residential lounge room	<i>Incl GST</i>	\$ 1,610.70
	Box Air Conditions installation - Window - (labour & install materials, excludes AC unit)	<i>Incl GST</i>	\$ 505.30
	Box Air Conditions installation - Block Wall - (labour & install materials, excludes AC unit)	<i>Incl GST</i>	\$ 568.40
	QBuild works as per approved schedule of rates		Schedule of Rates

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>GARDENING SERVICES</b>	<i>Including Whipper Snipping, Lawn Mowing &amp; green waste removal</i>		
	Small Yard (Duplex 50sqm)	<i>Incl GST</i>	\$ 80.00
	Medium Yard (House 110sqm)	<i>Incl GST</i>	\$ 110.00
	Large Yard (110sqm +)	<i>Incl GST</i>	\$ 165.00
	Overgrown Yard	<i>Incl GST</i>	\$ 195.00
	Regular maintenance contracts		POA
<b>FUEL</b>	Diesel Ltr	<i>Incl GST</i>	Delegate to CEO
	Opal ULP Ltr	<i>Incl GST</i>	Delegate to CEO
<b>GAS</b>	45kg Cylinder installation	<i>Incl GST</i>	\$ 126.40
<b>FOOD BUSINESS</b>	<i>s.52(1)(9) Food Act 2006</i>		
	Food Licence - New Food Business Licence	<i>Exempt</i>	\$ 476.70
	Food Licence - Annual Licence Fee	<i>Exempt</i>	\$ 476.70
	Food Licence - Temporary Food Stall/per event	<i>Exempt</i>	\$ 74.70
	Foor Licence - Temporary Food Stall/annual	<i>Exempt</i>	\$ 143.60
	Food Licence - Inspection Fee	<i>Exempt</i>	\$ 114.90
<b>TOWN PLANNING</b>	All application fees & other related charges	<i>Exempt</i>	POA
	Public Notice Signs		POA
	External Assessor's Costs		At Cost
	Building Permit Private Certifier Lodgement Fee		At Cost

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>OPERATIONAL WORKS/ RECONFIGURATION OF A LOT</b>	All application fees & other related charges		POA
<b>BUILDING SERVICES</b>	All building works applications / permits / plans		POA
<b>PLUMBING AND DRAINAGE WORKS</b>	All building works applications / permits / plans		POA
<b>ANIMAL FEES</b>	Desexed Dog & Cat	<i>Exempt</i>	\$ 14.50
	Dog & Cat (Not Desexed)	<i>Exempt</i>	\$ 29.00
	Declared dangerous dog	<i>Exempt</i>	\$ 206.50
	External contractor	<i>Exempt</i>	\$ 344.50
	<b>Permits</b>		
	Permit fee to keep more than 2 dogs or cats	<i>Exempt</i>	\$ 115.00
	Pound Fees - one animal	<i>Exempt</i>	\$ 287.00
	Pound Fees - Second and subsequent animal	<i>Exempt</i>	\$ 115.00
	Release Fee - Registered Animal	<i>Exempt</i>	\$ 115.00
	Release Fee - Non-Registered Animal - Desexed	<i>Exempt</i>	\$ 129.50
	Release Fee - Non-Registered Animal - Non-Desexed	<i>Exempt</i>	\$ 144.00
			\$ -

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>PRESCRIBED ACTIVITY PERMITS (LOCAL LAWS)</b>	Alteration or improvement to local government controlled areas and roads	<i>Exempt</i>	\$ 14.50
	Commercial use of local government controlled areas and roads – (a) general	<i>Exempt</i>	\$ 300.00
	Commercial use of local government controlled areas – (b) landing and mooring approvals	<i>Exempt</i>	\$ 300.00
	Commercial use of local government controlled areas – (c) vending	<i>Exempt</i>	\$ 300.00
	Establishment or occupation of a temporary home	<i>Exempt</i>	\$ 300.00
	Installation of advertising devices	<i>Exempt</i>	\$ 300.00
	Keeping of animals where permit is required	<i>Exempt</i>	NIL
	Operation of camping grounds	<i>Exempt</i>	\$ 1,500.00
	Operation of caravan parks	<i>Exempt</i>	\$ 1,500.00
	Operation of cemeteries	<i>Exempt</i>	\$ 1,500.00
	Operation of public swimming pools	<i>Exempt</i>	\$ 1,500.00
	Operation of shared facility accommodation	<i>Exempt</i>	\$ 1,500.00
	Operation of temporary entertainment events	<i>Exempt</i>	\$ 1,500.00
	Disturbance of human remains buried outside a cemetery	<i>Exempt</i>	NIL
	Burial or disposal of human remains outside a cemetery	<i>Exempt</i>	NIL

# Kowanyama Aboriginal Shire Council

## Fees & Charges 2025-2026 Budget



Charge Type	ALL Prices Include GST unless otherwise noted	GST	2025 - 2026
<b>PRESCRIBED ACTIVITY PERMITS (LOCAL LAWS)</b>	Disturbance of human remains in a local government cemetery	<i>Exempt</i>	NIL
(continued)	Driving or leading of animals to cross a local government controlled area or road	<i>Exempt</i>	\$ 300.00
	Depositing of goods or materials on a local government controlled area or road	<i>Exempt</i>	\$ 300.00
	Holding of a public place activity	<i>Exempt</i>	NIL
	Bringing or driving motor vehicles onto a park or reserve	<i>Exempt</i>	\$ 300.00
	Bringing or driving prohibited vehicles onto motor vehicle access areas	<i>Exempt</i>	\$ 300.00
	Carrying out works on a road or interfering with a road or its operation	<i>Exempt</i>	\$ 300.00
	Undertaking scientific research in a trust area	<i>Exempt</i>	NIL
	Camping within a camping site in a trust area	<i>Exempt</i>	NIL

## Attachment – Commercial Charges Schedule 2025/26



# Kowanyama Aboriginal Shire Council

## Commercial Charges Schedule 2025-2026 Budget



COUNCIL LEVIES (GST Free)				General Rates Equivalent Charge	Garbage	Water	Sewerage	Total
<b>Kowanyama State School</b>	6 Kowanyama St	SP263800	School	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
	38 Kowanyama St	L817 SP263800	Kindergarten	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
	501 Koltmomum St	Lot 807 SP263800	Residential	12,685.10	733.40	3,052.20	3,052.20	19,522.90
				38,055.30	3,478.00	12,701.00	12,701.00	66,935.30
<b>Qld Police Service</b>	31 Chapman Road	Lot 31 on Plan DB 18	Court House	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
	41 Chapman Road	Lot 41 on Plan DB19	Duplex	12,685.10	733.40	3,052.20	3,052.20	19,522.90
				25,370.20	2,105.70	7,876.60	7,876.60	43,229.10
<b>Cape York District</b>	20a Carrington St	Lot 20 on Plan DB15	Residential	12,685.10	733.40	3,052.20	1,526.10	17,996.80
	20b Carrington St	Lot 20 on Plan DB15	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
<b>Health Services TCHHS</b>	42 Chapman Road	Lot 42 on Plan DB 19	Residential	12,685.10	733.40	3,052.20	1,526.10	17,996.80
	Lot 20 Duplex Internal Donga	Lot 20 on Plan DB15	Residential	12,685.10	733.40	3,052.20	3,052.20	19,522.90
	20 Ogimburngik St	Lot 20 on Plan DB15	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	10 Koltmomum St	Lot 10 on Plan DB8	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	20 Chellikee St	Lot 20 on Plan DB15	Hospital	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
	23 Wulerr Street	Lot 23 on Plan SP 272075	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
			101,480.80	5,039.30	20,085.40	17,033.20	143,638.70	
<b>Community Enterprise Qld</b>	37 Chapman Road	Lot 37 on Plan DB18	Retail store	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
	25 Thangedl St	Lot 25 on Plan DB18	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	25 Thangedl St Donga	Lot 25 on Plan DB18	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
				38,055.30	2,105.70	7,876.60	7,876.60	55,914.20
<b>Kowanyama River House</b>	9 Chapman Road		Accommodation	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
				12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
<b>QAS</b>	40 Chapman Road	Lot 19 on Plan DB16	Ambulance	12,685.10	733.40	4,824.40	3,052.20	21,295.10
				12,685.10	733.40	4,824.40	3,052.20	21,295.10
<b>Anglican Diocese of Nth Qld</b>	236 Chapman Road		Church shop	12,685.10	1,372.30	4,824.40	4,824.40	23,706.20
	238 Chapman Road	Lot 8&9 on Plan DB10	Residential	Nil	366.70	1,526.10	1,526.10	3,418.90
				12,685.10	1,739.00	6,350.50	6,350.50	27,125.10

# Kowanyama Aboriginal Shire Council

## Commercial Charges Schedule 2025-2026 Budget



COUNCIL LEVIES (GST Free)				General Rates Equivalent Charge	Garbage	Water	Sewerage	Total
<b>Department of Housing &amp; Public Works</b>	291 Kunjun St	Lot 291 SP272069	Residential/Office	12,685.10	733.40	3,052.20	1,526.10	17,996.80
	145 Kowanyama St	SP278087	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	28 Chapman Road	Lot 28 on Plan DB 18	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	32 Chapman Road	Lot 32 on Plan DB 18	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	46 Chapman Road	Lot 46 on Plan DB 19	Duplex	12,685.10	733.40	3,052.20	3,052.20	19,522.90
	47 Chapman Rd	SP27258	Residential	12,685.10	733.40	3,052.20	3,052.20	19,522.90
	49 Chapman Rd	SP272058	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	11 Koltmomum St	SP272075	Residential	12,685.10	2,933.60	3,052.20	3,052.20	21,723.10
	12 Koltmomum St	SP272075	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
	13 Koltmomum St	SP272075	Residential	12,685.10	1,466.80	3,052.20	3,052.20	20,256.30
	14 Koltmomum St	SP272075	Residential	12,685.10	733.40	3,052.20	3,052.20	19,522.90
	26 A,B,C,D Thagedl St	Lot 99 SP272075	Residential	12,685.10	1,466.80	6,104.40	6,104.50	26,360.80
	24 Wulerr St	Lot 24 on Plan DB18	Residential	12,685.10	366.70	1,526.10	1,526.10	16,104.00
				164,906.30	11,001.00	33,574.20	32,048.20	241,529.70
<b>Apunipima Cape York Health Council</b>	Lot 203 Chellikee St	Lot 203 SP272071	Health Facility	12,685.10	1,372.30	1,526.10	1,526.10	17,109.60
				12,685.10	1,372.30	1,526.10	1,526.10	17,109.60
<b>Telstra</b>	52 Ogimburngk St	Lot 804 on SP272069	Tower	12,685.10	-	-	-	12,685.10
				12,685.10	-	-	-	12,685.10
<b>Defence</b>	518 Shelfo Rd	Lot 518 on SP272069	Shed	12,685.10	-	-	-	12,685.10
				12,685.10	-	-	-	12,685.10
<b>Ergon Energy</b>	519 Shelfo Rd	Lot 519 on SP272069	Power Station	12,685.10	-	-	-	12,685.10
				12,685.10	-	-	-	12,685.10
<b>Kowanyama Sport and Rec Assoc</b>	36 Gilbert White St	Lot 68 on SP272069	Canteen	12,685.10	366.70	1,526.10	1,526.10	16,104.00
				12,685.10	366.70	1,526.10	1,526.10	16,104.00
<b>TOTAL COMMERCIAL CHARGES</b>				<b>469,348.70</b>	<b>29,313.40</b>	<b>101,165.30</b>	<b>94,814.90</b>	<b>694,642.30</b>

Title:	4.3.2.g Utility Charges
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## RESOLUTION

That pursuant to section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, Council resolves to:

### a. Utility charges (in Lieu of Rent)

To make and levy Utility Charge in Lieu of rent for all residential properties that are not charged a rental payment from Council or the Department of Housing and Public Works as identified in "Fees and Charges Schedule 2025/26" and "Commercial Charges Schedule 2025/26"

### b. Sewerage Utility Charge

To make and levy sewerage utility charge for supply of sewerage services and shall be levied on a per petrosal basis as identified in "Fees and Charges Schedule 2025/26" and "Commercial Charges Schedule 2025/26".

### c. Garbage utility

To make and levy garbage utility charges for the supply of garbage collection services and shall be levied as identified in "Fees and Charges Schedule 2025/26" and "Commercial Charges Schedule 2025/26" and set out in "KASC Budget Book – 1 July 2025 to 30 June 2026".

### d. Water Utility Charge

To make and levy utility charges for supplying water to premises within the listed areas on a two-tier tariff system comprising of:

- i. Service Supply Charge - to cover Council's fixed costs in supplying water to the township of Kowanyama;
- i. Water Usage Charge - for each kilolitre of water consumed, to cover Council's variable costs of operating, maintaining, and managing the water supply system; and

The water utility charges shall be levied as identified in "Fees and Charges Schedule 2025/26" and "Commercial Charges Schedule 2025/26".

Title:	4.3.2.h Interest on Charges
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	24 June 2025

## **RESOLUTION**

Council resolves that, in accordance with Section 133 of the Local Government Regulation 2012, compound interest will be charged on at the prescribed rate of 8.00% per annum and will be applied on all overdue charges for 2025/26 financial year.

## **BACKGROUND**

Pursuant to section 133 of the Local Government Regulation 2012, interest will be charged at the prescribed rate of 8.00% per annum calculated at compound interest on daily rests, on all charges which remain unpaid after the expiration of the due date for payment.

The Local Government Regulation 2012, section 133, defines the prescribed rate and the formula for Local Governments to arrive at the maximum prescribed rate which can be adopted.

The maximum for the prescribed rate is the sum of:

- The bank bill yield rate for the day, rounded to 2 decimal places; and
- 8%

The bank bill yield rate, for a day, means the monthly average yield off 90-day bank accepted bills published by the Reserve Bank of Australia (RBA) for the month of March in the financial year immediately before the financial year in which the day occurs. The March 2025 three-month average is 4.12% which added to the specified 8% provides a maximum of 12.12% for the prescribed rate for the 2025/26 financial year which is applicable to all overdue charges.

Council has the option of charging a lesser rate and has historically charged interest only at the prescribed amount (8%).

#### 4.4.1 – EMRIES Info Report

Title:	EMRIES Monthly Update
Author:	Executive Manager, Roads, Infrastructure and Essential Services
Meeting Date:	24 June 2025

#### **Executive Summary**

To provide Council with an update of activities undertaken by the Roads, Infrastructure and Essential Services Department within Council for the month of May 2025.

#### **Building services**

##### QBuild works

Making satisfactory progress on outstanding contractor invoices. Multiple upgrade and OT jobs completed in May, Contractors have been active in bringing materials into Community with the next 2 months being a busy period closing out vacant and NAHA projects. Fortnightly meetings established with Contractors to ensure program is fully delivered before end of FY.

Q-Build's 60-day age report remains steady for May.

#### **Parks and gardens**

Ongoing vegetation management, collecting up rubbish and debris around public areas etc. Plans being drafted to implement bulky waste collections, including metal and abandon vehicles. The team are very active in public spaces and Council facilities.

#### **Airport**

##### RPT Flight Movements

32 Skytrans Flights (6 late pm departures)

38 Hinterland Flights.

##### Charter

47 Flights; 10 after hours/weekend callouts.

##### RFDS

15 Flights; 6 after hours/weekend callouts.

##### Fuel

15932L dispensed during May 2025.

27300L available as at COB 31/05/25.

\* Fuel restrictions removed 28/5/25 – permit received for Marano's to deliver into Kowanyama.

New Skytrans schedule impacting operations, with delays at other aerodromes cascading across rest of flight plan. Late flights and cancellations frequently disrupting passengers.

Current NOTAMs in place for increased bird hazards.

Nil Damage Bird strike reported by Hinterland flight #441(VH-JES) upon landing at 1440hrs, this incident was subsequently reported to ATSB on 06/05/25.

CASA surveillance audit planned for week of 30<sup>th</sup> June in Kowanyama.

NOTAM #	Description	Raised by	date	Outcome
C11/25	INCREASED HAZARD	BIRD YKOW	30/04/25	Ongoing management

## Essential services

Routine and network maintenance works completed including;

- Sewer pump station and lagoon maintenance
- Water plant testing and analysis
- Regulatory reporting completed
- Multiple water leaks repaired across town

Reducing rainfall has taken pressure off wastewater network systems. QBuild plumbing works awaiting materials (road access). Material separation areas have been established. Waste Officers have begun planting boundary areas with local plant trimmings. Final audit of vehicles has been completed with 364 vehicles identified for removal to landfill, 142 of those located in public space.

## Roads

The Kowanyama Infrastructure Program (comprised of DRFA and non-DRFA projects) is progressing across several work packages. Over the month of March/April, limited progress has been made in project delivery due to the wet season and limited access. However significant progress has been made in planning and procurement for the upcoming dry season.

KASC tender packages have been awarded, and project inception meetings have taken place.

- Kowanyama Road Pavement Upgrades and Road Safety Upgrades KASC-2025-028
- Unsealed Roads Package KASC-2025-030
- Sealed Roads Package KASC-2025-031

The Program remains largely on schedule, with proactive measures in place to mitigate current and emerging challenges. The upcoming month will focus on the evaluation and award of packages currently out to tender and preparing for key construction activities at the commencement of the dry season.

Preparations are being made for the construction season of April – December 2025 which will see many projects being delivered concurrently within the town and on rural roads.

## Project Management

### Upgrades & Maintenance Staff Housing

Project plans are being drafted to roll out upgrade and maintenance program for Council Housing. Project funded under W4Q and LGGSP. WIP, anticipate going to market in June/July for RFQ.

### Administration Office Refurbishment

Project has moved into concept approval phase with detailed design to follow in June 2025. Asbestos sampling has been undertaken with report to be received, electrical audit complete with final report with the designers. Final material types and design features have been mapped out.

On track to begin construction in August 2025. EMT will work on alternative works spaces for staff during construction.

### Water Infrastructure Upgrades

RDMW supported engineering review has been completed with report to be received in June. The report will have distinct notations on storage capacity, bore management and upgraded electrical and treatment options.

To date, information sharing on Kowanyama Infrastructure has been completed, optioneering for the upgrades has begun.

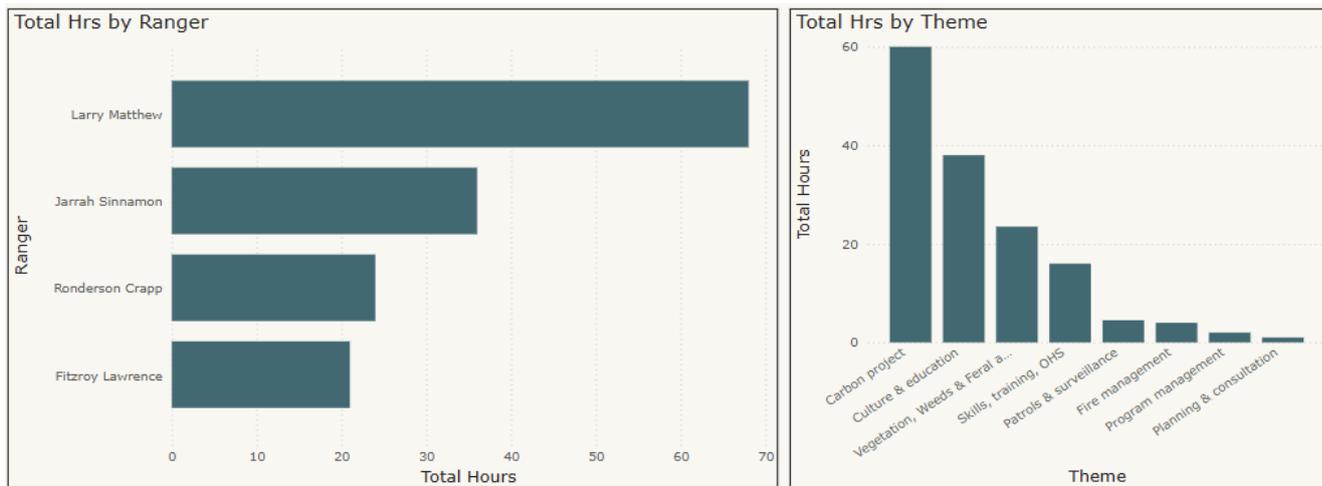
#### Crucial Access Links (QRA)

In Early March RIES Depart and our consulting engineers prepared a submission to QRA under the Crucial Access Links funding program. The submission included a full re-seal of the runway, improved drainage on the runway strip, increased bulk fuel storage capacity, improved fencing, improved security features and refurbishment of storage shed. KASC have been advised that the application has been successful, with a total of 8 million dollars being awarded. The project will now move forward into project implementation phase.

### 4.5.1 – Community Services and Cultural Heritage Report

Title:	Community Services and Cultural Heritage Monthly Update
Author:	Executive Manager Community Services and Cultural Heritage
Meeting Date:	24 June 2025

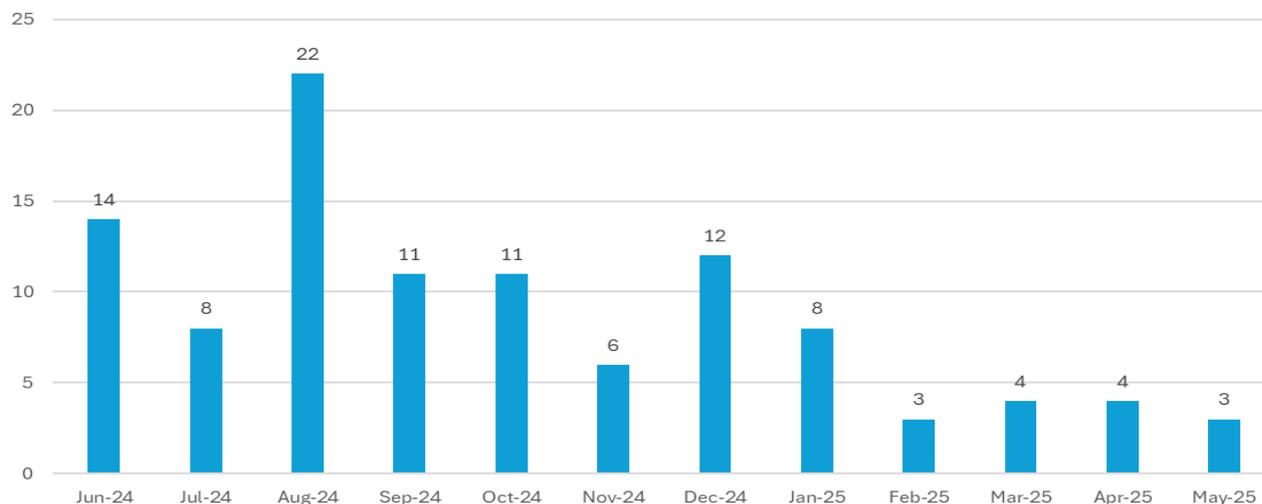
#### 1. Rangers



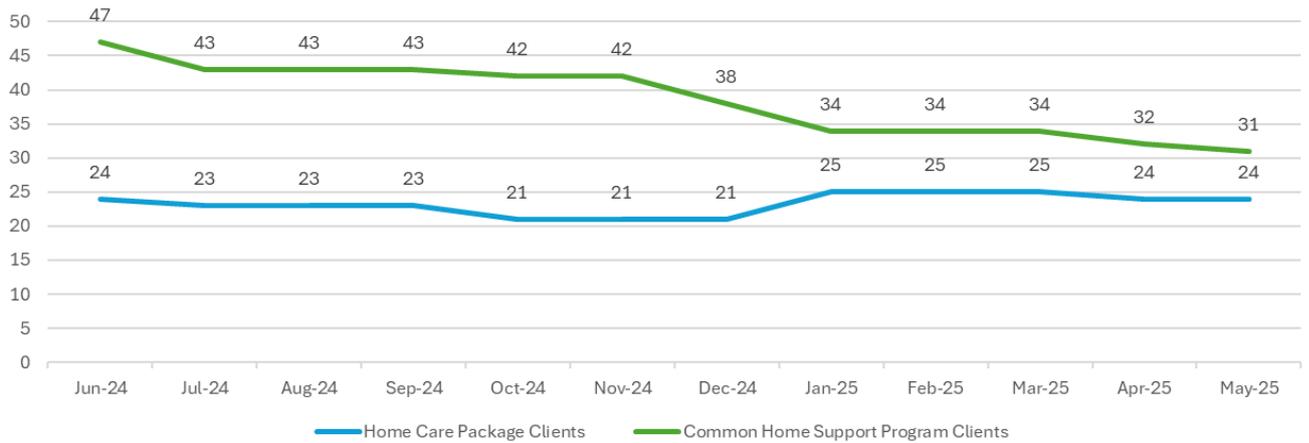
- Special Projects Officer attended a meeting to coordinate turtle survey and nest protection activities.
- Rangers attended "Neighbour Day" at Dixie (Alwal NP) with approximately 25 station managers and Indigenous Rangers to discuss fire and ferals activities in the 2025 Dry season.
- A hazard reduction plan for the township was reviewed with Queensland Fire.

#### 2. Women’s Shelter

Attendance statistics for the last 12 months:



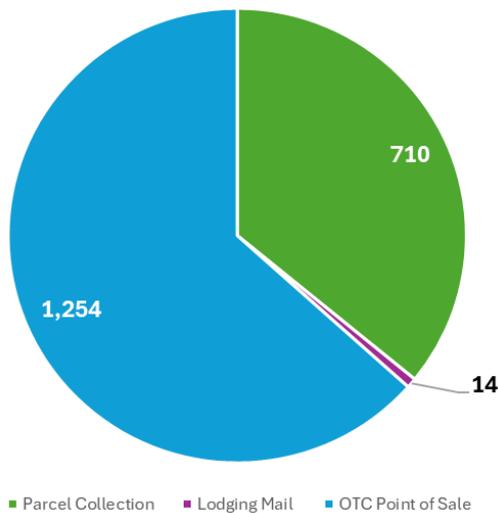
### 3. Aged Care



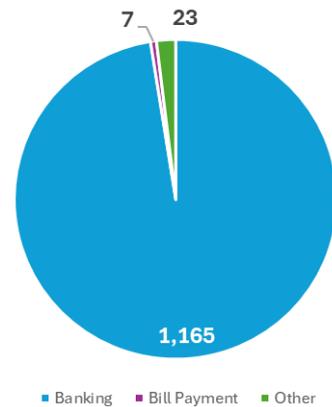
### 4. Post Office

The month of March saw 1,985 customers access services (excluding the ATM), up 19% from last month.

Parcel Collection and Foot Traffic



Service Quantity



\* These statistics do not include:

- Parcels and letters that don't get scanned
- Power card transactions
- Banking paperwork customers, e.g. those with issues accessing their account, identification documents, etc.

### 5. Services Australia

The Centrelink Office is still closed due to lack of internet. Services Australia are pressuring Telstra to make the repairs as soon as possible.

## 6. Women's Group

- Women's group took some ladies On Country and held a yarnning circle about sly grog with Dr Amelia Britton. Discussion was around how to stop it and the effect that it has on community.
- A Wellbeing Session was attended by 18 women, with the topic of discussion being family connections.
- The Women's Group Co-Design program with Dr Amelia Britton has been selected as a key item to be presented at the World Indigenous People's Conference on Education in New Zealand in November 2025.

#### 4.5.1.1 – Kowanyama Local Area Biosecurity Plan 2025 – 2029

Title:	Kowanyama Local Area Biosecurity Plan 2025 – 2029
Author:	Executive Manager Community Services and Cultural Heritage
Meeting Date:	24 June 2025

**Resolution:** That Council endorses the Kowanyama Local Area Biosecurity Plan 2025 – 2029.

#### **Executive Summary**

Council has an obligation under the Queensland Local Government Act (2009) and the Biosecurity Act (2014) to develop a Biosecurity Plan that sets out the community’s expectations for how we will take care of our country.

The plan, previously presented to Council in draft form for comment at April’s meeting, focuses on the types of biosecurity threats, and the 12 identified priority issues for our area and their targeted action plans.

The plan has been widely dispersed for comment, including to the relevant government authorities, and is now attached for Council endorsement.

**Resolution:** That Council endorses the Kowanyama Local Area Biosecurity Plan 2025 – 2029.

# Kowanyama

## Local Area Biosecurity Plan

2025 – 2029



*“Healthy country...Healthy People”*



## *Citation / copyright*

*Biosecurity Plan: 2025-2029*, Kowanyama Aboriginal Shire Council.

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## Abbreviations

AEA Abm Elgoring Ambung (Prescribed Body Corporate for Kowanyama peoples)

KASC Kowanyama Aboriginal Shire Council

NRM Natural Resource Management



## *Dedication*

Country comes first. Then comes our families, relations, and all the other concerns of living in the modern world. This document is a sort of bridge between country and the way we see its weeds, ferals, biodiversity, bush tucker, and beauty. The Kowanyama Local Area Biosecurity Plan is a way for our community to better understand how our country is going, and how we can help it be healthy. There is scientific knowledge in this Plan, and there is traditional wisdom as well.

We dedicate this Plan to the people of Kowanyama who have always been and always will be the trusted stewards of country.

(Mayor & CEO to sign, 2025)

## *Acknowledgements*

Special thanks to the foundational work undertaken by leaders in the Kowanyama Aboriginal Lands & NRM Office (KALNRMO) over the years 1985 – 2015. We recognise in particular the facilitation by Viv Sinnamon who was instrumental in gathering insights and information from Elders, locals, and scientists, all working to help preserve and nurture this amazing country.

Significant portions of this Plan have been adapted from a template produced by the FNQROC team under the leadership of Travis Sydes. Specific assets have been copied from the Tablelands<sup>1</sup>, Mareeba<sup>2</sup>, and Cook Shire<sup>3</sup> Biosecurity Plans which are also derived from the FNQROC template.

# Contents

<b>Overview</b> .....	<b>5</b>
<b>Protecting our Country</b> .....	<b>6</b>
Types of biosecurity threats.....	7
<b>Biosecurity Laws and the community</b> .....	<b>8</b>
<b>Priority issues and targets</b> .....	<b>9</b>
<b>Management objectives</b> .....	<b>10</b>
<i>Biosecurity objective when a new problem species is identified: Stop the introduction and/or reproduction of an invasive species</i> .....	10
1 - Delimitation.....	10
2 - Prevention.....	11
3 - Eradication .....	11
<i>Biosecurity objective for existing invasive species that cannot be eradicated.: Contain or reduce distribution, spread and associated impacts of an invasive species</i> .....	11
4 - Containment .....	11
5 – Asset protection .....	11
<b>Prioritisation</b> .....	<b>12</b>
<b>Species Action Plans</b> .....	<b>13</b>
Candlebush ( <i>Senna alata</i> ) .....	13
Feral cats ( <i>Felis catus</i> ) .....	14
Feral cattle.....	16
Feral horses ( <i>Equus caballus</i> ).....	17
Feral pigs ( <i>Sus scrofa</i> ).....	19
Grader grass ( <i>Themeda quadrivalvis</i> ) .....	20
Hymenachne ( <i>Hymenachne amplexicaulis</i> ) .....	21
Parkinsonia ( <i>Parkinsonia aculeata</i> ).....	22
Prickly Acacia ( <i>Vachellia nilotica</i> ) .....	24
Rubbervine ( <i>Cryptostegia grandiflora</i> ) .....	25
Sicklepod ( <i>Senna obtusifolia</i> ) .....	27
Water hyacinth ( <i>Eichhornia crassipes</i> ) and Water lettuce ( <i>Pistia stratiotes</i> ).....	28
<b>Sources</b> .....	<b>30</b>
Images .....	30
References.....	30

## Overview



The purpose of this Plan is to provide the community of Kowanyama with a comprehensive framework for biosecurity management across the whole Shire and township area.

*The goals of biosecurity are to keep the country healthy, and to fix it up when it needs help.*

Biosecurity is a technical term we use to talk about keeping country healthy. There are many weeds and ferals that do not belong on Kowanyama country. For example, we all know about feral pigs, prickly acacia, and water hyacinth. These are examples of biosecurity problems.

There are also diseases that can come into Kowanyama country, like bird flu, lumpy skin disease (LSD), or foot and mouth disease (FMD). These are diseases that make cattle and other animals sick. There are also diseases that can come here by birds, or even on floating logs that wash up on the beach. Even sick dogs and cats can be a biosecurity issue. Biosecurity is about taking care of all these problems.

This Biosecurity Plan is a way to put the most important information together in a way that the whole community can understand it. Even better, this Plan is intended to be updated by the community when new priorities arise, projects get funded, data is collected, and plans are adjusted. All this activity can be part of this Biosecurity Plan.

This Biosecurity Plan is authorised by the Kowanyama Aboriginal Shire Council through its obligations under the Queensland Local Government Act (2009) and the Biosecurity Act (2014).

**This Local Area Biosecurity Plan sets out legal, enforceable rules that all land managers must comply with as a matter of law.**

## Protecting our Country



Biosecurity is something we are all responsible for. The function of this **Local Area Biosecurity Plan** is to set out the community's expectations for how we'll take care of our country. Protecting Kowanyama country is a proper duty.

*Everyone has a “general biosecurity obligation”: it is everyone’s responsibility to help protect Kowanyama country.*

Depending on who you are, this obligation will mean something different. If you own or manage land, you have a direct responsibility to minimise and eliminate biosecurity hazards on your property. For big land managers, this is a very big responsibility. For a homeowner or renter, it means you have to take care of the weeds and diseases that might show up in your garden.

Many of Australia's worst biosecurity problems have started out as imported garden plants, exotic pets, or species with high commercial value. All too often these imports escape or are released into the Australian environment where they cause terrible problems that become very expensive or impossible to fix up.

We all have a duty to understand these risks and to behave responsibly.

We can all keep an eye out and be alert for strange plants or animals, or anything that looks unhealthy.

## Types of biosecurity threats

The Biosecurity Act defines two kinds of biosecurity problems:

- **Prohibited** matters are regulated by the most strict regulations.
- **Restricted** matters are managed differently, depending on the risk.

There are different rules for each type of matter.

Here's a reference table that shows the two types of matter along with 7 different categories that are used with Restricted matters.

CLASSIFICATION	DEFINITION/ACTION	REGIONAL EXAMPLES	
<b>Prohibited matter</b>	Biosecurity matter that is not found in Queensland, but would have a significant adverse impact on health, social amenity, the economy or the environment if it entered the state.		
<b>Restricted matter</b>	Biosecurity matter found in Queensland that has a significant impact on human health, social amenity, the economy or the environment.		
	<b>1</b>	Restricted matter that must be reported to a Department of Agriculture and Fisheries inspector within 24 hours	Electric ant Asian honey bee
	<b>2</b>	Restricted matter that must be reported to an authorised person (state or local government officer) within 24 hours	Koster's curse Limnocharis
	<b>3</b>	Restricted matter that must not be distributed (i.e. gifted, sold, traded, released into the environment etc.)	Gamba grass Deer
	<b>4</b>	Restricted matter that must not be moved	Mimosa pigra Feral pigs
	<b>5</b>	Restricted matter that must not be kept under the control of a person	Rabbits Wild dogs
	<b>6</b>	Restricted matter that must not be fed by a person	Feral cat Feral goat
	<b>7</b>	Restricted matter that must be killed by a person if within their possession	Tilapia

*Credit: Cook Shire Council*

In this plan you can refer to a table on page 11 that shows the Category for common biosecurity matters that arise in the Kowanyama Aboriginal Shire.

## Biosecurity Laws and the community



This Plan has been adopted by the community and expresses the community's expectations for behaviour. We all want to get along without conflict or stress. Unfortunately, people can sometimes do the wrong thing. In this case it may be necessary for Council to issue a fine or penalty.

### *Local Laws are legally enforceable: fines and penalties may apply to infringements*

Council is committed to working with individuals and land managers to ensure they have every opportunity to comply with their General Biosecurity Obligations and with the specific requirements of this Plan.

If all other reasonable attempts fail to produce acceptable results, Council is legally empowered to issue infringements, as provided by the *Biosecurity Act 2014* and authorised under the *Local Government Act 2009*.

## Priority issues and targets



The priorities in this Plan are developed through wide consultation in the community and with input from scientific experts with an understanding of the special nature of Kowanyama country. The Plan is reviewed periodically and updated to reflect the changing nature of biosecurity issues.

Biosecurity priorities are decided by combining community views with relevant scientific advice.

To set priorities and targets, it is necessary to exclude some issues on the basis that there is literally nothing constructive that can be done at landscape scale. For example, Cane toads are now a part of the ecology. There is nothing to be gained by spending time and effort to manage them except in very specific areas.

Following is a table that shows the results of community input. The community thinks about the bush firstly in a transactional sense, and then as a cultural asset. There are three main community values that can be used to help set priorities and targets for action:

Community values	Priority species	Threat
Access to country	Rubbervine	Chokes up tracks along lagoons, make bush too dense to walk through
	Chinese apple, Prickly acacia, Parkinsonia	Makes dense thickets filled with thorns
Abundance of bushtucker	Hymenachne	Takes over the swamps and crowds out native grass. Geese can't make nests and turtles can't get through.
	Feral cats	Eats small native mammals, reptiles, and birds. Upsets the balance of life in the bush.
	Feral horses, pigs, and cattle	Muck up the lagoons and eat out the native grass. Birds go hungry. (but we need some pigs and cattle for bushtucker)
Safety in town	Feral horses and cattle	Can be dangerous, knock over old people or hurt children

## Management objectives



This section provides detail on the priority species identified by the community and prioritised for control efforts.

*Please refer to each species to get more guidance on the General Biosecurity Obligation for each species.*

To provide a reasonable level of consistency across various action plans and General Biosecurity Obligations, the following categories of management objective are provided.

Categories 1-3 are applied when a new problem species is identified in a specific geographical area. Categories 4 and 5 are applied when the problem is widespread over a given area.

*Biosecurity objective when a new problem species is identified:*

### Stop the introduction and/or reproduction of an invasive species

#### 1 - Delimitation

<b>Definition</b>	Determining whether an invasive species is present or absent within a defined area.
<b>Application</b>	Knowledge of distribution is incomplete
<b>Example</b>	High bio-mass grass surveys

## 2 - Prevention

<b>Definition</b>	Preventing the establishment of a certain invasive species within a defined area
<b>Application</b>	An invasive species is known to be present in an adjoining catchment or area and measures are available to minimise the potential for the species to translocate
<b>Example</b>	Contractually enforced weed hygiene protocols for civil contractors

## 3 - Eradication

<b>Definition</b>	Removal of an invasive species and its reproductive capacity from a defined area
<b>Application</b>	An invasive species is known to be present in an adjoining catchment or area and measures are available to minimise the potential for the species to translocate
<b>Example</b>	Parkinsonia eradication

*Biosecurity objective for existing invasive species that cannot be eradicated.:*

**Contain or reduce distribution, spread and associated impacts of an invasive species**

## 4 - Containment

<b>Definition</b>	Containment of an invasive species to a defined area.
<b>Application</b>	The distribution of an invasive species is beyond eradication, however is well-defined and the pathways of spread can be readily managed to prevent the species moving beyond its existing range. This category is used when you can keep the problem species limited to specific areas, even if you can't quite get rid of it entirely.
<b>Example</b>	Grader grass containment

## 5 – Asset protection

<b>Definition</b>	Identification and protection of a defined area from incursion of an invasive species
<b>Application</b>	The distribution of an invasive species is widespread to the extent that containment is not possible with the feasible option to identify assets and implement control methods to protect them. This category is used when the problem species is just about everywhere, and all you can do is try to keep specific areas free from the problem.
<b>Example</b>	Feral pig management to protect assets (eg, wetlands and turtle nests)

## Prioritisation

Kowanyama people are deeply familiar with their country. Culture is a way to practice the stewardship and sacred activities that make country healthy.

There are many things to work on and make better. Maybe it's helpful to have a priority list so that people can see what the community has agreed to. Here is a list of biosecurity challenges set out in order of importance to Kowanyama people as indicated through a community survey in 2024 and in conversation with elders, scientists, and local people:

1. Parkinsonia
2. Prickly Acacia
3. Rubbervine
4. Hymenachne
5. Candlebush
6. Grader grass
7. Feral cattle
8. Feral horses
9. Feral cats
10. Feral Pigs
11. Water hyacinth
12. Sicklepod

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References from 2015<sup>4</sup>



Figure 63 Exotic water hyacinth (*Eichhornia crassipes*) at Cough Lagoon next to Kokoberra Swamp



Figure 64 Sicklepod (*Senna obtusifolia*) and chinee apple (*Ziziphus mauritiana*) invading the cleared “farm area” next to Magnificent Creek, as well as downstream into riparian areas of towards the coast.

# Species Action Plans

These pages present more information on the species most relevant to Kowanyama Country. Species are listed alphabetically by common name.

## Candlebush (*Senna alata*)

### GENERAL

**Description:** Candlebush (*Senna alata*), also known as emperor’s candle or ringworm bush, is a fast-growing, upright shrub or small tree reaching heights of 2 to 4 metres. It is easily identified by its large, bright yellow, candle-like flower spikes and broad, dark green leaflets. Originally introduced from tropical America for ornamental and medicinal use, it has become a serious environmental weed in northern Australia. Candlebush prefers moist soils and disturbed areas, especially around watercourses and wetlands. It forms dense, single-species stands that crowd out native plants and regenerate rapidly after fire or clearing. The plant reproduces by seed, often spreading via floodwaters.



**Distribution:** Candlebush is established in parts of the western Cape York Peninsula, including on Kowanyama country, particularly in riparian zones, wetlands, and areas of disturbed ground. There is a persistent infestation at Red Lily Lagoon.

It is common around the Mitchell River and connected lagoons, as well as alongside roadside corridors. Its spread is aided by seasonal flooding, soil disturbance, and the movement of vehicles or machinery.

**Impacts:** Candlebush disrupts the natural structure of native plant communities, particularly in wetland and riparian ecosystems. It is considered invasive because of its rapid growth, dense canopy, and prolific seed production. It can block access to waterholes and culturally important areas, making traditional use and management of country more difficult. The plant’s thick growth suppresses native regeneration, reduces habitat value for wildlife, and creates fire hazards due to accumulated dead material. If left unmanaged, it can dominate floodplains and freshwater wetlands, impacting ecological function and cultural access.

### CONTROL

Management on Kowanyama country requires regular monitoring of known infestation sites, particularly after flooding events. Control strategies include mechanical removal (cut and paint), hand-pulling of smaller plants, and targeted herbicide treatment.



toxoplasmosis which is harmful to marsupials. Feral cats scavenge around the township and may prey on domestic pets. They are potential carriers of the rabies virus if it were to enter Australia.

## CONTROL

As a result of the lack of broad scale management options for the control of feral cats (i.e. baiting programs) there is currently no coordinated management program active within Kowanyama Shire.

Despite this, a range of management options that can be applied at a local level do exist and these include shooting, trapping using both cage and leg hold traps, restricting access to potential food sources such as dump points and responsible domestic cat ownership (de-sexing, keeping cats confined etc.). Integrated management utilising a number of these methods is recommended.

While feral cats pose a threat to all native wildlife particular attention to management is required in areas where key biodiversity assets occur.

Feral cats pose a threat to all native wildlife and particular attention is required in areas where key biodiversity assets occur. Feral cats can capture prey up to 3kg in size but more commonly hunt small mammals, reptiles and birds. Feral cats have been implicated in the extinction of several Australian mammal species and are present across over 99% of Australia.

Control calendar	Best time											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Breeding	Light Red											
Kittens	Dark Red	Dark Red	Light Red	Light Red	Light Red	Light Red	Light Red	Light Red	Light Red	Light Red	Light Red	Light Red
Shoot	Light Green											
Fence	Light Green											
Trap	Light Green											

## KOWANYAMA GBO OBJECTIVE

### 5 – Asset Protection

#### WHAT IS MY BIOSECURITY OBLIGATION?

Feral cats are widespread but not at high population levels within the Shire. They are managed through Category 5 – Asset Protection. This means that you are obligated to cooperate with KASC officers where control programs are being undertaken. For example, if a poisoning or trapping program is undertaken, you must not interfere with the activity and must follow all reasonable directions by KASC officers.

## Feral cattle

### GENERAL

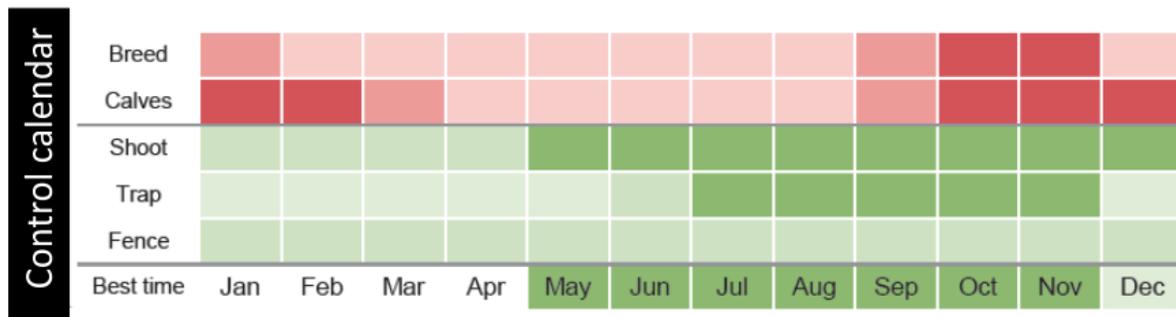
**Description:** Feral cattle across the Kowanyama Shire are physically indistinguishable from domesticated cattle and can resemble both *Bos Taurus* and *B. indicus*. The definition is largely dependent on whether the animal is being husbanded or living in a wild state independent of agricultural systems.



**Distribution:** Feral cattle are found across the local government area, however, they are generally more problematic where the key land management objective is conservation, cultural usage, or important bushtucker sites. While a nuisance, the animals are often considered a resource for the community.

**Impacts:** Feral cattle cause soil impaction, erosion, a reduction in or elimination of native grasses, weed spread, increased nutrient loads, sedimentation in waterways and can spread disease. Feral bulls interfere with herd genetics producing progeny of reduced marketability and drought tolerance.

### CONTROL



### KOWANYAMA GBO OBJECTIVE

#### 5 – Asset Protection

#### WHAT IS MY BIOSECURITY OBLIGATION?

Feral cattle are widespread on Kowanyama country. The cattle are the property and responsibility of the Kowanyama Cattle Company, which is owned and operated by Kowanyama Aboriginal Shire Council. Cattle are being progressively managed by the KCC in cooperation with the freehold title holder, Abm Elgoring Ambung (AEA).

Due to the current state of fencing and yarding infrastructure, and the lack of cooperative agreements to date, cattle are largely managed on an asset protection basis, Category 5. This means that efforts will be made to fence off identified assets to minimise cattle damage.

As a TO, you are obligated to cooperate with KASC officers and contractors where control programs are being undertaken. For example, if a mustering program is undertaken, you must not interfere with the activity and must follow all reasonable directions given by KASC officers or contractors.

It is important to note that there are no “privately owned” cattle in the Kowanyama Shire even though some people feel they have a customary right to manage the cattle that are on their country.

## Feral horses (*Equus caballus*)

### GENERAL

**Description:** Feral horses, or brumbies, are free-roaming descendants of domesticated horses that have returned to a wild state.

Their coats can be bay, black, chestnut, grey and occasionally pinto patterns. Feral horses are highly adaptive and are typically active during the day but may shift to sundown and sunrise patterns around human activity. Groups of horses can roam across areas ranging from 20 to over 100 square kilometres depending on food and water availability. Breeding occurs throughout the year, with most foals born in late spring and early summer.



**Distribution:** Nationally, feral horses are widespread including Queensland, the Northern Territory and parts of New South Wales. They thrive in grasslands, woodlands, wetlands, and alpine areas where water sources are accessible, though they can also survive in more arid zones with seasonal movement. They are particularly well-established on Kowanyama country.

**Impacts:** Feral horses cause significant damage to delicate ecosystems, including trampling of vegetation, soil compaction, erosion, and degradation of waterways. Their presence can disturb sacred Indigenous sites and displace native fauna. They are also a potential source of disease transmission and can conflict with livestock management practices and conservation goals.

In the township area they can cause extensive damage to infrastructure and they can cause harm to by charging, kicking, or startling people and pets.

## CONTROL

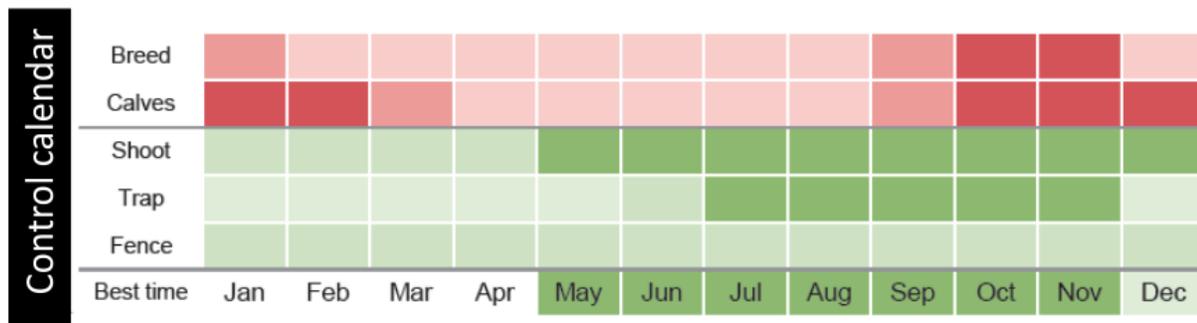
Feral horses pose a major challenge to land management due to their mobility, reproductive rate, and social structure. Their grazing and trampling can contribute to weed spread and landscape degradation, particularly in fragile environments.

Effective management is often hindered by their cultural symbolism and public opposition to lethal control methods. Management strategies include passive trapping, aerial mustering, fertility control, and rehoming, although success varies depending on terrain, herd size, and resources.

In Kowanyama country it is difficult to humanely muster and transport brumbies as the stallions are extremely aggressive and will damage themselves and other horses if they are restrained in a yard.

Like pigs, feral horses require ongoing population control. Removal rates of over 60% annually can be needed to prevent population expansion<sup>5</sup>. Without intervention, numbers can increase exponentially, placing further stress on protected ecosystems and critical water resources.

Feral horses are known to impact world heritage-listed areas, conservation parks, and traditional lands, requiring coordinated efforts across government agencies, Indigenous groups, and landholders for sustainable management.



## KOWANYAMA GBO OBJECTIVE

### 5 – Asset Protection

#### WHAT IS MY BIOSECURITY OBLIGATION?

Feral horses are widespread, however, their numbers can be dramatically reduced through consistent and effective control programs including trapping and shooting.

Aside from large-scale culling programs, feral horses can only be managed through Category 5 – Asset Protection. This means that you are obligated to cooperate with KASC officers where control programs are being undertaken. For example, if horse-proof fencing is erected around a lagoon, you must assist by keeping the gate shut and not cutting the fence.

Who owns the horses? The horses are the property and responsibility of the freehold title holder for Kowanyama country, Abm Elgoring Ambung (AEA).

## Feral pigs (*Sus scrofa*)

### GENERAL

**Description:** Feral pigs include all pigs ranging from typical black wild pigs to buff or spotted black or white which may resemble a typical farmed pig.



By definition a feral pig is any pig which is not domesticated and is living in a wild state. They are generally nocturnal, and camp in thick cover during the day. Feral pigs are omnivorous and can range from 5 to 50 square kilometres. Feral pigs breed throughout the year often producing two weaned litters per year.

**Distribution:** Common and widespread within Kowanyama Shire. Feral pigs range are able to exist wherever there is water available, from rainforest to drier woodlands.

**Impacts:** Feral pigs damage sacred sites, waterholes, property and the natural environment. They transmit and spread disease and could be carriers for catastrophic problems such as foot and mouth disease or Asian swine flu if these were introduced to the country.

### CONTROL

Feral Pigs can transport various weeds, diseases and pests and their foraging sites create ideal conditions for the establishment of weeds. The availability and quality of food and water are the main factors influencing feral pig distribution.

Feral pigs in the tropics tend to have a significantly larger home range size in the dry season compared to the wet season. They are intelligent, opportunistic omnivores with a rapid breeding cycle that makes them difficult to control.

Feral pig numbers in Queensland are estimated at 3–6 million, with the majority in northern Queensland. Evidence suggests that at least 70% of the population needs to be removed or the mob will rapidly replenish to numbers that were present before the control program commenced.

Feral pigs have a negative effect on world heritage-listed natural areas, protected land, threatened species and ecosystems, parklands, reserves, essential infrastructure, drainage systems, wetlands, farmland, private, rural and peri urban land and other areas.

Control calendar	Best time											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Breeding	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Piglets	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Trap	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Shoot	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Bait	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Fence	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

## KOWANYAMA GBO OBJECTIVE

### 5 – Asset Protection

#### WHAT IS MY BIOSECURITY OBLIGATION?

Feral pigs are so widespread that it is not realistic to do anything other than protect specific areas, so they are managed through Category 5 – Asset Protection. This means that you are obligated to cooperate with KASC officers where control programs are being undertaken. For example, if pig-proof fencing is erected around a lagoon, you must assist by keeping the gate shut and not cutting the fence.

## Grader grass (*Themeda quadrivalvis*)

### GENERAL

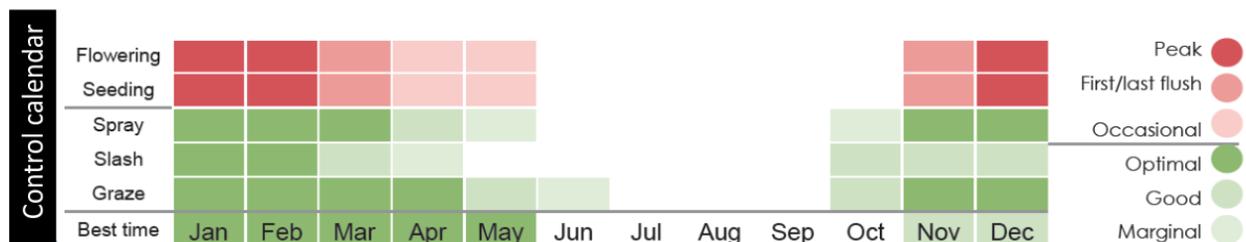
**Description:** Upright tufted annual grass to 1-2.5m. Flower stalks are stiff and cane-like with red-brown flower spikes bent downwards. A tropical and sub-tropical grass which forms dense swards and stands on roadsides and in savannah woodlands. A similar common native species, kangaroo grass, is shorter in stature, perennial and lacks tufts near the seed.

**Distribution:** An established weed across many areas of Cape York, particularly in savannah woodlands and open country.

**Impacts:** Can invade native and improved pastures, woodlands and roadsides. Grader grass is a significant weed of roadsides where it increases management requirements and impacts on safety because of its height. It can significantly outcompete pastures, reducing the abundance of feed for native species such as wallabies. Grader grass produces much higher fuel loads than native grasses, increasing fire risk.



### CONTROL



## KOWANYAMA GBO OBJECTIVE

### 2 – Prevention, 4 – Containment

#### WHAT IS MY BIOSECURITY OBLIGATION?

Grader grass is only present along roadsides and tracks so far. Most of Kowanyama Shire is a Zone 2 area, so the GBO Objective is 2 - Prevention. Grader Grass is a restricted matter under the

Biosecurity Act 2014. It is an offence under the Act to move, share, give away or sell plants or seeds. Ensure any machinery or vehicles moving from the infested areas are free from plant material and soil.

Where Grader Grass is already established, the GBO Objective is 4 – Containment. Ensure best practice weed hygiene measures are in place to reduce spread from known infestations. Maintain weed free areas. Identify high value assets and protect them from impacts where possible.

## Hymenachne (*Hymenachne amplexicaulis*)

### GENERAL

**Description:** Hymenachne is a robust, upright, perennial aquatic grass that grows to 2m and has distinctive stem-clasping leaves. Olive Hymenachne can form dense infestations in wetlands and waterways growing in water up to 1.2m deep. The flowers are formed on cylindrical spikes. The stems contain an air filled pith which aids in flotation. There is also a native relative, *Hymenachne acutigluma*, and a hybrid, *H. x calamitosa*, which can cross-breed with the invasive species.



**Distribution:** Widespread in the freshwater swamps, especially Kokoberra Swamp.

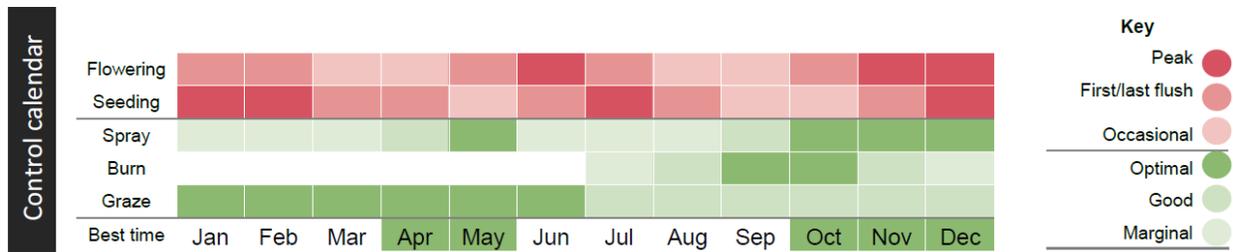
**Impacts:** Olive Hymenachne blocks drainage systems and waterways and readily invades and outcompetes native plants in wetlands and waterways. It prevents fish passage and breeding opportunity for key bushtucker species. It forms dense mats that can prevent turtles from reaching the surface and it can prevent magpie geese from building proper nests.

### CONTROL

Olive Hymenachne is a weed of national significance. Its seed can be spread via vehicles, machinery, stock, feral cattle, horses and pigs, and waterbirds. Waterways, wetlands and dams should be monitored during the growing season to detect new outbreaks.

Cleaning boats and watercraft prior to moving between lagoons and swamps will help to reduce the risk of spread to new locations. Targeted management is required to prevent spread and establishment from adjoining regions.

Up until its declaration as an invasive weed, Olive Hymenachne was widely promoted as a wet pasture grass. Wider delimitation in western rangelands is required to establish any spread from historically-planted sources. Detailed management information is available at <https://environment.gov.au>



## KOWANYAMA GBO OBJECTIVE

### 2 – Prevention, 4 – Containment

#### WHAT IS MY BIOSECURITY OBLIGATION?

In Zone 2 areas, the GBO Objective is 2 - Prevention. Olive Hymenachne and hybrids are restricted matter under the Biosecurity Act 2014. It is an offence under the Act to move, share, give away or sell plants or seeds. Ensure any machinery or vehicles moving from the infested areas are free from plant material and soil.

Where hymenachne is already established, the GBO Objective is 4 – Containment. Ensure best practice weed hygiene measures are in place to reduce spread from known infestations. Maintain weed free areas. Identify high value assets and protect them from impacts where possible. Clean all watercraft prior to moving between regions.

## Parkinsonia (*Parkinsonia aculeata*)

### GENERAL

**Description:** Parkinsonia (*Parkinsonia aculeata*) is a thorny, deciduous shrub or small tree that can grow up to 10 metres high. It has slender green branches, yellow pea-like flowers, and long seed pods that float and are easily spread by water. Originally introduced as an ornamental and shade plant, Parkinsonia is now a highly invasive woody weed across northern Australia. It is drought-resistant and well-suited to seasonally flooded country. In the Kowanyama region, Parkinsonia thrives along riverbanks, floodplains, and around swamps. The plant can form dense, impenetrable thickets, excluding native vegetation and reducing biodiversity.



**Distribution:** Parkinsonia is widespread in the western Cape York Peninsula and increasingly common on Kowanyama country, particularly along the Mitchell River system and associated wetland areas.<sup>6,7</sup> It favours seasonally inundated floodplains but is also found on drier ground

where moisture is retained. Its spread is aided by flowing water, feral animals, and human movement.

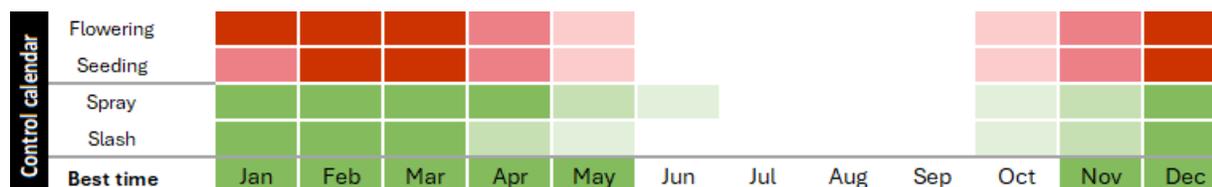
**Impacts:** Parkinsonia thickets interfere with cultural access to country, impact traditional fishing and hunting sites, and obstruct mustering and land management activities. It displaces native plants, alters fire regimes, and provides harbour for feral animals such as pigs. Its dense growth restricts access to water sources for both people and wildlife. If not controlled, Parkinsonia can take over riparian zones and wetlands critical to the cultural and ecological health of the region.

## CONTROL

Parkinsonia is recognised as a Weed of National Significance due to its aggressive spread and impact on natural systems. On Kowanyama country, management is challenged by remoteness, terrain, and the seasonal nature of access. Effective control involves a mix of mechanical removal, chemical treatment (such as basal barking or cut-stump methods), and follow-up monitoring. Biological control agents, including seed-feeding beetles and stem-boring moths, are also being deployed with varying levels of success.

Flood events often trigger widespread germination, requiring timely intervention before seedlings mature. Repeated efforts are needed to reduce seed banks and prevent regrowth. Community-led programs, ranger work, and collaboration with government agencies are essential in suppressing Parkinsonia and restoring country.

Unchecked, Parkinsonia threatens culturally important areas, biodiversity-rich wetlands, and the long-term viability of traditional and pastoral land uses in western Cape York. Integrated control efforts must continue across seasons to limit its spread and preserve the health of country.



## KOWANYAMA GBO OBJECTIVE

### 1 – Delimitation, 3 – Eradication

#### WHAT IS MY BIOSECURITY OBLIGATION?

It is an offence under the Biosecurity Act to move, share, give away or sell produce contaminated with this plant. As a property owner, you have a General Biosecurity Obligation (GBO) to manage Parkinsonia on your property.

This means you must take all reasonable and practical measures to minimize the biosecurity risks associated with this invasive plant. Through Local Government Compliance you must adhere to any local biosecurity plans or laws in relation to access, treatment, and eradication of this plant.

## Prickly Acacia (*Vachellia nilotica*)

### GENERAL

**Description:** Prickly Acacia (*Vachellia nilotica*) is a thorny, spreading shrub or small tree that grows up to 10 metres tall. It has bipinnate leaves, paired spines, and distinctive yellow ball-shaped flowers.

Originating from the Indian subcontinent, it was introduced into Australia as a shade and fodder tree but has since become a major invasive species in northern rangelands.

Prickly Acacia invades open grasslands and floodplains, forming dense thorny thickets that outcompete native vegetation. The tree reproduces prolifically, with seed pods consumed and dispersed by cattle and feral animals. It is especially invasive in semi-arid and tropical savanna environments.

**Distribution:** Prickly Acacia is spreading in western Queensland and has been observed in parts of western Cape York Peninsula, including on Kowanyama country. It typically colonises grasslands, open woodlands, and black soil floodplains, especially in areas impacted by cattle grazing or seasonal flooding. Seeds are often introduced through stock movement or water flows, and infestations are known to persist long after initial establishment.

**Impacts:** Prickly Acacia poses a serious threat to country. It transforms open grasslands into thorny scrub, reducing ground cover and biodiversity. Thick infestations block access to waterholes, obstruct mustering, and damage traditional sites. It degrades native habitats critical for grassland species and alters fire regimes. The tree's aggressive spread leads to significant long-term impacts on cultural practices, grazing productivity, and the health of ecosystems.

### CONTROL

Prickly Acacia is classified as a Weed of National Significance due to its invasiveness, environmental impact, and economic cost. On Kowanyama country, it presents a growing management challenge, especially where remote infestations remain undetected or untreated. Effective control includes mechanical removal, targeted herbicide application (basal bark, cut-stump, or aerial spraying), and follow-up treatment to address regrowth and seed banks.



Biological control options have been trialled but are not yet widely effective. Because the plant's seeds can remain viable for years, long-term and coordinated management is required. Early detection and eradication of isolated plants are vital, particularly near watercourses or stock routes.

Without control, Prickly Acacia threatens to dominate key floodplain systems, compromise traditional land use, and reduce the resilience of native vegetation across western Cape York. Ranger teams and local land managers play a key role in reducing its spread and restoring open country.

Control calendar	Flowering	Seeding	Spray	Slash	Best time
	Jan	Feb	Mar	Apr	May
	Jan	Feb	Mar	Apr	May
	Jun	Jul	Aug	Sep	Oct
	Nov	Dec			

## KOWANYAMA GBO OBJECTIVE

### 1 – Delimitation, 3 – Eradication

#### WHAT IS MY BIOSECURITY OBLIGATION?

It is an offence under the Biosecurity Act to move, share, give away or sell produce contaminated with this plant. As a property owner, you have a General Biosecurity Obligation (GBO) to manage Prickly Acacia on your property.

This means you must take all reasonable and practical measures to minimize the biosecurity risks associated with this invasive plant. Through Local Government Compliance you must adhere to any local biosecurity plans or laws in relation to access, treatment, and eradication of this plant.

## Rubbervine (*Cryptostegia grandiflora*)

### GENERAL

**Description:** Rubbervine is a vigorous twining climber which begins as a multi-stem shrub with long whip like shoots. Can form low shrubs or canopy of vines. Distinctive glossy, paired leaves and large white to purple funnel shaped flowers. Produces paired rigid seedpods with fine cotton like seed.

**Distribution:** Widespread ranging from sparse to common. More prevalent in areas protected from fire like riparian zones, vine forests and rocky outcrops.

**Impacts:** Rubbervine smothers native vegetation and pasture and can impede movement. The dense vine thickets shade out grasses which alters fire regimes and vegetation composition. It is poisonous to stock. Rubbervine has particularly high impacts in areas sheltered from fire like riverbanks and rocky escarpments.



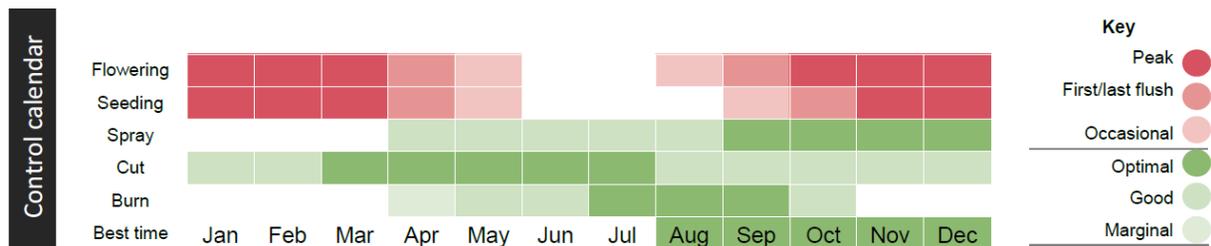
## CONTROL

Rubbervine is sensitive to fire, particularly when plants are smaller and infestations are not too dense. Fire can be used as a management tool in places where grasses can carry fire up to seedlings or established plants. In areas where fire is naturally excluded including riparian zones, vine scrubs, escarpments and dry rainforest other control tools will usually be required to protect sensitive vegetation, and to control plants protected from management burns.

The rubbervine rust biocontrol is very successful at reducing the vigour of rubber vine and when combined with fire in native pastures it can reduce the size of infestations and destroy seedlings. The effectiveness of the rust will vary from season-to season.

Rubbervine seeds spread on the wind so this needs to be taken into account when planning management actions. Beginning work on the down-wind side of management sites or being prepared to continually control plants to protect important assets in upwind areas should be taken into consideration.

Regular survey of at-risk areas and the control of new introductions on roadsides will assist prevent spread to adjoining areas. Mapping infestations on your property will help plan a coordinated management program. Targeting seed source sites which pose a high risk of spread will help to slow the rate of spread



## KOWANYAMA GBO OBJECTIVE

### 4 – Containment, 5 – Asset protection

#### WHAT IS MY BIOSECURITY OBLIGATION?

Across most of Kowanyama Country Category 4 is applicable: Containment.

This means that you must ensure that machinery, vehicles, stock, and materials are subject to a detailed weed hygiene measures to reduce the risk of spread.

The high-value wetland areas (Red Lily, Five-Mile, and others) should be considered in Category 5: Asset protection.

This means that you must act to remove any plants in the area. Proper fire regimes are important for reducing the density of current infestations and preventing spread to new or neighbouring locations. You should control plants along waterways and roadsides from the top-down or in an east-west direction to slow down seed dispersal on the trade-winds. You also need to participate in management programs by assisting with access and cooperating with Council staff.

## Sicklepod (*Senna obtusifolia*)

### GENERAL

**Description:** Sicklepod is a vigorously growing, very competitive woody shrub to 1.5-2m tall and 1m wide with yellow 'senna' flowers and long curved seed pods. Normally an annual although plants that have been slashed or survive chemical application often re-shoot and survive another year.



**Distribution:** Sicklepod is increasing in distribution in Kowanyama Shire due to spread on roadsides and at popular camping locations. It occurs in scattered locations in the eastern catchments and is moving from the Burke Development Road and waterways.

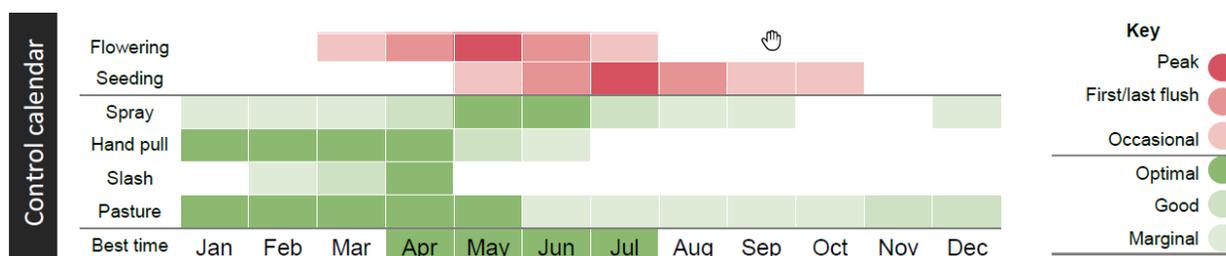
**Impacts:** Sicklepod can invade and completely dominate pastures, grasslands, river beds and wetland margins. It becomes a major weed of crops within 2 or 3 seasons.

### CONTROL

Ensuring adequate buffers are maintained between active (growing) and dormant (seeds in soil) infestations will reduce likelihood of spread along watercourses and road ways.

Mapping infestations will help to identify key assets at risk and steps which might be taken to manage the impact of sickle pod. Careful follow up after disturbance such as movement of soil, fire or heavy grazing will limit the establishment of dense infestations.

Sicklepod does well in disturbed areas and can quickly take over fallowed land and roadsides. Maintaining healthy pastures, headlands and crops as well as controlling outbreaks in drainage lines and riparian areas can reduce impacts on adjoining areas.



### KOWANYAMA GBO OBJECTIVE

#### 2 – Prevention, 4 – Containment

#### WHAT IS MY BIOSECURITY OBLIGATION?

Most of Kowanyama Country is free from sicklepod, and we want to keep it that way. Category 2 – Prevention applies. It is an offence under the Biosecurity Act to move, share, give away or sell produce contaminated with this plant. Seek advice prior to works in the vicinity of known locations. Do not move or accept plant material or soil unless you are sure it is from a clean source.

In areas where sicklepod is established, like along roadsides and at popular camping spots, Category 4 – Containment applies. We want to ensure the weed does not spread. We want to ensure best practice weed hygiene measures are in place to reduce risk of spread to new locations. Maintain weed free areas. Identify high value assets and protect them from impacts where possible.

## Water hyacinth (*Eichhornia crassipes*) and Water lettuce (*Pistia stratiotes*)

### GENERAL

**Description:** Water hyacinth and water lettuce are free-floating aquatic weeds. Water lettuce has small, green flowers that resembles an open head of lettuce. Leaves are spongy, light green and water repellent. Water lettuce reproduces from seeds or division. Water hyacinth has



darker, smooth leaves and distinctive air bladders for flotation.

**Distribution:** Water hyacinth and water lettuce are found in many lagoons around Kowanyama, especially Magnificent Creek.

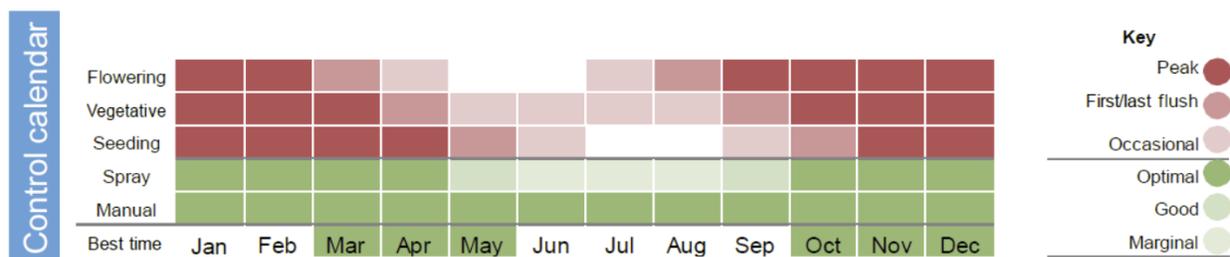
**Impacts:** These water weeds float on still or slow-moving water and can rapidly grow to cover the entire water surface with a thick mat of vegetation. This shades out submerged plant life, impedes oxygen exchange, impacts fish and other aquatic organisms, and provides breeding opportunities for mosquitoes.

### CONTROL

Water hyacinth and water lettuce was introduced to Australia as aquarium and water-garden plants. Unfortunately, people have allowed the plants to be spread into the environment. They rapidly form dense infestations that cover the surface of entire creeks and lagoons. This affects water flow, damages native ecosystems and impedes recreational use of water bodies.

Water hyacinth and water lettuce reproduce by seed and by division from runners so control efforts have to begin at the top of the water catchment, or as close as can be managed.

The weeds are spread by flood water so control operations should focus on areas at risk following major weather events.



**KOWANYAMA GBO OBJECTIVE**  
**2 – Prevention, 4 – Containment**

**WHAT IS MY BIOSECURITY OBLIGATION?**

Water hyacinth and water lettuce are restricted invasive plants. It is an offence under the Biosecurity Act 2014 to move, share, give away and sell these plants. If you keep water plants for aquariums and water features, you must make sure your plants are sourced from a reliable supplier and are weed free. In Category 2 areas, you must make sure watercraft, trailers, machinery and vehicles moving from infested areas are free from plant material and soil.

In Category 4 areas, you must assist with programs to control these. You must assist the survey and control teams and management programs by maintaining property access and tracks, and by not moving plant material from the infestation area.

## Sources

### Images

Candlebush

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Parkinsonia

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Prickly acacia

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