

# Kowanyama Aboriginal Shire Council

## Council Meeting Agenda

Tuesday, 28 April 2026, 10:00 AM – 2:00pm

Kowanyama Council Chambers and Cairns Boardroom



1. Welcome
2. Apologies / Conflict of Interest
3.
  - a. Minutes from the Previous Meeting (March 2026)
  - b. Action Items – Late Report
4. Reports
  - 4.1. Councillor Portfolio Updates – VERBAL UPDATE**
  - 4.2. Chief Executive Officer**
    - 4.2.1. Information Report - Monthly Update
    - 4.2.2. Additional Information Report
  - 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. Policy and Procedure
  - 4.4. Executive Manager Roads, Infrastructure and Essential Services**
    - 4.4.1. Information Report: Monthly Update
    - 4.4.2. Agenda Reports – Late Reports
      - a. Commercial Rent
      - b. Notice to Repeal
  - 4.5. Executive Manager Community Services**
    - 4.5.1. Information Report: Monthly Update
5. Other Business



Kowanyama Aboriginal Shire Council

# March Council Meeting Minutes

23 March 2026, 10:12AM – 11:53AM

Indigenous Knowledge Centre and Cairns Boardroom

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## Present

<b>Kowanyama Chambers</b>	Cr. Territa Dick (Mayor) Cr. Charmaine Lawrence Cr. Coralie Lawrence Dan Dixon – Executive Manager Roads, Infrastructure and Essential Services Bella Jacob – Executive Assistant
<b>Cairns Boardroom</b>	Alan Neilan – Chief Executive Officer Joe Cristaldi – Executive Manager Corporate and Financial Services Danae Maltby – Governance Officer
<b>Remote – via teams</b>	Cr. Teddy Bernard (Deputy Mayor) Chris McLaughlin – Acting Manager Governance
<b>Remote – via teleconference</b>	Cr. Richard Stafford

### 1. Opening/Welcome

Meeting commenced at 10:12AM.

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

### 2. Conflicts of Interest

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

### Apologies

NIL

### 3. Previous Minutes / Action Items

#### a. Previous Minutes

RESOLUTION: Minutes (February 2026 Ordinary Meeting)

Minutes from the Ordinary Council Meeting 18 February 2026 to be adopted as true and accurate.

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

**CARRIED**

**Action: CEO to check item 4.2.1 for accuracy**

**b. Action Items**

Action Items register was noted and tabled.

**4. Reports****4.1. Mayor, Deputy, and Councillor Updates**

Cr. Territa Dick (Mayor) provided summary of activities for month of February.

- Audit and Risk Committee
- TCICA Meeting – Cairns
- Kowanyama Technical Working Group Meeting
- Local Disaster Management Meetings
- LGAQ Meetings (Brisbane Civic Summit)

Would like to formally welcome new Chief Executive Officer, Alan Neilan.

Cr. Teddy Bernard (Deputy Mayor) provided summary of activities for month of February.

- Carbon Conference – Hobart

Councillors provided individual summaries of activities within respective portfolios for month of February.

**Action: CEO to investigate Council nominating a Kowanyama-based representative for inclusion on the Torres and Cape Health Board.**

**4.2. Chief Executive Officer****4.2.1. CEO Information Report**

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

**4.3. Executive Manager Corporate and Financial Services****4.3.1. Information Report****a. Governance Update**

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

**Action: Governance to assist in coordination of Community session on Local Laws.**

**b. Finance Information Report**

Joe Cristaldi (Executive Manager Corporate and Financial Services) presented the March 2026 Finance report to Council. Information report was noted by Council.

c. **Human Resources Information Report**

Joe Cristaldi (Executive Manager Corporate and Financial Services) presented the HR report to Council. Information report was noted by Council.

4.3.2. **Agenda Reports**

a. **Cultural Vault ILUA**

**RESOLUTION:** That Council resolve to endorse the Indigenous Land Use Agreement (Body Corporate Agreement) (Construction and Operation of a Cultural Vault at Kowanyama) ("the Cultural Vault ILUA") as presented, and give authority to the Chief Executive Officer to do all things necessary to sign and lodge a fully executed copy of the Cultural Vault ILUA and supporting certificates and materials, with the National Native Title Tribunal.

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

CARRIED

b. **Approved Contractor List**

**RESOLUTION:** That Council, in accordance with section 231(2) Local Government Regulation 2012, endorse Cameron Herbert Constructions Pty Ltd trading as Cameron Herbert (ABN 35 141 556 047) as an Approved Contractor on Council's Approved Contractor List (KASC\_2025\_037) for a period of two (2) years.

Moved: Cr. Richard Stafford  
Seconded: Cr. Coralie Lawrence

CARRIED

**RESOLUTION:** That Council, in accordance with section 231(2) Local Government Regulation 2012, endorse Robert Edward Fry trading as Outback Electrics (ABN 42 201 636 003) as an Approved Contractor on Council's Approved Contractor List (KASC\_2025\_037) for a period of two (2) years.

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

CARRIED

Cr. Richard Stafford left the meeting at 11:10am

Cr. Territa Dick left the meeting 11:15am. Cr. Territa Dick returned to the meeting at 11:18am.

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.

**Action:** EMRIES to investigate measures to prevent the use of council vehicles for transporting employees' family members or friends, particularly in situations where seatbelts are not utilised.

Action: EMRIES to investigate feasibility of constructing a barrier that can be unlocked/locked by Council for maintenance along Magnificent Creek, behind the Council building through to 45C Chapman Rd.

Action: EMRIES to inform community when the Vets are visiting Kowanyama.

Action: EMRIES to erect signage re crocodile awareness at waterways

#### 4.4.2. Agenda Reports

##### a. KASC-2026-047 Accommodation Tender

**RESOLUTION:** That Council resolves to award Oly Homes (ABN 92 103 649 814) as the preferred supplier for Tender KASC-2026-047 (Staff Accommodation) and to delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract, approve variations, and pay invoices under the contract as and when due.

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

CARRIED

##### b. Sub-division Street Names

**RESOLUTION:** That, in accordance with section 60(1)(c) of the Local Government Act 2009, Council resolves to approve the following street names for the Kowanyama subdivision:

1. Magnificent Avenue
2. Rainbow Serpent Street

Moved: Cr. Terita Dick (Mayor)  
Seconded: Cr. Coralie Lawrence

CARRIED

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

##### 4.5.1. Information Report

Paula Auld (Acting Executive Community Services Manager and Cultural Heritage) presented EMCSCH Information report to Council. Information report was noted by Council.

#### 5. Other Business

- Nil

## 6. Closed Business

That pursuant to section 254J(3)(e) and (g) of the Local Government Regulation 2012 (Qld), Council resolve to close the meeting to the public to discuss matters the subject of legal advice and regarding negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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

CARRIED

### Out of closed business

Council resolves to move out of Closed Business

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

CARRIED

### 6.a Sole Supplier

**RESOLUTION:** That pursuant to sections 235(a) of the Local Government Regulation 2012 (Qld), Council resolve to appoint BDS Mechanical Repairs AUS Pty Ltd (ABN 66 689 161 055) trading as BDS Mechanical as exclusive provider mechanical services up to the date of commencement of the successful supplier under new contract KASC-2026-048 (Kowanyama-based Mechanical Services) and delegate authority and financial delegation to the Chief Executive Officer to:

- a) pay invoices as and when due; and
- b) enter into suitable financial arrangements for the offset of mutual debts as between the supplier and Council in lieu of cash payment; and
- c) approve interim assignment of the Mechanical Workshop Licence to the supplier.

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

CARRIED

Ordinary Meeting closed: 11:53am



# KASC ACTION ITEMS REGISTER

Meeting Type	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status	Target Date for Completion
Council Meeting	February	2023	Planning Scheme	AMG to ensure new Planning Scheme consider new cemetery area	EMCFS	<b>June 2025:</b> Funds have been secured through the Scheme Fund and Council has requested a quote and a scope of works to implement the planning scheme. <b>Aug 2025:</b> Engaging contractor to undertake works. <b>Nov 2025:</b> Contractor engaged and looking to hold early discussions with Council in Dec/January. <b>April 2026:</b> Workshop to be presented to Council on 20 May 2026 by UpNorth- with updates to the Planning Scheme	In progress	
Council Meeting	February	2026	RISE Meeting	Chief Executive Officer to contact RISE to ascertain details around fees to support small business establishment	CEO	<b>May 1st 2026</b> - Meeting set with RISE Management	In progress	
Council Meeting	June	2025	RISE - Recruitment	CEO to meet with RISE to ensure recruitment process provides post recruitment feedback to candidates.	CEO	<b>May 1st 2026</b> - Meeting set with RISE Management	In progress	
Council Meeting	September	2025	Men's Shed	CEO to action capital works at the Men's Shed to make it fit for purpose	CEO	Inspection of building by CEO on 23/4/26	In progress	
Council Meeting	December	2025	Vulnerable Individuals	EMRIES to have discussions with Cr Stafford in relation to yard clean up of vulnerable individuals by Council	EMRIES	To be scheduled with new permanent EMRIES	Open	
Council Meeting	December	2025	Grants Management Reporting	Grants Management Reporting	CEO	CEO to include for presentation in the May 2026 OM.	In progress	
Council Meeting	December	2025	Women's Shelter	CEO and Paula Auld to take steps to gain back accreditation for the women's shelter & ensure staff are adequately trained.	CEO & EMCS		In progress	
Council Meeting	December	2025	Aged Care	CEO and Paula Auld to engaged contractor for aged care reporting.	CEO & EMCS	Reporting getting completed	In progress	
Council Meeting	December	2025	Centrelink	CEO and Paula Auld to take steps to find a resolution to IT issues for Centrelink services delivery	CEO & EMCS	Centrelink sending new modem out.	In progress	
Council Meeting	January	2026	Air Travel	CEO to investigate why there seem to be limited Local Fare Scheme seats on flights to and from Kowanyama.	CEO		In progress	
Council Meeting	January	2026	Housing	EMRIES to ascertain if the 16 houses set for demolition can be repurposed	EMRIES	2 houses have been assessed only - 16 are being built by GEH - awaiting pricing for proposed relocation methodology. March 2026: Scope of works has been sent for pricing to suitable contractors for budget and feasibility. Pricing received by 1 of 3 Contractors to date.	In progress	
Council Meeting	January	2026	Grants Management Reporting	CEO to provide report of Grants Management	CEO	To be included for presentation in the May 2026 OM.	In progress	
Council Meeting	February	2026	Access Track Barrier	EMRIES to investigate feasibility of constructing a barrier that can be locked/unlocked by council for maintenance along Magnificent Creek access track starting at the council building and ending at 45C Chapman Rd.	EMRIES	Quoting underway to install steel boom gates that can be locked when not in use.	In progress	
Council Meeting	February	2026	Licenses and ID	CEO to ascertain if Licensing and identification cards can be done by QLD Transport in Kowanyama	CEO	Indigenous DLU in community May 26 - 28. List of services emailed to meeting participants.	In progress	
Council Meeting	March	2026	Local Laws	Governance to assist in coordination of Community session on Local Laws.	EMCFS	<b>April 2026:</b> Governance team seeking direction from CEO and Councillors for appropriate date - as May schedule did not align and has been cancelled.	In progress	

Council Meeting	March	2026	Vehicle Use	EMRIES to investigate measures to prevent the use of council vehicles for transporting employees' family members or friends, particularly in situations where seatbelts are not utilised.	EMRIES	Meeting conducted with Teletrac in respect out of hours useage, total KM weekly travel, exit and re-entry from town geofence and unknown driver reports. Reports to be compiled for review.	In progress	
Council Meeting	March	2026	Feasibility - Mag creek	EMRIES to investigate feasibility of constructing a barrier that can be unlocked/locked by Council for maintenance along Magnificent Creek, behind the Council building through to 45C Chapman Rd	EMRIES	To be reviewed from previous actions.	Open	
Council Meeting	March	2026	Signage	EMRIES to erect signage re crocodile awareness at waterways	EMRIES	To be reviewed.	Open	

## 4.2.1 – Info Report

Title:	CEO Update
Author:	Chief Executive Officer
Meeting Date:	28 April, 2026

### Executive Summary

To provide Council with an update of activities undertaken by Chief Executive Officer, Alan Neilan following the Ordinary meeting on March 23, 2026.

### Key points

- **Executive Management Teams meeting occurs each Monday morning.**
  - 25-26 March 26 LGAQ Summit, Brisbane
  - 27 March 26 LGMA CEO Forum, Brisbane
  - 30 March 26 Meeting with Department of Families, Seniors, Disability Services and Child Safety in relation to proposed Neighbourhood Centre
  - 31 March 26 Meeting with State Library of QLD discussion funding for IKC
  - 2 April 26 QLD State Library Digital Inclusions Program Evaluation
  - 6 April 26 Meeting with Cape York Institute regarding planning and community engagement
  - 7 April 26 Internal strategic meetings regarding AEA
  - 7 April 26 Meeting with FNQ Connect
  - 8 April 26 Inspect Council pound facilities
  - 9 April 26 Internal Governance briefings
  - 9 April 26 Cairns DDMG Extraordinary Meeting regarding potential cyclone
  - 10 April 26 Fuel update meeting with QLD Government
  - 11 April 26 Cairns DDMG Extraordinary meeting regarding potential cyclone
  - 13 April 26 TCICA housing and land tenure steering working group
  - 13 April 26 Cairns DDMG Extraordinary meeting regarding potential cyclone
  - 13 April 26 Women's shelter inspection with EMCS
  - 15 April 26 Meeting with internal staff, AEA Secretary and Councillors regarding Memorandum of Understanding
  - 16 April 26 FNHH meetings regarding leasing agreements and tenancy management
  - 16 April 26 Meetings to discuss EMRIES program delivery with Interim EM
  - 20 April 26 In person meetings with QLD Department of Families, Seniors, Disability Services and Child Safety
  - 21 April 26 Discussions with program manager of NDIS provider – Golden Fern
  - 21 April 26 TCICA discussions regarding Remote Indigenous Land and Infrastructure
  - 22 April 26 Inspection of Men's Shed
  - 22 April 26 Discussions with Department of Education regarding proposed employment expo for youth
  - 22 April 26 Interview with RMIT regarding 'Mapping the Digital Gap'
  - 23 April 26 Stakeholders March/April meeting
  - 23 April 26 Oriners-Sefton fire planning session
  - 24 April 26 Virtual NWQROC meeting

#### 4.2.2 – Info Report – Administration, Contractor’s Camp and Training Centre

Title:	CEO Update
Author:	Chief Executive Officer
Meeting Date:	28 April, 2026

##### **Executive Summary**

To provide Council with an update of activities undertaken in Administration, Contractor’s Camp and Training Centre in March 26.

##### **Key points :**

##### **Admin Office**

- Successfully relocated into the new office space
- Commenced diesel fuel sales through Council operations
- Working through TMR Audit – Local Fare Scheme (significant and detailed process)
- Delivered training to admin staff on Local Fare procedures to reduce errors and improve compliance for future audits
- Continued day-to-day front counter operations, including community enquiries and service support
- Provided ongoing support and troubleshooting for Local Fare bookings and processing
- Assisted with general administrative functions across departments as required
- Reviewed and organised filing systems following office relocation

##### **Contractors Camp**

- Maintained 16 long-stay guests throughout March
- Completed weekly cleaning for all occupied long-stay rooms
- Managed guest check-ins, departures, and room allocations
- Responded to maintenance requests and coordinated repairs where required
- Ensured linen turnover and stock levels were maintained
- Continued monitoring occupancy and availability

##### **Training Centre**

- Requested advertisement for a new cleaner following one retirement and internal staff movement to Contractors Camp/Admin
- 7 rooms remain closed due to maintenance requirements
- Shared kitchen requires major repairs
- Continued basic upkeep and monitoring of facilities despite limited staffing

#### 4.3.1.a – Information Report

Title:	Governance Monthly Update
Author:	A/ Manager Governance
Meeting Date:	28 April 2026

#### Key Items

##### **Annual Operational Plan Progress Report (2025/26)**

Q3 Update report **attached**.

##### **Cultural Vault ILUA**

Per March 2026 Agenda Report item 4.3.2.a – Cultural Vault ILUA has now been signed and pending NNTT registration.

##### **Neighbourhood Centre ILUA**

First meeting between Council and AEA's lawyers has occurred. Draft ILUA will now be produced. Awaiting project scope and initial designs from the State proponent.

##### **AEA MOU**

Meeting was held between Councillors and AEA Board Members Wed 15 April 2026. Matters now being progressed in line with agreements reached and directions provided therein. Cattle Muster to be progressed per instructions.

##### **Carbon**

By Council resolution in January's OM – Tropical Forest Tree were appointed exclusive provider of fire services for the Carbon Abatement Project at Oriners and Sefton for the 2025 and 2026 fire seasons. Contract now signed for 2026 and 2027 seasons.

Offsets Report signed by CEO and submitted to Clean Energy Regulator 13 March 2026. ACCUs now generated (42,002). Competitive bids now being sought with settlement expected prior to 30 June 2026.

##### **Councillor Registers of Interest**

Councillors are reminded of their duty to disclose any material changes to their personal circumstances via updated ROI. The Governance team is available to assist.

END

**Attachment 1:**

- Q3 Update Annual Operational Plan Progress Report (2025/2026)



## ANNUAL OPERATIONAL PLAN PROGRESS REPORT – Q3 FY 2025- 2026 (1 January 2026 – 31 March 2026)

### Office of the CEO

CEO Office				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Corporate Plan	CEO Office Governance	Council has reviewed and refreshed the 2024 – 2029 Corporate Plan by 31 December 2024	Councillor update session Councillor Community Consultation Adopted refreshed Coporprate Plan	100%	100%	100%		
Carbon Abatement Project	CEO Office	Council Continues Abatement	Council maintains compliance obligations with clean energy regulations Budget compliance	100%	100%	100%		
Carbon Land Restoration Fund Feasibility Study	CEO Office	Council undertakes a feasibility study into the viability of moving to LRF and makes formal resolution	Feasibility study presented to Council Council resolution	50%	100%	100%		
Cattle Company	CEO Office	Council continues to destock and sell its cattle across both PICs	Council maintains compliance obligations with LPA Budget compliance Explore mutually beneficial partnerships (i.e., AEA MOU)	100%	100%	100%		
AEA MOU	CEO Office	Council continues to destock and sell its cattle across both PICs	MOU Signed MOU objectives achieved / implemented	100%	100%	100%		
Long-term Strategic Infrastructure Projects	CEO Office	Council has a capital prioritisation strategy and program for new assets that are funded by grants opportunities	Develop Strategy Develop a List of Assets Reference Asset Management Plans Apply Strategy	20%	20%	20%		
Oriners & Sefton Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for operations at Oriners and Sefton Stations	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership) Native Title	100%	100%	100%		
Trustee Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for Trustee management of the Kowanyama DOGIT	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership)	100%	100%	100%		
Council of Elders Advisory Committee	CEO Office	Council has an active and productive committee that provides guidance for community priority issues	Hold meetings in accordance with the Terms of Reference Undertake annual review of Terms of Reference (and membership)	20%	25%	25%		
Grants Management Framework	CEO Office	Council has a framework in place to define when Council applies for grants, how that is communicated, how it will be managed, and Council's performance for all grants.	Develop framework Implement framework	50%	75%	75%		

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Corporate Services & Finance								
Corporate Services & Finance				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Asset Management Plans	Finance EMRIES	Complete Council Wide Asset Management Plan	Initial Organisational Wide Asset Management Plan based on Asset Register Water Sub-Plan Sewerage Sub-Plan Urban Roads Sub-Plan Buildings Sub-Plan	30% n/a n/a n/a n/a	30% n/a n/a n/a n/a	30% n/a n/a n/a n/a		Governance & Finance are developing a Strategic Asset Management Framework to cover all non-current Property, Plant & Equipment asset classes
Finance System	Finance	Identify alternate Finance System to align with Council requirements	Define system requirements to meet Council needs Investigate software/system options available Select system Develop an implementation plan Implement System and "Go Live"	0% 0% 0% 0% 0%	0% 0% 0% 0% 0%	5% 50% 0% 0% 0%		Data is being collected regarding systems used by other LG's
Electronic Payroll and HR System	Human Resources	Identify and implement a new payroll and HR system to align with Council requirements, enhancing efficiency, accuracy, compliance, data management, and employee experience throughout the employee lifecycle.	Investigate and Select System Develop and finalise an implementation plan including user training program Implement System within agreed timeframe Go Live	100% 100% 100% 85%	100% 100% 100% 100%	100% 100% 100% 100%		
Employee Retention Strategy	Human Resources	Develop strategy to reduce employee turnover, prevent attrition, increase retention and employee engagement	Review of Council's recruitment and induction processes Develop and implement Employee Award Program Review of Staff Housing entitlements	0% 0% 0%	0% 0% 0%	30% 0% 0%		Finalising Employment Hero Go Live prior to commencing this project.
Education (15-18 years)	Human Resources	School based Apprenticeship & Traineeship Program	Develop Apprenticeship Traineeship program for 15 – 18-year-old students Develop post-school support for student who do not complete program while at school.	0% 0%	0% 0%	0% 0%		Finalising Employment Hero Go Live prior to commencing this project.
Community WiFi	Information, Communications & Technology	Implementation of Community WiFi	Research and identify suitable grants for community WiFi projects. Identify Strategic WiFi locations around community Implement Community WiFi Utilise as possible extra network carrier for Council Measure community satisfaction and utilisation of the Community WiFi service.	100% 100% 100% 100% 100%	100% 100% 100% 100% 100%	100% 100% 100% 100% 100%		Project has now been completed.
CCTV (Community Safety Plan)	Information, Communications & Technology	Implement and maintain an expanded CCTV platform, in line with Community Safety Plan and Current CCTV Policy	Carryout audit and provide recommendations Implement CCTV in accordance with Safety Plan Review to ensure compliance obligations are met	30% 0% 0%	40% 0% 0%	70% 0% 0%		Submitted application for Government Grants and Subsidies Program. Entag/Verkada attended community, conducted coverage map.
Records Management Disposal Strategy	Information, Communications & Technology	Council has a working disposal program implemented for records	Investigate strategies for outsourcing Develop plan Implement Digitise documents	40% 30% 0% 0%	80% 80% 5% 5%	100% 100% 80% 5%		Insentra has been contracted to implement Ava Point (SharePoint data classification and retention). Data magement application design complete. UAT commencing 14 APR. GRACE storage contacted and quote prepared to classify and assign retention dates to paper document holdings.
Cybersecurity and Fraud Training	Information, Communications & Technology	Conduct cybersecurity training for staff	Decrease likelihood of reported security incidents by providing a combination of online learning materials and group training exercises. Conduct follow-up assessments to measure knowledge retention and awareness improvement. Increase in the adoption of secure practices by staff members.	35% 0% 0%	75% 0% 0%	90% 30% 30%		CultureV8 'Mob Safe Online' campaign under the QLD GOV Act Now, Stay Safe program and funding. Progress report submitted to Dept of Home Affairs

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			Improve incident response time and minimize the impact of security breaches	0%	0%	30%		
SharePoint Redevelopment Project	Information, Communications & Technology	Restructure SharePoint and implement operational structure	Develop a new information architecture for SharePoint including a Roadmap Migration of all existing data and documents to the new structure. Document and communicate the naming conventions for SharePoint sites, libraries, and files. Train and educate staff on the new SharePoint structure and features.	5%	10%	20%		Business Classification Schedule to be developed in collaboration with Insentra. BCS to be used for Ava Point data retention automation
Transition from Hybrid Active Directory to Modern 365 Cloud	Information, Communications & Technology	Transition to Microsoft 365 and Azure Entra ID cloud	Plan and execute the migration of onsite Active Directory, email and collaboration services to Microsoft 365. Implement Azure Active Directory Entra ID for centralized user management. Implement Mobile Device Management Train and support staff where required	100%	100%	100%		Project has now been completed.
WH&S	Workplace Health and Safety	Workplace Health and Safety Framework	Develop and implement a Workplace Health & Safety framework (including Safety Management System) Monitor and review framework (6-12-month ongoing cycle)	50%	65%	75%		Policies and procedures developed. Implementation at foundation stage. WHSMS software developed, currently training and implementing. QR code incident reporting training completed with most staff, Started producing SOPs, SWMS, safety documents per department.
Drug and Alcohol Testing	Workplace Health and Safety	Regular scheduled and RTW drug and alcohol testing in Kowanyama and Cairns workplaces	4 inspections annually in Kowanyama and Cairns	25%	50%	75%		Completed 3 scheduled tests. reviewing Policy and Procedure and RTW program. Developed and implemented updated letters for new situations that have arisen.. New processes being drafted to store on Employment Hero.
New Planning Scheme	Governance	Council has a current planning scheme by 30 June 2024	Complete associated studies for the planning scheme Develop a new scheme Community consult process State approval Adopted planning scheme	0%	25%	25%		Consultants engaged and initial discussions commenced.
State Compliance Checklist	Governance	Council is compliant with all compliance obligations per the States compliance checklist, which is defined by the Local Government Act and Regulation.	Review checklist Review and adopt all associated policies Compliance checklist is signed off by EMT	100%	100%	100%		Review performed by Governance in September 2025. Governance undertaking Policy and Procedure review

## ANNUAL OPERATIONAL PLAN PROGRESS REPORT – Q3 FY 2025- 2026 (1 January 2026 – 31 March 2026)

Roads, Infrastructure and Essential Services								
Roads, Infrastructure and Essential Services				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Fleet Replacement Program	EMRIES	Council has a program to replace its fleet with a prioritisation strategy	Audit of all fleet is complete.	100%	100%	100%		Schedule to be rolled out under new contract for workshop operator in July 2026 25/26 Vehicle capex closed – in line with budget
			Programmed maintenance and cyclical replacement strategy	25%	30%	40%		
			Appropriate priority vehicles purchased	50%	100%	100%		
Council Building renewal program	Building Management	Council has a program of capital renewal for council buildings based on the Asset management Plan	Each function of Council has been reviewed	75%	75%	100%		Extensive maintenance has been undertaken year to date. Further properties identified have been scoped and costed for 26/27 budget building  Inspection and maintenance schedules are completed and implemented
			Life cycle planning	15%	15%	25%		
			Cyclical maintenance program in place	25%	50%	100%		
Community Housing	Building Management	Responsible management of repairs, maintenance and upgrades of existing assets, compliance with regulator requirements and undertaking of works in line with contracts	Receive, allocate and program works within nominated QBuild contract timeframes	100%	100%	100%		Completed with a huge reduction in aged jobs – reduced from 200+ to under 30.  Apprentice plumber has been employed – local carpenter advert is live Budget estimates are on track.
			Timely completion of internal works	75%	75%	100%		
			Re-establishment of local workforce across all trades	25%	25%	35%		
			Revenue in line with agreed profit margins	100%	100%	100%		
Recovery works	Roads	Funded recovery and betterment works are completed within QRA timelines for registered events	Project scoped, funding sourced and works complete.	50%	50%	100%		Multiple programs are underway at various stages of progress and completion
			Projects completed within budget.	100%	100%	100%		
			Projects completed within QRA and grant funding timelines	100%	100%	100%		
Drinking Water Improvements	Essential Services	To continue to meet the current QLD drinking water standards.	Implement suggested improvements per recent audit.	25%	50%	50%		50% design workshop held in Jan 26 – redesign based on HAZOP and opex workshops in Feb 26.
			Monitor and maintain drinking water standards through training and development of local workforce	100%	100%	100%		
			Engage and foster relationships with Regulatory departments	100%	100%	100%		
Airport Infrastructure	EMRIES	Ensure all airport infrastructure conforms to CASA requirements including fuel farm, runway, and PAL system. Upgrade apron, taxiway, and runway	Audits undertaken with suggested improvements implemented.	40%	50%	100%		CASA audit actions items closed out and approved by CASA Runway, taxi way and apron reseal works completed. Next phase projects in planning (Drainage, fencing, facility upgrades and fuel farm expansion)
			Funds secured, resilient design and upgrade projects substantially complete, within available funds	100%	100%	100%		
Town Streets	Roads	To Improve resilience of town streets with long term benefits	Complete Streets Upgrade and Resilience Design package	75%	100%	100%		Road safety program completed ahead of time and on budget
			Complete betterment and reconstructions in critical damaged areas	75%	100%	100%		Betterment projects completed ahead of time and on budget

## ANNUAL OPERATIONAL PLAN PROGRESS REPORT – Q3 FY 2025- 2026 (1 January 2026 – 31 March 2026)

Community Services and Cultural Heritage								
Community Services and Cultural Heritage				Q1 % Complete	Q2 % Complete	Q3 % Complete	Q4 % Complete	Progress comments
Project	Section	Objective	Performance Measures					
Community Safety Plan	EMCS	Council's next iteration of the Community Safety Plan is developed and implementation commenced within the restraints of financial resources.	Community Safety Plan is developed and adopted by Council Implementation of recommended outcomes commenced Funding sourced for relevant actions.	75% 0% 0%	75% 0% 0%	75%  0%		Plan completed and in design stage.
0 – 5 Education	Childcare / Early Years Hub	The development of education for children 0 – 5 years is fostered through Council led initiatives.	Development of an early year's program for the Kowanyama Early Education Hub. Implementation of the early year's program.	0% 0%	0% 0%	0% 0%		Nil response to recruitment for Early Years Co-ordinator. Discussions with CEO in joining responsibilities. Working closely with community connector from One Tree
Sport and Recreation Events	Sport & Recreation	Delivery of programs, initiatives and infrastructure that support increased participation in activities.	Sport and Recreation Strategy is developed and adopted by Council. Implementation of planned initiatives to support organised participation. Funding sourced for relevant infrastructure projects.	50% 0% 0%	50% 0% 0%	50%  0%		Draft due from consultant at end October. No movement due to lack of staff  Due to nil staff presence and engagement, no movement.
Aged Care Compliance	Aged Care	Council maintains a compliant and sustainable Aged Care Service.	Compliance with the federal government aged care standards is consistently maintained. Recommended continuous improvement initiatives and infrastructure are identified and implemented. Annual proactive routine maintenance is carried out. Explore options to divest the Aged Care Service to a specialist provider	95% 15% 25% 0%	85% 25% 50% 10%	85% 25% 85% 25%		Reporting is almost caught up. Forms and templates are being rolled out and introduced with the help of Barbara Schmidt, contracted by the Govt. Quotes being sourced for internal sprinkler system repairs. WH&S have advised this will be fixed in dry season. Maintenance carried out as identified. Meet with agency re outsourcing. Discussions to be had further with council and Dept.
Community Engagement / Events	Community Services and Events	Encourage and foster community engagement in local events to support and celebrate culture.	Development and implementation of a community events calendar.  Partnerships with Community Groups/Organisations are supported to facilitate cross-community messaging at relevant events.	50%  25%	25%  25%	25%  25%		2026 Calendar of events has been put on hold due to lack of staff, and reporting in all areas needing urgent attention. Ideas are starting to come up and being noted and will be discussed with new Exec Manager. Partnership opportunities are taken as they arise - Apunipima Health Expo, NAIDOC.
Women's Services	EMCS Community Services and Events	Council maintains an active and supportive Women's Program and Women's Shelter focussed on building the capacity and capability of community members.	Women's Shelter remains compliant with Human Services Quality Framework (HSQF) standards and requirements Development of an activity calendar for Women's Group to support and activate the community through regular events, and capacity-building meetings. The Women's Shelter is upgraded/renewed to improve safety and to support higher capacity of clients. Explore options to divest the Women's Shelter to a specialist provider.	95% 50% 5% 0%	50% 70% 5% 5%	0% 85% 5% 5%		Currently non compliant. Working with Dept to take appropriate steps for staff and area as a whole, to determine areas that are largely lacking compliance. Women's Group is successfully working through their wellness plan. Working within the funding guidelines, and with external consultant Dr. Amelia Britton.  With internal project manager to progress. Applying for funding for Shelter refurb  Need to hold discussions with CEO, Council and external entities

#### 4.3.1.b – Information Report

Title:	Finance Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	28 April 2026

#### Key Items

##### Financial Report March 2026

The monthly Finance report for the month of March 2026 has been prepared as at **Attachment 1**

- Key points from the March 2026 YTD report are as follows:
  - net operating result (before depreciation) is a \$865K profit, which is **\$3,300K** better than budget
  - actual net operating income is \$20,850K which is **\$685K** better than budget
  - actual operating expenditure is \$19,984K which is **\$2,615K** better than budget
  - Net profit/loss) (after depreciation) is \$8,054K loss, which is **\$4,810K** better than budget
  - Untied Cash Funds balance is \$24,055K

#### Recommendation:

That Council note the:

- Monthly Financial Report – March 2026

**Attachment 1:**

- Monthly Financial Report – March 2026





# Financial Report March 2026



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## Financial Report March 2026

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(all results are in \$)



## **Year to Date March 2026**

### **Finance Summary**

The YTD March 2026 financials show an actual loss of \$8,054,237 compared to a budgeted loss of \$12,864,311.

Favourable revenue variances arose for Concrete Sales \$1,449,788, General Purpose Financial Assistance Grant \$856,781, Interest Received \$230,178, Accommodation Revenue \$390,724 and Rental Income \$259,191. Additional favourable variances arose for Payroll costs \$3,144,068, mainly due to vacant positions, Depreciation \$1,513,862, IT costs \$308,527 due to the timing of various projects, Travel Expenses \$245,751 and Small Equipment purchases \$162,232. These favourable variances are partially offset by higher than budgeted Cost of Goods Sold \$1,108,729 mainly due to the higher volumes of concrete batching to date and higher Contractor and Consultant Costs \$819,760 partially due to the backfilling of vacant positions.

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 - 31/03/2026**

	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	694,642	628,000	66,642	628,000
Commissions & Fees Revenue	131,094	143,100	(12,006)	190,819
Aviation Landing Fees	305,391	431,244	(125,853)	575,000
Other Fees & Charges	0	3,744	(3,744)	5,000
Accommodation Revenue	1,223,161	832,437	390,724	1,109,920
Rental Income	859,185	599,994	259,191	800,000
Interest Received	1,010,172	779,994	230,178	1,040,000
Sale of Goods Revenue	3,719,367	804,427	2,914,940	1,039,250
Services Revenue	2,725,515	3,534,363	(808,848)	6,162,522
Aviation Fuel Revenue	566,897	487,494	79,403	650,000
Donations Received	5,000	15,000	(10,000)	15,000
Fuel Tax Credits	19,945	11,250	8,695	15,000
Other Income	209,100	150,000	59,100	200,000
Training Recoveries	0	75,000	(75,000)	100,000
Workcare Recoveries	32,234	0	32,234	0
State Government Grants - Operating	4,634,332	5,076,792	(442,460)	5,535,089
Commonwealth Government Grants - Operating	3,629,485	3,449,091	180,394	7,929,837
Other Grants - Operating	106,875	0	106,875	0
Internal Cost Recoveries - Sale of goods	5,783	1,305,738	(1,299,955)	1,741,000
Internal Cost Recoveries - Services	912,201	1,837,485	(925,284)	2,450,000
Profit on Asset Disposal	59,592	0	59,592	0
<b>Total Income</b>	<b>20,849,971</b>	<b>20,165,153</b>	<b>684,818</b>	<b>30,186,437</b>
<b>Less Expenses</b>				
Cost Of Goods Sold	3,168,046	2,059,317	(1,108,729)	2,745,784
Stock Adjustments & Stocktake variances	9,394	11,250	1,856	15,000
Wages - Permanent Staff	5,789,026	8,722,149	2,933,123	11,600,434
Superannuation	646,239	1,036,328	390,089	1,378,513
Recruitment & Relocation	99,550	108,747	9,197	145,000
Workers Compensation	136,637	201,859	65,222	269,354
Staff Education & Training	40,356	135,711	95,355	181,020
FBT	25,686	11,250	(14,436)	15,000
Training and Workcare Costs - recoverable	0	5,616	5,616	7,500
Employee Assistance Program	431	1,872	1,441	2,500
Audit Fees	77,891	86,238	8,347	115,000
Admin Expenses	8,002	9,747	1,745	13,000
Advertising Costs	4,460	28,863	24,403	38,500
Memberships & Subscriptions	91,070	94,572	3,502	126,150
Postage & Stationery	11,553	23,517	11,964	31,450
Staff Amenities	21,192	40,653	19,461	54,300
Hcp Purchased Goods	24,893	14,994	(9,899)	20,000
MV Expenses - Fuel	133,852	169,089	35,237	225,350
MV Expenses - Registration	11,063	11,700	637	15,650
MV Expenses - Running Costs	0	1,872	1,872	2,500
R&M - MV Expenses	172,599	255,684	83,085	341,000
Plant Fuel & Oil Expenses	0	369	369	500
Plant Hire	2,348	3,744	1,396	5,000
Consultants	282,319	580,572	298,253	774,165

**Kowanyama Aboriginal Shire Council**  
**Profit & Loss**  
**Period ending - 31/03/2026**

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	\$	\$	\$	\$
Contractors	4,681,512	3,563,589	(1,117,923)	4,766,587
Legal Expenses	62,573	89,991	27,418	120,000
Accountancy Fees	91,700	90,000	(1,700)	120,000
Computer, IT & Network	407,312	715,839	308,527	954,500
Telephone, Fax & Printers	220,653	181,197	(39,456)	241,700
Cleaning	70,340	54,999	(15,341)	73,440
Freight	240,863	188,987	(51,876)	235,464
Security	9,321	14,994	5,673	20,000
Catering	121,194	173,036	51,842	214,150
Donations	190,000	111,250	(78,750)	115,000
Safety Equipment	13,797	63,306	49,509	84,500
Protective Clothing/Uniforms	28,697	64,881	36,184	86,600
Consumables/Materials	482,614	542,718	60,104	707,314
Electricity	353,514	390,762	37,248	521,106
Small Tools, Equipment And Furniture	272,680	435,312	162,632	580,500
Portable & Attractive Assets	0	28,167	28,167	37,600
Capital Assets expenditure	37,275	0	(37,275)	0
R&M - Roads & Infrastructure	0	7,497	7,497	10,000
R&M - Buildings	218,685	548,574	329,889	731,500
R&M - Plant & Equipment	406,895	410,562	3,667	547,500
R&M - Other	220,322	19,107	(201,215)	25,500
Travel Exps - Accommodation	45,644	115,206	69,562	153,700
Travel Exps - Airfares	140,949	259,668	118,719	333,500
Travel Exps - Car Hire/ Taxi/ Km'S	8,907	39,375	30,468	52,595
Travel Exps - Meals & Incident	92,245	119,247	27,002	159,050
Rent	100,968	109,116	8,148	145,500
ATM & Eftpos Fees, Bank Charges & Interest	21,854	37,494	15,640	50,000
Insurance	189,136	180,000	(9,136)	240,000
Bad Debts Written Off	92	0	(92)	0
Fees & Charges	60,524	15,741	(44,783)	21,000
Licences	2,610	6,813	4,203	9,100
Rates & Taxes	39,550	29,997	(9,553)	40,000
Internal Cost Charges - Sale of Goods & Services	395,427	620,718	225,291	817,728
Internal Cost Allocation - Wages	0	(244,366)	(244,366)	(325,000)
<b>Net Operating Expense</b>	<b>19,984,459</b>	<b>22,599,490</b>	<b>2,615,031</b>	<b>30,012,803</b>
<b>Net Operating Profit / (Loss)</b>	<b>865,512</b>	<b>(2,434,337)</b>	<b>3,299,849</b>	<b>173,634</b>
Depreciation	8,916,112	10,429,974	1,513,862	13,906,723
Loss on Reval of Finance Leases & Sale of Assets	3,638	0	(3,638)	0
<b>Net Profit / (Loss)</b>	<b>(8,054,237)</b>	<b>(12,864,311)</b>	<b>4,810,074</b>	<b>(13,733,089)</b>



**Net Operating Results by Program**

Office of the CEO					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Untied Funding Programs</b>					
Kowanyama Office	Deficit	(\$446,550)	(\$563,710)	\$117,160	(\$750,453)
Councillor Costs	Deficit	(\$405,735)	(\$488,352)	\$82,617	(\$650,142)
General Council	Deficit	(\$3,976,655)	(\$5,078,619)	\$1,101,964	(\$6,978,875)
Arthur Beetson - Legends	Deficit	(\$210,762)	(\$200,000)	(\$10,762)	(\$200,000)
KASC Events	Deficit	(\$13,130)	(\$48,750)	\$35,620	(\$65,000)
Carbon Farming	Deficit	(\$348,446)	(\$295,339)	(\$53,107)	\$785,510
Cleaning Services	Deficit	(\$65,281)	(\$175,245)	\$109,964	(\$233,146)
Kowanyama Culture & Research Centre	Deficit	(\$61,631)	(\$112,479)	\$50,848	(\$149,731)
Accommodation Facilities	Surplus	\$858,159	\$391,930	\$466,229	\$523,284
<b>Subtotal - Untied Funding Programs</b>		<b>(\$4,670,032)</b>	<b>(\$6,570,564)</b>	<b>\$1,900,532</b>	<b>(\$7,718,553)</b>
<b>Tied Funding Programs</b>					
Neighbourhood Centre ILUA	Deficit	(\$7,916)	\$0	(\$7,916)	\$0
Future Housing Supply Strategy CHSP 2025-26 HSP1 0005	Surplus	\$112,000	\$0	\$112,000	\$0
<b>Subtotal - Tied Funding Programs</b>		<b>\$104,085</b>	<b>\$0</b>	<b>\$104,085</b>	<b>\$0</b>
<b>TOTAL Office of the CEO</b>	<b>Deficit</b>	<b>(\$4,565,947)</b>	<b>(\$6,570,564)</b>	<b>\$2,004,617</b>	<b>(\$7,718,553)</b>

Revenue is higher than budget for Interest Received \$230k, Accommodation Facilities \$392k and Rates and Levies \$67k. The balance of the variance is mainly due to the timing of revenue and expenditure against budget phasing.

Corporate & Financial Services					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
<b>Untied Funding Programs</b>					
Cairns Office & Finance	Deficit	(\$762,641)	(\$849,527)	\$86,886	(\$1,131,308)
Human Resources	Deficit	(\$557,709)	(\$616,550)	\$58,841	(\$821,071)
Governance	Deficit	(\$374,079)	(\$637,832)	\$263,753	(\$807,634)
Information, Communications & Technology	Deficit	(\$620,291)	(\$1,068,981)	\$448,690	(\$1,424,377)
Purchase Store	Deficit	(\$268,693)	(\$336,481)	\$67,788	(\$433,109)
Blue Cafe	Deficit	(\$1,171)	\$0	(\$1,171)	\$0
Kowanyama Cattle Co	Surplus	\$179,038	\$89,512	\$89,526	\$86,000
FAGS - General Purpose	Surplus	\$1,688,090	\$831,309	\$856,781	\$4,433,649
Indigenous Councils Funding Program (Icfp)	Surplus	\$3,700,595	\$3,699,590	\$1,005	\$3,699,590
<b>Subtotal - Untied Funding Programs</b>		<b>\$2,983,139</b>	<b>\$1,111,040</b>	<b>\$1,872,099</b>	<b>\$3,601,741</b>
<b>Tied Funding Programs</b>					
Cyber Security Awareness Support For Vulnerable Groups	Deficit	(\$6,005)	(\$17,000)	\$10,995	(\$17,000)
RMIT Mapping The Digital Gap	Surplus	\$27,469	\$0	\$27,469	\$0
Planning Scheme Amendments - Scheme Supply Fund 2024-26	Surplus	\$30,000	\$0	\$30,000	\$0
<b>Subtotal - Tied Funding Programs</b>		<b>\$51,464</b>	<b>(\$17,000)</b>	<b>\$68,464</b>	<b>(\$17,000)</b>
<b>TOTAL Corporate &amp; Financial Services</b>	<b>Surplus</b>	<b>\$3,034,603</b>	<b>\$1,094,040</b>	<b>\$1,940,563</b>	<b>\$3,584,741</b>

The Financial Assistance Grant received to date is \$857k 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	\$43,594	(\$140)	\$43,734	\$0
Community Bus	Deficit	(\$3,344)	(\$60,918)	\$57,574	(\$81,095)
Mp Sport & Rec Facility	Deficit	(\$109,923)	(\$107,816)	(\$2,107)	(\$143,613)
Post Office	Deficit	(\$125,089)	(\$156,910)	\$31,821	(\$208,549)
NAIDOC	Deficit	(\$55,692)	(\$71,000)	\$15,308	(\$71,000)
Hcp/Medicare Payments For Aged Care	Surplus	\$86,944	\$52,864	\$34,080	\$70,465
Meals On Wheels (MOW)	Deficit	(\$59,523)	\$9	(\$59,532)	\$0
Aged Care CHSP	Deficit	(\$61,286)	\$24,369	(\$85,655)	\$33,084
Aged Care Rent	Surplus	\$18,040	\$6,003	\$12,037	\$8,000
<b>Subtotal - Untied Funding Programs</b>		<b>(\$266,279)</b>	<b>(\$313,539)</b>	<b>\$47,260</b>	<b>(\$392,708)</b>
<b>Tied Funding Programs</b>					
IAS RIBS	Deficit	(\$43,781)	\$3,483	(\$47,264)	\$4,632
Dept Of Emergency Services	Surplus	\$4,406	(\$4,860)	\$9,266	(\$6,500)
DETE Childcare	Deficit	(\$55,638)	(\$247)	(\$55,391)	(\$0)
DETE Vacation Care	Surplus	\$0	(\$3)	\$3	(\$0)
Child Care Hub Establishment	Deficit	(\$81,695)	(\$119)	(\$81,576)	(\$0)
Get Ready Queensland	Deficit	(\$2,755)	\$9	(\$2,764)	\$0
NIAA Kowanyama Playgroup	Deficit	(\$46,418)	(\$197)	(\$46,221)	\$0
IAS Sport & Rec	Deficit	(\$45,202)	(\$115)	(\$45,087)	(\$0)
Deadly Active Sport & Rec Program	Surplus	\$26,782	(\$210)	\$26,992	(\$0)
Kowanyama Men's Shed Operating Grant	Deficit	(\$9,121)	(\$38,723)	\$29,602	(\$51,556)
Doha Njcp 279	Surplus	\$496,332	\$106,304	\$390,028	(\$74,137)
Womans Shelter	Deficit	(\$126,529)	(\$730)	(\$125,799)	(\$0)
Women'S Meeting Place	Deficit	(\$161,086)	(\$96,141)	(\$64,945)	(\$127,425)
Ndia Community Connector Services	Surplus	\$779	\$0	\$779	\$0
Community Toolbox	Deficit	(\$7,393)	(\$13,473)	\$6,080	(\$17,964)
Queensland Community Support Scheme (Qcss)	Surplus	\$7,405	\$13	\$7,392	(\$1)
Chde Financial Emergency Relief Program	Surplus	\$1,481	\$0	\$1,481	\$0
Community Child Care Fund Restricted Program Expansion (CCCFR)	Deficit	(\$753,931)	(\$269,262)	(\$484,669)	(\$359,020)
Chde - Disaster Emergency Relief	Surplus	\$0	\$0	\$0	\$0
Our Learning Our Way	Surplus	\$0	(\$74,988)	\$74,988	(\$100,000)
Local Decision Making Body (LDMB)	Deficit	(\$12,472)	\$0	(\$12,472)	\$0
Health & Wellbeing Planning Activities	Deficit	(\$75,315)	(\$56,250)	(\$19,065)	(\$75,000)
Growing Indigenous Knowledge Centre	Deficit	(\$20,395)	\$0	(\$20,395)	\$0
The Future Is In Your Hands	Deficit	(\$22,000)	(\$51,174)	\$29,174	(\$68,254)
Get Ready Kowie Kids (Frrr)	Surplus	\$25,000	\$0	\$25,000	\$0
<b>Subtotal - Tied Funding Programs</b>		<b>(\$901,544)</b>	<b>(\$496,683)</b>	<b>(\$404,861)</b>	<b>(\$875,225)</b>
<b>TOTAL Community Services &amp; Cultural Heritage</b>	<b>Deficit</b>	<b>(\$1,167,824)</b>	<b>(\$810,222)</b>	<b>(\$357,602)</b>	<b>(\$1,267,933)</b>

Untied funding favourable variances arose for Centrelink and Community Bus mainly due to lower wages and Aged Care revenue received for prior financial year being \$64k higher than estimated. 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.



**Net Operating Results by Program**

**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 (\$4,334,613)	(\$4,587,813)	\$253,200	(\$6,116,315)
Building/ Carpenters	Deficit (\$551,059)	(\$524,258)	(\$26,801)	(\$696,599)
Electrician	Deficit (\$105,589)	(\$228,492)	\$122,903	(\$303,970)
Essential Services	Deficit (\$1,150,300)	(\$1,340,999)	\$190,699	(\$1,786,591)
Parks & Gardens	Deficit (\$512,121)	(\$1,014,080)	\$501,959	(\$1,349,185)
Roads	Deficit (\$48,988)	(\$110,216)	\$61,228	\$279,867
Workshop	Deficit (\$139,491)	(\$106,497)	(\$32,994)	(\$142,000)
Swimming Pool	Deficit (\$146,417)	(\$136,102)	(\$10,315)	(\$181,380)
Heavy Plant	Surplus \$350,614	\$772,893	(\$422,279)	\$1,030,500
Road Contractors Camp	Surplus \$77,083	(\$5,607)	\$82,690	(\$7,500)
Airport	Deficit (\$63,274)	(\$26,987)	(\$36,287)	(\$35,139)
Batching Plant	Surplus \$531,629	\$91,863	\$439,766	\$122,466
QBuild Upgrade Program	Surplus \$212,630	\$458,397	(\$245,767)	\$611,185
QBuild R&M Program	Surplus \$332,147	\$395,676	(\$63,529)	\$527,571
<b>Subtotal - Untied Programs</b>	<b>(\$5,547,750)</b>	<b>(\$6,362,222)</b>	<b>\$814,472</b>	<b>(\$8,047,090)</b>
<b>Tied Funding Programs</b>				
QRA Counter Disaster Operations (CDO)	Surplus \$138,760	\$0	\$138,760	\$0
Enhancing Local Government Biosecurity Capacity (ELGBC)	Deficit (\$27,382)	\$0	(\$27,382)	\$0
Qld Health Public Health	Deficit (\$40,154)	(\$88,216)	\$48,062	(\$117,120)
Nest To Ocean	Surplus \$6,150	\$0	\$6,150	\$0
Daff - Indigenous Rangers Coastal Clean Up	Deficit (\$8,988)	\$0	(\$8,988)	\$0
Indigenous Rangers	Surplus \$37,778	(\$49,745)	\$87,523	(\$64,713)
Land & Sea Women Rangers Program	Surplus \$86,517	(\$152,370)	\$238,887	(\$202,419)
<b>Subtotal - Tied Funding Programs</b>	<b>\$192,681</b>	<b>(\$290,331)</b>	<b>\$483,012</b>	<b>(\$384,253)</b>
<b>TOTAL Road, Infrastructure &amp; Essential Services</b>	<b>Deficit (\$5,355,069)</b>	<b>(\$6,652,553)</b>	<b>\$1,297,484</b>	<b>(\$8,431,343)</b>

Untied funding unfavourable variances arose for Heavy Plant (\$422k) mainly due to lower recoveries than budgeted QBuild programs (\$309k) mainly due to lower volumes of work completed to date and timing of upgrades. These are partially offset by favourable variances for Council Houses & Buildings \$253k which is due to a favourable variance of \$411k for depreciation partially offset by higher contractor costs, Essential Services \$191k due to lower depreciation, and Parks & Gardens \$502k and Electrician \$123k mainly due to lower wages. In addition a favourable variance arose for the Batching Plant \$440k due to higher volumes of concrete batched. 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.

<b>TOTAL NET OPERATING RESULT</b>	<b>Deficit</b>	<b>(\$8,054,237)</b>	<b>(\$12,939,299)</b>	<b>\$4,885,062</b>	<b>(\$13,833,089)</b>
-----------------------------------	----------------	----------------------	-----------------------	--------------------	-----------------------

Capital	Deficit	(\$8,922,035)	(\$2,214,500)	(\$6,707,535)	(\$2,214,500)
<b>TOTAL NET CAPITAL RESULT</b>	<b>Deficit</b>	<b>(\$8,922,035)</b>	<b>(\$2,214,500)</b>	<b>(\$6,707,535)</b>	<b>(\$2,214,500)</b>

<b>TOTAL NET RESULT</b>	<b>Deficit</b>	<b>(\$16,976,273)</b>	<b>(\$15,153,799)</b>	<b>(\$1,822,474)</b>	<b>(\$16,047,589)</b>
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CAPITAL PROJECTS SCHEDULE as at 31/03/2026

Project	PROJECT BUDGET				GRANT FUNDING				EXPENDITURE			Total project expenditure including commitments to 31/03/2026	Remaining Budget available as at 31/03/2026
	Project Funding - Grant	Project Funding - Grant (variations)	Project Funding - COF	Project Total Budget	Grants Received upto 30/6/25	Grants Received 2025/26	Grants balance not yet received	Expenditure to 30/6/25	Expenditure 2025/26	Commitments 2025/26			
	a	b	c	d = (a + b + c)	e	f	g = (a + b - e - f)	h	i	j	k = (h + i + j)		
Remote Housing Program - round 1	2,139,037	485	0	2,139,522	1,925,134	235,294	(20,905)	2,139,522	0	0	2,139,522	0	
Remote Housing Program - round 2	4,515,679	0	0	4,515,679	4,084,111	0	451,568	3,793,091	0	0	3,793,091	714,422	
Subdivision Stage 1B	3,051,953	0	0	3,051,953	2,746,758	0	305,195	2,855,936	509,689	19,750	3,385,376	(333,422)	
Women's Meeting Place Stage 1	313,000	0	0	313,000	313,000	0	0	284,865	0	0	284,865	28,135	
Cultural Collection / Cyclone Vault	100,000	0	0	100,000	100,540	0	(540)	61,041	30,841	0	91,882	8,118	
Workers Camp Feasibility Study	50,000	0	0	50,000	50,000	0	0	40,879	0	10,000	50,879	(979)	
Kowanyama Hub Project	55,000	0	5,400	60,400	55,000	0	0	48,376	0	0	48,376	12,024	
Lighting Upgrade at Sports Ground	415,000	0	0	415,000	215,500	0	207,500	0	0	0	207,500	415,000	
Indigenous Knowledge Centre Establishment	60,000	0	0	60,000	60,000	0	0	77,280	0	0	77,280	(17,280)	
W4Q 24-27 Kasc Welcome Sign	95,000	0	0	95,000	47,500	0	47,500	55,737	0	0	55,737	39,264	
W4Q 24-27 Cyclone Resilient Museum Vault	465,000	0	0	465,000	232,500	0	232,500	0	0	0	232,500	465,000	
W4Q 24-27 Kasc Administration Building Upgrades	1,500,000	0	0	1,500,000	750,000	0	750,000	75,895	1,263,260	358,966	1,698,121	(198,121)	
W4Q 24-27 Kasc Staff Housing Upgrades	500,000	0	0	500,000	250,000	0	250,000	0	166,341	292,358	458,698	41,302	
Remote Airstrip Upgrade Program (RAUP) Round 10	1,443,440	0	0	1,443,440	1,099,969	0	962,294	481,146	254,949	1,225,123	6,290	1,486,361	
Five, Four Bed Detached Houses On Lot 81 (Schedule 2)	3,666,562	0	0	3,666,562	1,099,969	0	2,566,593	0	179,944	1,328,546	1,508,490	2,158,072	
Four, Four Bed & 1 Six Bed Detached Houses On Lot 81 (Schedule 3)	4,147,584	0	0	4,147,584	1,244,275	0	2,903,309	0	0	0	2,903,309	4,147,584	
Three, Four Bed & Two, Five Bed Detached Houses On Lot 81 (Schedule 4)	4,147,264	0	0	4,147,264	1,244,179	0	2,903,085	0	0	0	2,903,085	4,147,264	
Three, Four Bed & Two, Five Bed Detached Houses On Lot 81 (Schedule 5)	3,371,655	0	0	3,371,655	1,011,497	0	2,360,158	0	0	0	2,360,158	3,371,655	
Extensions To Four Detached Houses (Schedule 6)	3,000,000	0	0	3,000,000	0	900,000	2,100,000	0	0	0	2,100,000	3,000,000	
People Orientated Design costs re new housing	0	0	0	0	0	0	0	0	23,704	50,891	74,595	(74,595)	
Kowanyama Staff Housing Upgrades Lane 2024-28	1,069,122	0	0	1,069,122	320,737	0	748,385	0	411,689	742,321	1,154,210	(65,088)	
Aerodrome Rehabilitation Upgrade KASC.0073.2425	7,950,275	0	0	7,950,275	2,385,083	238,958	5,326,235	0	3,250,803	984,288	4,235,090	3,715,185	
Kowanyama Hub DRFA Project	8,203,500	911,500	0	9,115,000	0	0	8,203,500	0	0	616,340	8,819,840	(704,840)	
Qra Concrete And Stormwater Structures Kasc.0080.2425L Rec	1,185,540	0	0	1,185,540	0	355,662	829,878	0	0	32,500	862,378	1,153,040	
QRA REPA KASC 0032 Town SIs	3,730,478	0	0	3,730,478	1,119,144	2,338,287	373,048	1,266,735	3,072,705	31,213	4,370,652	(640,174)	
Magnificent Creek Bank Fortification Kasc.0036.2122	492,788	0	0	492,788	147,836	166,066	178,885	64,189	251,064	98,268	413,520	79,267	
Magnificent Creek Bank Fortification section 1 KASC.0033.2122	1,243,444	0	0	1,243,444	373,033	746,065	124,344	16,478	1,444,075	83,308	1,543,860	(300,416)	
Flood Mitigation Catchment A Swale Drain KASC.0034.2122	521,778	0	0	521,778	156,533	(139,091)	504,336	10,900	19,669	0	505,965	491,209	
Magnificent Creek Bank Fortification section 2 KASC.0035.2122	779,663	0	0	779,663	233,899	0	545,764	28,400	202,557	0	230,957	548,706	
Flood Risk Management Program (Fmp)	690,000	0	0	690,000	0	0	690,000	2,031	(2,031)	0	690,000	0	
Qra Kasc.0037.212D. Rec	1,173,352	0	0	1,173,352	280,175	0	893,177	280,175	0	0	280,175	893,177	
Qra Kasc.0038.212D Town SIs	1,224,676	0	0	1,224,676	651,007	451,201	122,468	651,007	1,317,247	307,908	2,276,162	(1,051,486)	
DRFA Flood Risk Management Program KASC.0042.2122	166,750	0	0	166,750	50,025	29,874	86,751	53,900	38,399	98,597	180,896	(14,146)	
Qra REPA Rural KASC.0041.2223	7,565,188	0	0	7,565,188	6,900,421	122,590	542,178	7,199,221	0	0	7,199,221	365,967	
DRFA REPA KASC.0045.2223	4,233,936	0	0	4,233,936	1,300,437	0	2,933,499	1,113,740	0	0	1,113,740	3,120,196	
DRFA REPA Kasc.0044.2223	805,435	0	0	805,435	382,033	362,313	61,090	725,707	455,189	0	1,180,896	(375,461)	
DRFA REPA Town SIs Kasc.0043.2223	1,607,539	0	0	1,607,539	594,884	1,189,768	(177,113)	766,367	2,306,999	0	3,073,366	(1,465,827)	
Topsy Road Concrete Causeways	500,000	0	0	500,000	200,000	300,000	0	43,500	494,346	26,470	564,316	(64,316)	
DRFA REPA & Betterment Kowanyama St KASC.0047.2223	1,895,060	0	0	1,895,060	568,518	998,536	328,006	138,500	1,891,692	0	2,030,192	(135,132)	
DRFA REPA & Betterment Carrington St KASC.0048.2223	1,522,634	0	0	1,522,634	456,790	913,580	152,263	121,400	1,638,203	360	1,759,863	(237,229)	
QRA REPA Topsy Rd KASC.0051.2324	10,650,318	0	0	10,650,318	3,471,867	1,007,999	6,170,452	3,580,239	1,239,538	871,943	5,691,719	4,958,599	
QRA REPA Landing Rd KASC.0052.2324	5,989,012	0	0	5,989,012	1,796,704	2,799,630	1,392,678	444,272	4,350,861	0	4,795,133	1,193,879	
QRA REPA Pormpuraaw Rd KASC.0053.2324	14,459,467	0	0	14,459,467	4,337,840	10,201,699	9,201,458	2,903,270	3,255,772	0	6,159,042	8,300,425	
QRA REPA South Mitchell Rd KASC.0054.2324	2,544,931	0	0	2,544,931	1,152,182	875,603	517,146	196,512	2,645,657	0	2,842,169	(297,238)	
QRA REPA Kowanyama Rd KASC.0055.2324	2,611,093	0	0	2,611,093	1,441,807	2,396,633	(1,227,347)	157,698	3,864,236	0	4,021,934	(1,410,841)	
QRA Accessible Roads	0	0	0	0	0	0	0	24,521	0	0	24,521	0	
REPA Pormpuraaw Road (Mitchell River - Alice River) KASC.0056.2324	8,428,476	0	0	8,428,476	2,528,543	4,530,205	1,369,728	1,002,675	6,472,366	0	7,475,041	953,435	
REPA Pormpuraaw Road (Alice River - Coleman River) KASC.0057.2324	15,906,735	0	0	15,906,735	5,859,656	2,579,695	7,467,384	503,509	8,181,047	6,043,541	14,728,097	1,178,638	
QRA Emergent Works FY25	714,484	0	0	714,484	0	707,750	6,734	198,004	516,480	0	714,484	0	
QRA REPA Farm Access Rd KASC.0060.2324	280,874	0	0	280,874	84,262	57,000	139,612	12,281	144,678	0	156,958	123,916	
QRA REPA South Mitchell Rd (Second Half) KASC.0061.2324	2,171,086	0	0	2,171,086	0	0	2,171,086	53,757	1,340,142	0	1,393,898	777,188	
QRA REPA Sewer Treatment Plant Rd KASC.0062.2324	329,954	0	0	329,954	329,954	0	0	12,281	115,707	0	127,987	201,966	
QRA REPA Marjams Rd KASC.0063.2324	321,914	0	0	321,914	321,914	0	0	321,814	16,791	33,694	372,209	271,325	
QRA REPA Minthalpm St KASC.0064.2324	46,451	0	0	46,451	13,935	10,622	21,824	16,791	10,572	0	27,363	19,088	
QRA DRFA Frmo Wp3 Round 2 KASC.0067.2122	690,000	0	0	690,000	207,000	0	483,000	0	544,493	145,507	690,000	0	
QRA REPA Sealed Rds KASC.0068.2324	951,773	0	0	951,773	285,532	391,396	274,845	118,804	1,333,854	411,503	1,864,161	(912,389)	
QRA REPA South Mitchell Rd - Second Half KASC.0069.2324	1,109,882	0	0	1,109,882	500,526	743,899	(134,543)	17,183	0	0	17,183	1,092,699	
QRA REPA Sewer Treatment Plant Road KASC.0070.2324	225,179	0	0	225,179	67,554	47,635	109,991	0	0	0	109,991	225,179	
QRA REPA Marjams Road KASC.0071.2324	14,703	0	0	14,703	9,382	3,851	1,470	0	0	0	1,470	14,703	
QRA 23-24 Betterment Sealed Roads KASC.0072.2324	1,299,132	0	0	1,299,132	0	1,169,218	129,913	0	1,299,132	0	1,299,132	0	
DRFA Sealed Roads 2024 - 25 KASC.0077.2425	845,542	0	0	845,542	0	86,192	0	759,351	0	0	1,436,682	(591,139)	
DRFA REPA Unsealed Roads 2024 - 25 KASC.0074.2425	988,422	0	0	988,422	0	719,958	268,464	0	964,696	0	964,696	23,726	
DRFA REPA Unsealed Roads 2024 - 25 KASC.0076.2425	3,560,094	0	0	3,560,094	0	3,204,085	356,009	0	3,506,560	0	3,506,560	53,534	
Qra Emergency Works FY26	0	0	0	0	0	0	0	0	205,404	1	205,405	(205,405)	
Qra Emergent Works 2024 Kasc.0066.2324	0	0	0	0	0	0	0	0	0	0	0	0	
R2R - LRCIP Phase 4	248,240	0	0	248,240	148,944	98,914	382	256,338	505	3,295	260,138	(11,898)	
R2R - 2025/26 Works	251,890	0	0	251,890	0	0	251,890	0	200,745	0	200,745	51,145	
TIDS ATSI 2023/24	363,680	(96,180)	0	267,500	267,500	0	0	203,500	0	0	203,500	64,000	
TIDS ATSI 2024/25	363,680	96,180	0	459,860	429,421	0	30,439	429,421	(1,663)	0	427,758	32,102	
TIDS ATSI 2025/26	363,680	0	0	363,680	0	0	363,680	0	372,977	0	372,977	(9,297)	
Network Hardware Refresh	0	0	60,000	60,000	0	0	0	0	0	0	60,000	0	
Sharpshot eDRMS	0	0	100,000	100,000	0	0	0	0	0	0	100,000	0	
CCTV Migration	0	0	100,000	100,000	0	0	0	0	0	0	100,000	0	
Asset Management Reserve - Renewals program	0	1,594,237	1,594,237	0	0	0	0	263,155	343,350	198,520	805,025	789,212	
Fleet Renewals FY26	760,000	0	0	760,000</									

# Kowanyama Aboriginal Shire Council



Year to Date December 2025

<b>Current Assets</b>	25/26	<b>Current Liabilities</b>	
Cash At Bank & Onhand	21,200,165	Trade Creditors	- 1,045,367
Self Insurance Reserve	- 71,667	Accrued Expenses	- 2,608,227
Trade & Other Receivables	965,148	Income Received in Advance	
Provision For Doubtful Debts	- 78,119	Payroll & Other Creditors	- 7,388
Inventories	975,938	Loan Liability	- 37,454
GST Receivable	- 294,720	Provisions	- 893,250
Accrued Income / Payments in advance	427,703	Contract & Lease Liabilities	- 89,432
<b>TOTAL CURRENT ASSETS</b>	<b>23,124,447</b>	<b>TOTAL CURRENT LIAB</b>	<b>- 4,681,118</b>
		<b>Non-Current Liabilities</b>	
<b>Non-Current Assets</b>		Loan Liability	- 809,165
Finance Leases	7,467,754	Provisions	- 2,624,702
Prepaid Pastoral Leases	153,158	Lease Liability	- 461,017
Security Deposits	17,500	<b>TOTAL NC LIABILITIES</b>	<b>- 3,894,884</b>
<i>Property, Plant &amp; Equipment (at written down value)</i>			
Buildings	33,101,255	<b>TOTAL LIABILITIES</b>	<b>- 8,576,002</b>
Residential Housing	50,024,338		
Plant & Equipment	717,162	<b>TOTAL NET ASSETS</b>	<b>268,727,043</b>
Motor Vehicles	2,227,335		
Furniture & Fittings	0	<b>Equity</b>	
Roads, drainage, culverts	63,252,550	Asset Revaluation Reserve	116,237,018
Water	7,185,587	Retained Earnings	152,490,025
Sewerage	9,983,430	<b>TOTAL EQUITY</b>	<b>268,727,043</b>
Other Infrastructure	9,897,837		
Works in Progress	69,647,462		
Right of Use Asset	503,231		
<b>TOTAL NON-CURRENT ASSETS</b>	<b>254,178,598</b>		

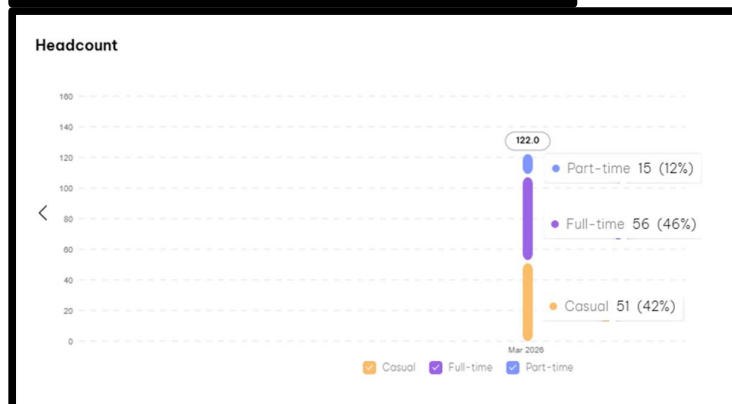
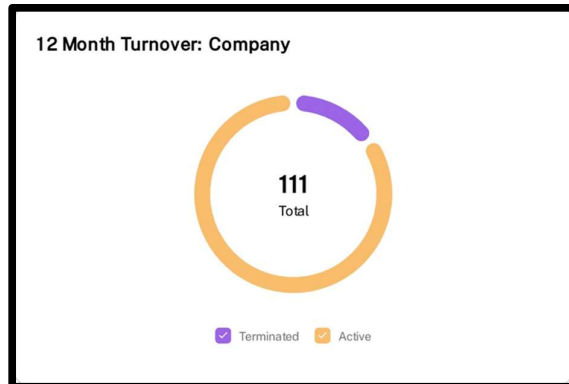
**TOTAL ASSETS** **277,303,045**

		Ageing		Trade Debtors & Other	Trade Creditors
				Receivables	(Payables)
<b>Cash Position</b>		Current	\$ 472,744	\$ 785,134	
Total Cash At Bank & Onhand	\$ 21,200,165	30 Days	\$ 146,714	\$ 172,519	
Tied Funds - Quarantined Operating	\$ 1,710,440	60 Days	\$ 21,362	\$ 40,355	
Tied Funds - Quarantined Capital	-\$ 7,065,129	90+ Days	\$ 324,327	\$ 47,359	
Tied Funds - Self-Insurance Reserve	\$ 2,500,000	<b>Total</b>	<b>\$ 965,148</b>	<b>\$ 1,045,367</b>	
Operating Funds remaining	\$ 24,054,854				

<b>Financial Sustainability Goal - 6 Months</b>	<b>Months</b>
Number of months covered - Statements	7.88
Number of months covered - Capital Grants Awaiting	11.16
<i>Estimated Monthly Expenditure</i>	
Payroll - Budget	\$1,104,025
Materials and Services - Prior Year Actuals	\$1,051,213
<b>Total per month</b>	<b>\$2,155,238</b>

### 4.3.1.c - Information Report

Title:	HR Monthly Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	28 April 2026



### Recruitment

Position Title	Recruitment Process Stage
Administration Officer Traineeship	On Hold – Applicants received however unable to make contact. Once EMRIES role recruited look to readvertise.
Early Years Place Coordinator	On Hold – No suitable applicants received. To be reviewed upon the commencement of EMCS
Aged Care Support Worker	Recruiting – Awaiting Criminal History Check
Radio Announcer	On Hold – No suitable applicants received. To be reviewed upon the commencement of EMCS
Ranger Coordinator	On Hold – Await structure review.
Station Hands Officer	On hold – Interviews conducted, RISE working with applicant to obtain personal documents for Criminal History Check.
Executive Manager Community Services	Recruiting – Will commence on 27 <sup>th</sup> April 2026
Manager Community Services and Events	On Hold – No suitable housing options available.

Manager Child & Youth Engagement	On Hold - No suitable housing options available.
Grounds Person	Recruiting - Awaiting Criminal History Check
Centrelink Officer	Recruiting - Interviews to be conducted however was being held off due to the Service Provider (Centrelink) IT equipment failures.
Ranger (Male)	Recruiting - Awaiting Criminal History Check
Ranger (Female)	Recruiting - Awaiting Criminal History Check

**Current Workers Compensation Claims**

- NIL

#### 4.3.2.a - Agenda Report

Title:	Policy and Procedure
Author:	Governance Officer
Meeting Date:	28 April 2026

**Resolution:** That Council adopts the:

- Revised statutory Model Meeting Procedures and Standing Orders for Local Government Meetings issued by the Department of Local Government, Water and Volunteers in March 2026.

**Summary:**

Meeting Model Procedures has been updated to align with the Local Government Act 2009 amendments, because of the Local Government (Empowering Councils) and Other Legislation Amendment Act 2026 receiving assent on 11 March 2026.

Key amendments for noting:

- In practical terms, the MMP now explicitly confirms that the Mayor chairs committee meetings for which the Mayor is appointed, in addition to ordinary and special meetings, and that managing the conduct of meeting participants is part of that role. This is largely a clarification of existing practice rather than a new obligation.
- The mandatory acknowledgement/greeting clause has been removed from the Model Meeting Procedures (it was clause 1.8 in the previous version). It remains in the Standing Orders as best practice, so adopting both documents together preserves the practice.
- The Consultation section in the brief lists "Department of Housing, Local Government, Water and Volunteers", it is the Department of Local Government, Water and Volunteers.

Additionally, it is best practice to adopt the Standing Orders as this document has been updated to reflect the amendments to the Model Meeting Procedures.

**Resolution:** That Council adopts the:

- Revised statutory Model Meeting Procedures and Standing Orders for Local Government Meetings issued by the Department of Local Government, Water and Volunteers in March 2026.

## Attachment A: Meeting Model Procedures



# Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised March 2026

<b>Date</b>	<b>Version Number</b>	<b>Name</b>	<b>Approved</b>
22 June 2023	004	P Cameron	M Kaiser (DG)
13 March 2024	005	P Cameron	M Cridland (DG)
23 August 2024	006	P Cameron	M Cridland (DG)
10 December 2024	007	P Cameron	M Nye (A/DG)
March 2026	008	P Cameron	B Blagoev (DG)

### **Acknowledgement of Country**

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

This publication has been compiled by the Department of Local Government, Water and Volunteers.

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## Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with chairing of meetings, the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

## Principles Applied to Meetings

Local government meetings must adhere to the following local government principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion, and meaningful community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

## Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson
- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

## Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with clauses 1-10 below of these model meeting procedures.

## Processes

### 1. Process for the Chairperson

This clause applies to local government meetings, and local government committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor is the official spokesperson for the local government about local government matters. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

- 1.1. The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, at which the mayor is present including managing the conduct of the meeting participants.
- 1.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 1.3. If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 1.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the

responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

- 1.6. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.

**Note:** Section 12 of the LGA prescribes that other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a mayor or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, and the deputy mayor are unavailable and there is no delegated councillor. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting.

## 2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.7 below.
- 2.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
  - 2.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
  - 2.3.2. Apologising for their conduct
  - 2.3.3. Withdrawing their comments.
- 2.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 2.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.5, the chairperson may make one or more of the orders below:
  - 2.7.1. An order reprimanding the councillor for the conduct
  - 2.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 2.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 2.1, 2.7 and 2.8 above.
- 2.10. Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct and ensure the councillor conduct register is updated with the order made against the councillor including the councillor's name. (see note):

**Note:** Details of any order issued including the name of the councillor who engaged in unsuitable meeting conduct must be recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted.

### 3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 3.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present,

- excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 3.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
  - 3.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
  - 3.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairperson can put forward their reasoning about their conduct and respond to questions through the acting chairperson from the eligible councillors.
  - 3.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
  - 3.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
  - 3.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
  - 3.9. The original chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.*

*If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.*

#### 4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

**Note:** *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.*

- 4.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

**Note:** *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

- 4.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.
- 4.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
  - 4.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.
  - 4.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

- 4.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 4.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 4.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 4.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 4.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.
- 4.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 4.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
- 4.4.2. Decide, by resolution, to defer the matter to a later meeting or

- 4.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

**Note:** *A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision. The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.*

- 4.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in clause 4.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 4.6. The local government may order that no action be taken against the councillor or make one or more of the following:
- 4.6.1. An order that the councillor make a public apology, in the way decided by the local government,
- 4.6.2. An order reprimanding the councillor for the conduct breach
- 4.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- 4.6.4. An order that the councillor be excluded from a stated local government meeting
- 4.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
- 4.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- 4.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
- 4.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

- 4.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 4.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

## 5. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 5.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 5.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
  - 5.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - 5.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
  - 5.3.3. The name of any entity, other than the councillor, that has an interest in the matter
  - 5.3.4. The nature of the councillor's relationship with the entity mentioned in 5.3.3 that has an interest in a matter
  - 5.3.5. Details of the councillor's and any other entity's interest in the matter.
- 5.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 5.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

## 6. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COBA, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 6.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of the COBA applies.
- 6.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
  - 6.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
  - 6.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.
- 6.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
  - 6.3.1. The nature of the declarable conflict of interest
  - 6.3.2. If it arises because of the councillor's relationship with a related party
    - the name of the related party and
    - the nature of the relationship of the related party to the councillor and
    - the nature of the related party's interest in the matter.
  - 6.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:
    - the name of the other person and
    - the nature of the relationship of the other person to the councillor or related party and
    - the nature of the other person's interest in the matter and
    - the value of the gift or loan and the date the gift or loan was made.
- 6.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

- 6.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 6.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 6.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or section 177P of the COBA or under an approval by the minister for local government under section 150EV of the LGA or section 177S of the COBA.
- 6.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of the COBA.
- 6.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 6.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
  - 6.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
  - 6.6.2. How close or remote is the councillor's relationship to the related party
  - 6.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - 6.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

- 6.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
  - 6.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
  - 6.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 6.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
  - 6.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
  - 6.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
  - 6.10. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

## 7. Reporting a Suspected Conflict of Interest

- 7.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 7.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 7.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

- 7.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 7.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 7.6. If the belief or suspicion of a COI relates to more than one councillor. Clause 6 of these procedures must be complied with in relation to each councillor separately.

## 8. Loss of Quorum

- 8.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:
  - 8.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
  - 8.1.2. Defer the matter to a later meeting
  - 8.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 8.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 8.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 8.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
  - 8.4.1. The mayor or chief executive officer, or
  - 8.4.2. A standing committee, or joint committee of the local government, or

- 8.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or
- 8.4.4. Another local government for a joint government activity.
- 8.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council
- 8.5. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- 8.5.1. The mayor or
- 8.5.2. A standing committee
- 8.5.3. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- 8.6.1. The mayor, or
- 8.6.2. The Establishment and Coordination Committee, or
- 8.6.3. A standing committee of the local government. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

*Note: Refer to note under 3.4*

## 9. Recording Prescribed and Declarable Conflicts of Interest

- 9.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):
- 9.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
- 9.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor
- 9.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

- 9.1.4. Any decision then made by the eligible councillors
  - 9.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
  - 9.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
  - 9.1.7. The name of each eligible councillor who voted on the matter and how each voted.
- 9.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
- 9.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 9.3. Where a decision has been made under clause 5 above – the minutes must include:
- 9.3.1. The decision and reasons for the decision, and
  - 9.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

## 10. Closed Meetings

- 10.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:
- 10.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
  - 10.1.2. Industrial matters affecting employees
  - 10.1.3. The local government's budget, which does not include the monthly financial statements
  - 10.1.4. Rating concessions
  - 10.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
  - 10.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
  - 10.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

- 10.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
- 10.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- 10.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.
- 10.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 10.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors with personal interests who leave the local government meeting, and the local government must resolve to:
  - 10.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
  - 10.3.2. Defer the matter to a later meeting when a quorum may be formed
  - 10.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 10.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 10.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 10.6. To take a matter into a closed session the local government must abide by the following:
  - 10.6.1. Pass a resolution to close all or part of the meeting
  - 10.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see clause 10.1)
  - 10.6.3. Not make a resolution while in a closed meeting (other than a procedural resolution).

## Attachment B: Best Practice Standing Orders



# Best practice example standing orders for local government and standing committee meetings

March 2026

Date	Version Number	Name	Approved
11 March 2026	002	P Cameron	M Woods (A/D)

### Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

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## Intent

To help local governments, the Department of Local Government, Water and Volunteers (DLGWV) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the model meeting procedures (MMP) that deal with matters during local government meetings that must be followed under the *Local Government Act 2009* (LGA) including the DLGWV MMP and the meeting provisions in the *Local Government Regulation 2012* (LGR). Local governments can revise their standing orders to incorporate the MMP or adopt the MMP.

### 1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A section of these standing orders may be suspended by a vote at any meeting of the local government except those sections that are mandatory under the MMP. A separate vote is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by vote of the local government upon a motion which may be put to the meeting without notice but otherwise conforming with these standing orders.

## Procedures for meetings of local government

### 2. Procedure for the Chairperson

This section applies to local government meetings, and local government standing committee meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities than those of other councillors. This includes leading and managing meetings of the local government as chairperson and any committee meetings for which the mayor is the chairperson. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson when the mayor is absent or temporarily incapacitated. Under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor if the mayor is absent or temporarily incapacitated or when the office of the mayor is vacant.

- 2.1. The mayor is the chairperson at a local government meeting and any committee meetings for which the mayor is appointed as chairperson at which the mayor is present.
- 2.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 2.3. If the mayor is absent or unavailable to chair a local government meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 2.4. If the office of the mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings.
- 2.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility, the local

- government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6. The local government may appoint the chairperson for a standing committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily the chairperson unless the mayor has been appointed chairperson of the committee.
  - 2.7. If the chairperson of the committee is absent or unavailable to chair, another councillor can be chosen by the councillors present to be chairperson of the committee meeting.
  - 2.8. Before proceeding with the business of the local government meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

**Note:** *The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting. Upon the mayor's return to the meeting the mayor or deputy mayor (whichever is relevant) can resume their role as chairperson.*

### 3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
  - attendance
  - apologies and granting of leaves of absence
  - confirmation of previous minutes
  - business arising out of previous meeting reports, conduct breach investigation reports, financial statements reports
  - officers' reports.

**Note:** *The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, so that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.*

### 4. Agendas

- 4.1. The agenda may contain:

- notice of meeting
  - amendments correcting the minutes of the previous meeting
  - adoption of the minutes of the previous meeting
  - business which the mayor wishes to have considered at that meeting without notice
  - matters of which notice has been given
  - committees' reports referred to the meeting by the chief executive officer (CEO)
  - officers' reports referred to the meeting by the CEO
  - councillor conduct breach investigation reports provided by the investigator
  - deputations and delegations from the community that are approved to attend
  - any other business the local government determines to be included in the agenda.
- 4.2. Business not on the agenda, or not arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the councillors at the meeting. Business must follow the adopted terms of reference for each committee.
- 4.3. The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.
- 4.4. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If a related report is provided to councillors or committee members at any time after the meeting notice is issued and before the meeting begins, it must be made available to the public as soon as practicable after it is given to those councillors or committee members.

## 5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors present. If the number of councillors is even, then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

## 6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of 10 signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received and
  - referred to a committee or officer for consideration and a report to the local government, or
  - not be received because it is deemed invalid.
- 6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

## 7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, will notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by vote. A deputation will be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers attempts to address the local government meeting, the chairperson may end the deputation.
- 7.5. The chairperson may end an address by a person in a deputation at any time where:
  - the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 8. Public participation at meetings

- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period will be at the absolute discretion of the local government meeting chairperson.
- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to stop making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
  - refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5. Any person addressing the local government will stand, act, speak and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
  - for a gift, loan, or contract—the value of the gift, loan, or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:
    - the name of the entity, other than the councillor, that has an interest in the matter
    - the nature of the councillor's relationship with the entity
    - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

**Note:** *Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected prescribed conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

## 10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvass the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with

each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
  - 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
  - 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
    - the nature of the declarable conflict of interest
    - if it arises because of the councillor's relationship with a related party:
      - the name of the related party to the councillor; and
      - the nature of the relationship of the related party to the councillor; and
      - the nature of the related party's interest in the matter
    - if it arises because of a gift or loan from another person to the councillor or a related party:
      - the name of the other person; and
      - the nature of the relationship of the other person to the councillor or related party and
      - the nature of the other person's interest in the matter; and
      - the value of the gift or loan and the date the gift or loan was made.
  - 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
  - 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.
- Note:** *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*
- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.
  - 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist

the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust
  - how close or remote is the councillor's relationship to the related party
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
  - how the benefit or detriment the subject councillor stands to receive compares to others in the community
  - how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

## 11. Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have

- a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
  - 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
  - 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
  - 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

**Note:** *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):*

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
  - *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
  - *the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
  - *any decision then made by the eligible councillors*
  - *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
  - *the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*
- 11.6. The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

**Note:** *The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

*If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.*

11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA, the minutes must include the:

- decision and reasons for the decision
- name of each eligible councillor who voted, and how each eligible councillor voted.

## 12. Loss of quorum

12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

12.2. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- the mayor or CEO
- a standing committee, or joint committee of the local government
- the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
- another local government for a joint government activity
- the Establishment and Coordination Committee (only applies to Brisbane City Council).

12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- the mayor
- a standing committee

12.5. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

- the mayor
- the Establishment and Coordination Committee, Brisbane City Council
- a standing committee of the local government.

12.6. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

13.1. A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.

- 13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## 14. Absence of mover of motion

- 14.1. Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting
  - deferred to the next meeting.

## 15. Motion to be seconded

- 15.1. A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2. Procedural motions are an exception to this rule and do not need to be seconded.

## 16. Amendment of motion

- 16.1. An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 16.2. Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3. Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## 17. Speaking to motions and amendments

- 17.1. The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2. The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3. A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.

- 17.4. The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5. Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 17.6. Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7. In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

**Note:** *If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## 18. Method of taking vote

- 18.1. The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 19. Withdrawing a motion

- 19.1. A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

## 20. Repealing or amending resolutions

- 20.1. A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- 20.2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

## 21. Procedural motions

- 21.1. A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
  - that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order

- a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that [insert requirement]
  - that the meeting stands adjourned.
- 21.2. A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3. A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned will be included in the agenda for the next meeting.
- 21.4. Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5. A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6. A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7. Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction of the local government meeting.
- Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*
- 21.8. Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9. A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 21.10. The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

- 21.11. A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12. A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 22. Questions

- 22.1. At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2. Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4. A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5. The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed by the chairperson of the local government meeting:

- 23.1. The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.2. If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
  - ceasing and refraining from exhibiting the conduct
  - apologising for their conduct
  - withdrawing their comments.
- 23.3. If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.4. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.

- 23.5. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.6. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.7. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.8. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

**Note:** Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the Independent Assessor (the Assessor) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.

- 23.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

**Note:** Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the Assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure any orders made are recorded in the councillor conduct register

## 24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3. The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.

- 24.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting chairperson from the eligible councillors.
- 24.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9. The chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** *Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach. If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.*

## 25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government to be dealt with. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

**Note:** *A conduct breach is conduct that:*

- *contravenes a behavioural standard of the **Code of Conduct for Councillors**, or a policy, procedure, or resolution of the local government; or*
- *the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or*
- *an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.*

- 25.1. In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:
  - the complainant withdraws the complaint

- the complainant consents to the investigation not starting or discontinuing
- the complainant does not provide extra information when requested
- there is insufficient information to investigate the complaint
- the councillor vacates or has vacated their office as a councillor.

**Note:** *The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA, decisions about a conduct breach can only be delegated to the mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- the local government must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR or section 242J of the City of Brisbane Regulation (CBR).
- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR and section 242H of the CBR.
- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be

required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

**Note:** *After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.*

- 25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
  - decide, by resolution, to defer the matter to a later meeting, or
  - decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

**Note:** *A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.*

*If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.*

*The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.*

- 25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

- 25.6. The local government may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
  - an order reprimanding the councillor for the conduct

- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.

25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

**Note:** *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

## 26. General conduct during meetings

26.1. After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2. Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3. No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4. When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## 27. Disorder

27.1. The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

27.2. On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

## Attendance and non-attendance

### 28. Attendance of public and the media at a local government meeting

- 28.1. An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2. When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

### 29. Closed session

- 29.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
  - appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
  - industrial matters affecting employees
  - the local government's budget (which does not include the monthly financial statements)
  - rating concessions
  - legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
  - matters that may directly affect the health and safety of an individual or a group of individuals
  - negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
  - negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*
  - a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
  - a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2. A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 29.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:
  - delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
  - decide by resolution to defer the matter to a later meeting when a quorum may be available
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 29.4. None of the above will be considered, discussed, voted on or made during a closed session.

- 29.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 29.6. To take a matter into a closed session the local government must abide by the following process:
- pass a resolution to close the meeting
  - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
  - no resolution can be made while in a closed meeting (other than a procedural resolution).

## 30. Teleconferencing of meetings

- 30.1. If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

**Note:** *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

- 30.2. The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

#### 4.3.2.b - Agenda Report

Title:	Resolution Correction – 4.3.2.a (January 2026)
Author:	Manager Governance
Meeting Date:	28 April 2026

**Resolution: That Council accepts the following correction of clerical error to resolution 4.3.2.a from the January 2026 Ordinary Meeting, namely:**

***That pursuant to sections 235(a) and (b) of the Local Government Regulation 2012 (Qld), Council resolve to appoint Tropical Forest Tree Pty Ltd trading as Tropical Fire Technologies (ABN 85 600 323 577) as exclusive provider of fire services on the Carbon Abatement Project at Oriners and Sefton Station (EOP100959) and delegate authority and financial delegation to the Chief Executive Officer to negotiate and enter into a commercial contract with the supplier for the 202~~6~~5 and 202~~6~~7 fire seasons (2 years).***

**Summary:**

Consistent with the Agenda Report provided to Council in January 2026, the TFT Sole Supplier Contract is to be awarded under CEO delegation for the 2026 and 2027 calendar years (not the 2025 and 2026 calendar years as per the original resolution).

The resolution is to be amended to reflect the clerical error.

#### 4.4.1 – Information Report

Title:	EMRIES Monthly Update
Author:	Executive Manager, Roads, Infrastructure and Essential Services
Meeting Date:	28 April 2026

#### 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 March 2026.

#### Building services

##### QBuild works

A busy month with both job cards and vacant maintenance. All outstanding OT upgrades complete. Contractors have been active in closing out completed maintenance tasks. Fortnightly meetings progressing with Contractors are keeping programs on track

Q-Build's 60-day age report is reducing significantly through great work from Infrastructure Admin and Building Services Manager to close out and invoice older jobs.

119 jobs currently in progress across all trades from 164 jobs in last report. Building Services team have been doing an excellent job to turn over jobs quickly, the workflow system through Simpro has reduced paperwork and time spent following up on outstanding jobs.

The screenshot shows a dashboard for Queensland Government with a 'Workflow' section and a 'Field Workers' table.

Workflow	
Unscheduled	0
Work In Progress	119
Awaiting Approval	44
Completed	11
Invoiced	1175

Field Workers	
CONT - BARTO'S	16
CONT - CHC	14
CONT - CYE	7
CONT - HCCM	1
CONT - OUTBACK	7
CONT - PEST CONTROL	3
CONT - TREE PROGRAM	1
KASC - AIRCON TECH	1
KASC - CARPENTRY	-
KASC - PLUMBING	12
KASC- PARKS AND GARDENS	-
KASC-Carpenter-Agro	10
KASC-Carpenter-Booty	10
KASC-Carpenter-Julius	17
KASC-Carpenter-Krab	14
KASC-Carpenter-Lathan	-
KASC-Plumber-Ian B	-
OTHERS	7

## **Parks and gardens**

Ongoing vegetation management, collecting up rubbish and debris around public areas etc. Works in open spaces, mowing and slashing and weed spraying. The team are very active in public spaces and Council facilities. The team have been doing a great job keeping on top of mowing and open space maintenance. New schedule for NDIS and Home Care yard maintenance has been provided and implemented.

1 new starter, and 2 still waiting to complete onboarding. P&G team being supported well by local businesses to keep on top of wet season mowing.

## **Airport**

### RPT Flight Movements

20 Skytrans Flights – 10 late departures, 1 cancelled flight

41 Hinterland Flights.

### Charter

42 Flights; 3 after hours/weekend call out

### RFDS

22 Flights; 6 after hours/weekend callouts.

### Fuel

33,810L dispensed during Mar 26.

45227L available as at COB 31/03/2026

Fuel restrictions are currently in place of March to ensure volume security in preparation of a longer wet season. There will be no impact to RPT or food charter deliveries.

Current NOTAMs in place for increased bird hazards.

<b>NOTAM #</b>	<b>Description</b>	<b>Raised by</b>	<b>date</b>	<b>Outcome</b>
<b>C16/26</b>	Jet A1 not available exc RPT and RFDS (500L Max)	YKOW	03/04/26	Current
<b>C15/26</b>	Jet A1 restricted to 500L per aircraft	YKOW	22/03/26	Cancelled 03/04/26
<b>C30/25</b>	INCREASED BIRD HAZARD	YKOW	30/04/25	Current/renewed to 30/01/26

## **Essential services**

Routine and network maintenance works continuing including;

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

Pool and Splash Park continue to operate within compliance guidelines.

QBuild plumbing works completed and up to date.

## **Roads**

The Kowanyama Infrastructure Program focused on the current status of road recovery; emergency works and infrastructure delivery following the recent management transition. Key issues identified were the limited internal road crew capacity, staff shortage and multiple plant and equipment breakdowns affecting delivery. Due to these constraints, external contractors will likely need to be engaged to undertake emergency road work and restore access. Damage assessments and QRA submission work are progressing, however some roads remain inaccessible and will need to be captured later as access improves. Broader project updates were also provided on stormwater reconstruction, aerodrome refueling works, flood studies and the proposed MOU with Carpentaria Shire Council. The main focus moving forward is to stabilise emergency works delivery, progress funding submissions, and provide Council with clear reporting on priorities, risks and timeframes.

### **Current Focus:**

**Close out:** Entering contract closure stage for several projects either having been awarded Practical Completion or nearing the final claims. Contractor schedules are being closely monitored in the lead up to the business closure period to ensure remaining scope delivery

**Quality Assurance:** With the completion or near completion of several projects, the focus now turns to rectifying defects, quality assurance documentation, test results and evidence captured to ensure delivery to specifications and quality plans.

**Delivery before wet season:** Peak productivity stage for many projects, ensuring work on the ground is proceeding without delay or obstruction

**Cost Forecasting:** With the completion or near completion of several projects, final project cost forecasting figures are converging with actual expenditure values, resulting in greater surety around remaining costs. Some projects overspend have been offset by co-contributions from other funding sources, with further grant administration needed to reconcile the re-allocation of funding

**Efficiencies:** Value For Money delivery, aiming for single mobilisations while delivering concurrently with previous years flood damage

### **Program Details**

Damage capture is currently underway for the upcoming roads program, including work scope under QRA activation.

The roads team have been working on Topsy Road carrying out emergency work, including grading and rolling as well as pothole repairs in town. Limited access to Sth Mitchell, Landing and Shelfo.

### **Look Ahead:**

**Project Panning, Scoping and Design:** With the onset of the wet season and construction works becoming constrained, the opportunity to increase early project planning will be taken to further attain scope of surety for projects throughout the entire program. This will require the engagement of specialist consultants for technical activities as well as ensuring scope alignment with funding program objectives. This will culminate with the development of specific Project Management Plans and accompanying detailed designs. Scope certainty will lead to procurement preparation and the formation of work packages for delivery in the next dry season.

**Disaster Event Preparedness:** KASC is currently activated for the Dec/Jan 26 monsoon event – damage information and scope developments are underway for submission to QRA for approval.

## **Project Management Updates**

### **Vehicle GPS system**

System installation completed.

Various reports have been developed and shared across the Executive team for their review and action where necessary;

- Peak speed reports
- PIN and driver identification exception reporting
- Exit town geofence
- After hours usage

### **LGGSP – Staff Housing Scheme Grant**

#### **Allocated Projects:**

Refurbishment to Council Staff Allocated Residences:

- 21A Tulathulum Street – Works at 75% completion
- 21B Tulathulum Street – Handed back – COMPLETED
- 21C Tulathulum Street – Handed back – COMPLETED
- 45A, B, C Chapman Road – final planning underway for tenant relocation and works to begin in May
- 523A Chapman Road – Works at 95% completion

**Note:** \$33,702.00 of remaining budget is reserved for variation.

### **W4Q Staff Housing Scheme Grant (Work 4 Queensland)**

#### **Allocated Projects:**

Refurbishment to Council Staff Allocated Residences:

- 26A Tulathulum Street – Works Completed
- 22B Koltmomun Street – take off and materials in community, planning underway for tenant relocation
- 50 Chapman Road – take offs and materials in community, planning underway for tenant relocation
- 11A Wulerr Street – Works completed

**Note:** \$42,692.52 of remaining budget is reserved for variation.

### **Administration Office Refurbishment**

Project completed with a handover in late March.

5% retention of final claim is being held during Defect Liability Period.

### **Water Infrastructure Upgrades**

Process review and detailed design tender has been awarded to ARUP. The project has now progressed through 3 MCA meetings with the process review completed with recommendation report provide to RDMW and Council.

The next review point in May 2026 will include;

- 85% design package
- Site risk assessment and HAZOP onsite workshop

### **Magnificent Creek**

License agreement settled and signed off by Council and PBC.

Civil works completed with support from approved cultural monitors

Access roadway for ongoing maintenance completed

Revegetation works to be planned in line with World Environment Day June 5<sup>th</sup> (weather permitting)– plan to hold Community planting event with over 500 new native and local trees and shrubs

### **Crucial Access Links (QRA)**

First stage of the aerodrome upgrades is complete. Full runway reseal, reconstructed taxi way and reseal, apron reseal and new line marking works have been finalised ahead of incoming wet season. Planning underway for the next batch of projects for next dry season, include;

- Re-shaping and drainage work to runway strip
- Upgrades to fuel facility, including bowser facilities and increased storage
- New gable markers
- New set of temporary/emergency lights
- Fencing and security upgrades
- Refurbishment of old terminal building

Upgrade works on runway, taxiway and apron completed, including new line marking and lighting repairs.

### **Vet Services**

Vet Schedule for remainder of 2026 has been locked in and shared across the Community.

**UPCOMING VET VISITS 2026**

**6-10 APRIL**  
**22-26 JUNE**  
**28 SEPTEMBER - 2 OCTOBER**  
**14-18 DECEMBER**

**FREE SERVICES AVAILABLE:**  
**FREE DEXSEXING**  
**TICK / FLEA / WORMING**  
**MEDICINE**  
**GENERAL HEALTH CHECK-UPS**  
**(MONDAY)**  
**SURGERY DAYS - TUESDAY,**  
**WEDNESDAY & THURSDAY**  
**PARVO VACCINATIONS - \$66**

**IMPORTANT:**  
**PLEASE SEE ANIMAL**  
**CONTROL IF YOU WOULD LIKE**  
**YOUR DOG OR CAT PLACED ON**  
**THE DEXSEXING LIST**

**ALL COMMUNITY MEMBERS WELCOME**

**KOWANYAMA**  
ABORIGINAL SHIRE COUNCIL  
Place of many waters

#### 4.4.2- AGENDA REPORT

Title:	Commercial Rent Reduction
Author:	A/Executive Manager – Roads, infrastructure and Essential Services
Meeting Date:	28 April, 2026

#### **Resolution:**

**That Council resolves pursuant to section 262(3)(c) of the *Local Government Act 2009 (Qld)* to approve a partial commercial fee waiver for a period of 12 months only for Approved Contractor Outback Electrics (ABN 42201636003) at the Contractor's Camp per OPTION 2 noted in this report and give financial delegation to the Chief Executive Officer to consider and decide subsequent waivers application received from the applicant relating to this tenancy, for subsequent years,**

#### **Options:**

1. Approve a commercial rate discount for one (1) x one-bedroom unit, reducing the weekly rate from \$884.10 to \$450.00, resulting in a total discount of \$434.10 per week and \$23,405.20 per annum.
2. Approve a commercial rate discount for two (2) x one-bedroom units, reducing the weekly rate from \$1,768.20 to \$900.00 per week, resulting in a total discount of \$868.20 per week and \$46,800.00 per annum.
3. Decline to approve commercial rate discounts.

#### **Executive summary**

Council received a request via email in September 2024 from Approved Contractor Outback Electrics seeking a discount on his current weekly commercial accommodation rate for a 1-bedroom unit at the Contractors Camp. Outback Electrics proposed a discount equal to a one-bedroom Commercial General Tenancy Agreement rate for a staff house in accordance with Council's Fees and Charges, which equated to a 47% discount.

A report was submitted to 29 October 2024 Ordinary Meeting of Council (**attached**) whereby the below resolution was **approved** by Council:

**Resolution:** *That Council resolve to approve a commercial rate discount for Approved Contractor Outback Electrics (ABN 42201636003) at the Contractor's Camp by reducing the weekly rate from \$853.00 to \$450.00 on the basis of long-term commercial occupancy, making a total discount of \$403.00 per week and \$20,972.00 per annum (47% reduction).*

#### **Options:**

1. **Approve** a commercial rate discount from \$853.00 to \$450.00 per week, making a total discount of \$403.00 per week and \$20,972.00 per annum.
2. **Decline** a commercial rate discount.

Council's Fleet and Facility Coordinator conducted routine inspections across all Council facilities with commercial arrangements in place, including the Outback Electrics residence at the Contractors Camp. On 7 October 2025 (**attached**), the inspection revealed significant infrastructure concerns, rendering the premises unsuitable for habitation. As a result, a Notice to Vacate and Condemnation of Premises letter (**attached**) was issued to Outback Electrics on 16 October 2025, informing them of the facility's status and requiring tenancy termination by 11 November

2025. The correspondence further advised Outback Electrics that Council had two available rooms for relocation at a rental rate of \$400 per week.

Unfortunately, the letter provided incorrectly specifies a rental rate of \$400 per week instead of the Council-approved rate of \$450 per week. Furthermore, since the letter was not issued under the authority of the Chief Executive Officer, any amendment to the Council-approved rental rate cannot be sanctioned.

The current rent reduction arrangements pertain only to **1 x One Bedroom unit** at the contractor camp. It has been identified by Council that the current unit is occupied by two (2) persons. Council has therefore reserved two (2) one-bedroom units for Outback Electrics to relocate to.

Below provides a summary of annual projected discounts:

<b>Option 1: is based on projections on 1 x One-bedroom unit at a rate of \$450 per week:</b>	
Contractor Camp Rate (per room per night) \$126.30 x 1 room per night \$126.30 x 7 days = \$884.10 \$884.10 x 52 weeks = <b>\$45,973.20</b>	If discount rate of \$450 per week is applied annual rent discount total is: \$884.10 - \$450.00 = \$434 x 52 weeks = <b>\$22,568.00</b> <b>Total discount: \$23,405.20</b>
<b>Option 2: is based on projections on 2 x One-bedroom units at a rate of \$450 per week:</b>	
Contractor Camp Rate (per room per night) \$126.30 x 2 rooms per night = \$252.60 \$252.60 x 7 days = \$1,768.20 \$1,768.20 x 52 weeks = <b>\$91,946.40</b>	If discount rate of \$450 per unit per week is applied annual rent discount total is: \$1,768.20 - \$900.00 = \$868.20 x 52 weeks = <b>\$45,146.40</b> <b>Total discount: \$46,800.00</b>

This request for commercial rate waiver does not meet the criteria of Council's Concession Policy as Outback Electrics is neither a Not-for-profit and/or Charitable Organisation or Local and Indigenous Owned Business and is therefore not eligible under this policy and will require Council resolution. However, Council does have a general power under section 9 of the *Local Government Act 2009 (Qld)* "to do all things necessary or convenient for the good rule and local government of its local government area," including consideration of ad hoc discounts to fees and charges by Council resolution.

Commercial tenancy fees and charges set out in the Register of Fees and Charges 2025/26 are struck under section 262(3)(c) of the *Local Government Act 2009 (Qld)* under the power to "charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed." This is part of the wider power of local government to "do anything that is necessary or convenient for performing the responsibilities" (s262(2) LGA). This in turn provides an associated discretion of Council to waive those fees at its discretion. For transparency in decision making, this should occur ordinarily by Council resolution.

**Risk**

Before this request and its subsequent approval, Council had not previously granted waivers for commercial rent reductions. Many local businesses, which contribute to economic development within the local government area, are established suppliers to the community and are listed on Council's Approved Contract List, yet they have not applied for rent waivers based on these criteria.

If Council allows broad eligibility for this rent reduction category, it may inadvertently prompt an increased volume of similar applications for rent reductions at the Contractors Camp.

**Officer Recommendation** Option 2 is recommended to enable the associated relocation from current condemned premises and relocation to new fit for purpose premises. Waiver should be restricted to 12 months only and will require annual reapplication and reconsideration by the CEO, should it be sought by the applicant. **Resolution**

**That Council resolves pursuant to section 262(3)(c) of the *Local Government Act 2009 (Qld)* to approve a partial commercial fee waiver for a period of 12 months only for Approved Contractor Outback Electrics (ABN 42201636003) at the Contractor's Camp per OPTION 2 noted in this report and give financial delegation to the Chief Executive Officer to consider and decide subsequent waivers application received from the applicant relating to this tenancy, for subsequent years,**

**Options:**

1. Approve a commercial rate discount for one (1) one-bedroom unit, reducing the weekly rate from \$884.10 to \$450.00, resulting in a total discount of \$434.10 per week and \$23,405.20 per annum.
2. Approve a commercial rate discount for two (2) one-bedroom units, reducing the weekly rate from \$1,768.20 to \$450.00 per week, resulting in a total discount of \$868.20 per week and \$46,800.00 per annum.
3. Decline to approve a commercial rate discount.

**Attachment a:**

- Agenda Report – 29 October 2024 OM



#### 4.2.2.b – Commercial rent discount

Title:	Commercial rent reduction
Author:	Chief Executive Officer
Meeting Date:	29 October 2024

**Resolution:** That Council resolve to approve a commercial rate discount for Approved Contractor Outback Electrics (ABN 42201636003) at the Contractor's Camp by reducing the weekly rate from \$853.00 to \$450.00 on the basis of long-term commercial occupancy, making a total discount of \$403.00 per week and \$20,972.00 per annum (47% reduction).

#### Background

Council received a request via email on the 20 September 2024 from Council Approved Contractor Outback Electrics owner Mr Rob Fry seeking a discount to his current weekly commercial accommodation rate for a 1-bedroom unit at the Contractor's Camp.

Outback Electrics have proposed a discount equal to a one-bedroom Commercial Tenancy Agreement rate for a staff house in accordance with Council's Fees and Charges. This equates to a 47% discount.

By providing a discount to long term commercial tenancies, Council is able to incentivise availability of contractors in Kowanyama to service both Council, community service providers and residents.

Below table outlines Outback Electrics current and reduced rate including proposed discount.

Details	Weekly Cost	Annual Cost
Commercial Tenancy Agreement (1brm per week) <i>(in accordance with Council's Fees &amp; Charges)</i>	\$450	\$23,400
Current Arrangement – \$121.90 per night at Contractor Camp	\$853	\$44,372
<b>Proposed Discount</b>	<b>(\$403) (47%)</b>	<b>(\$20,972)</b>

This request for commercial rate concession does not meet the criteria of Council's Concession Policy as Outback Electrics is neither a Not-for-profit and/or Charitable Organisation or Local and Indigenous Owned Business and is therefore not eligible under this policy and will require Council resolution. However, Council does have a general power under section 9 of the *Local Government Act 2009* (Qld) "to do all things necessary or convenient for the good rle and local government of its local government area," including consideration of ad hoc discounts to fees and charges by Council resolution.

**Resolution:** That Council resolve to approve a commercial rate discount for Approved Contractor Outback Electrics (ABN 42201636003) at the Contractor's Camp by reducing the weekly rate from \$853.00 to \$450.00 on the basis of long-term commercial occupancy, making a total discount of \$403.00 per week and \$20,972.00 per annum (47% reduction).

**Options:**

1. **Approve** a commercial rate discount from \$853.00 to \$450.00 per week, making a total discount of \$403.00 per week and \$20,972.00 per annum.
2. **Decline** a commercial rate discount.

#### 4.4.3 Notice of Intention to Repeal

Title:	Repeal – Staff Accommodation Tender – KASC-2026-047
Author:	Executive Manager Roads, Infrastructure and Essential Services
Meeting Date:	28 April 2026

#### NOTICE OF INTENTION TO PROPOSE A REPEAL

***A notice given pursuant to section 262 of the Local Government Regulation 2012 (Qld)/ Paragraph 20.1 of the Standing Orders.***

#### **Resolution 1 – Repeal**

**That Council resolve to repeal resolution 4.3.2.a made at the 23 March 2026 Ordinary Meeting of Council, namely:**

**a. KASC-2026-047 Accommodation Tender**

**RESOLUTION: That Council resolves to award Oly Homes (ABN 92 103 649 814) as the preferred supplier for Tender KASC-2026-047 (Staff Accommodation) and to delegate authority to the Chief Executive Officer to do all things necessary to enter into the contract, approve variations, and pay invoices under the contract as and when due.**

**Moved: Cr. Coralie Lawrence**

**Seconded: Cr. Charmaine Lawrence**

**CARRIED**

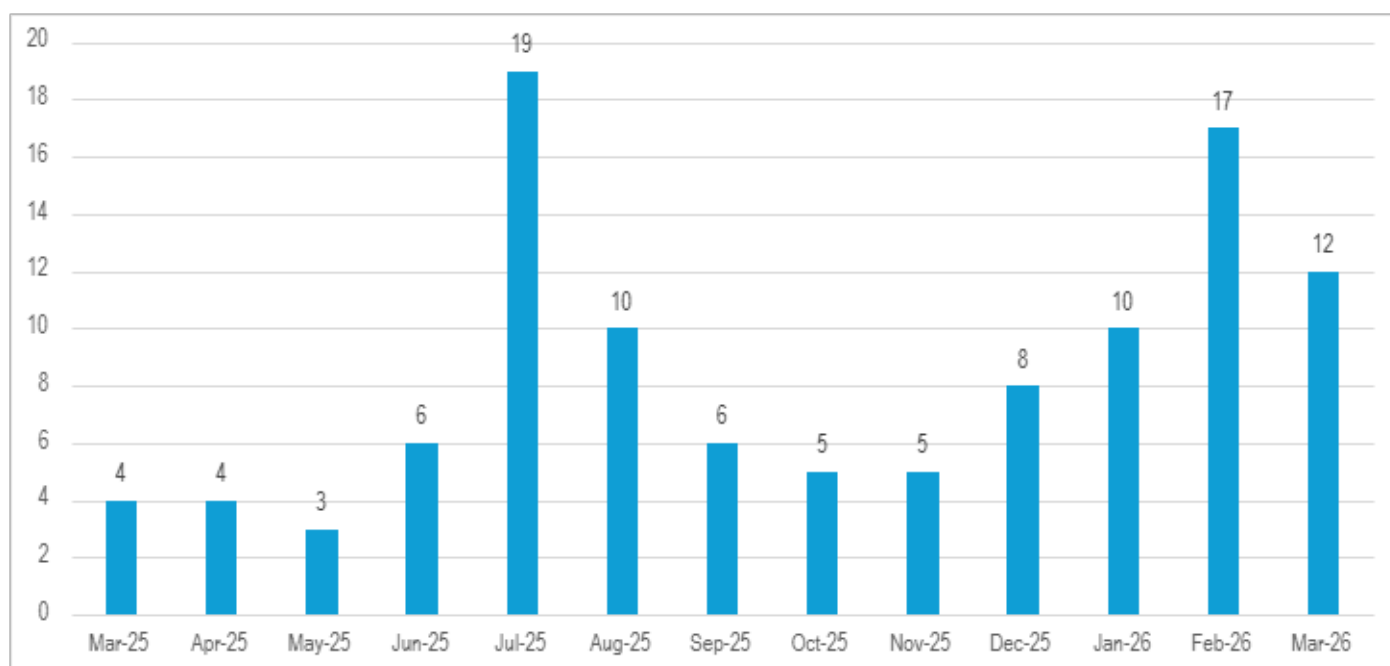
Subsequent to the report and resolution of Council at the 23 March 2026 Ordinary Meeting, it has come to the attention of senior management that Lot 45 on SP272072 cannot support the construction, as tendered by the preferred tenderer. It is intended that the award be repealed as it has not yet been communicated to the preferred tenderer, and specification be reconsidered by management and advisors

### 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: 28 April 2026

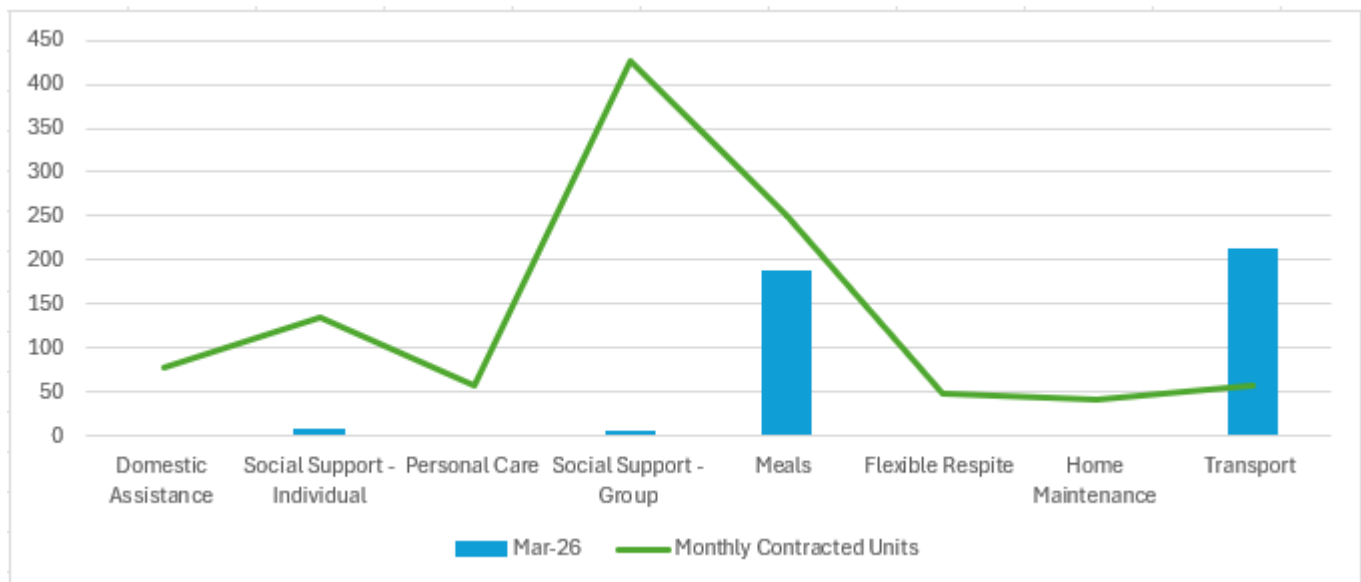
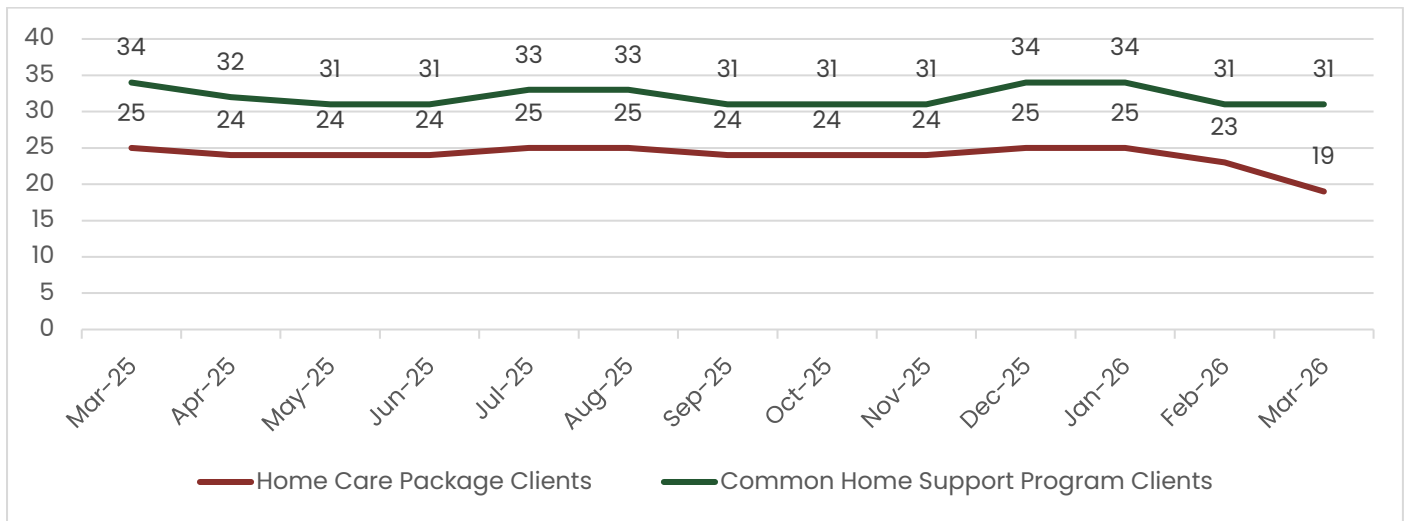
#### 1. Women’s Shelter

Attendance statistics for the last 12 months:



- Discussion with staff member to promote within and move up to Team Leader. We haven't had this position for over 6 months, but I have worked with the staff and see great potential in an existing team member. Once all staff have returned to community this position will be discussed with all shelter staff.
- Concerns have been raised with building conditions. Waiting on notification of a grant that has been applied for. Temporary actions discussed and to be actioned.
- Grants Officer is working on reporting requirements for this service.

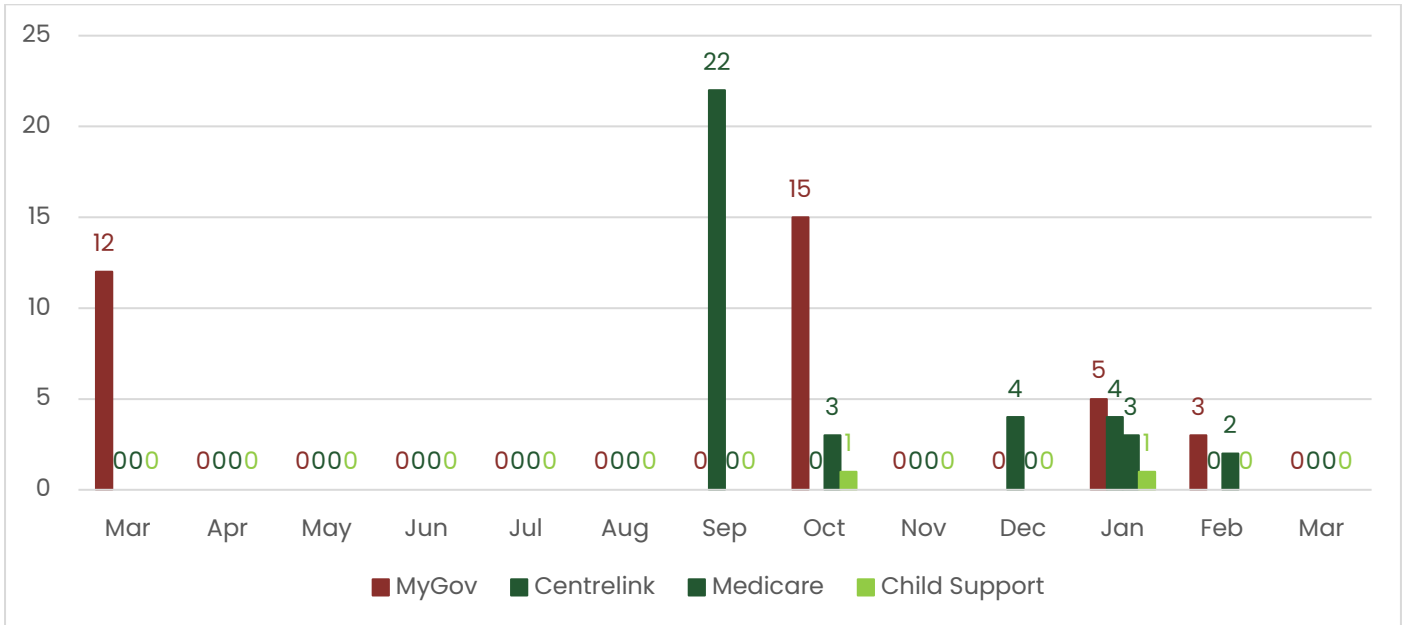
## 2. Aged Care



- Manager continues to work with SDAP (Service Development Assistance Panel) to update all policies, procedures, templates and work through maintenance and compliance issues.
- Barbara Schmidt visited community early March. Barb and her team continue to give hands-on training and support to our manager in relation to the new Aged Care Regulations.
- Reporting submissions are very close to being up to date, with Barb training Aged Care Manager and the Co-ordinator on how to finalise these so the reporting can be bought in-house and be the responsibility of the Manager.
- Need to complete our Responsible Persons Register with suitability checks with Councillors.
- Lack of interest in relation to Recruitment.

### 3. Centrelink

Service usage for the last 12 months:

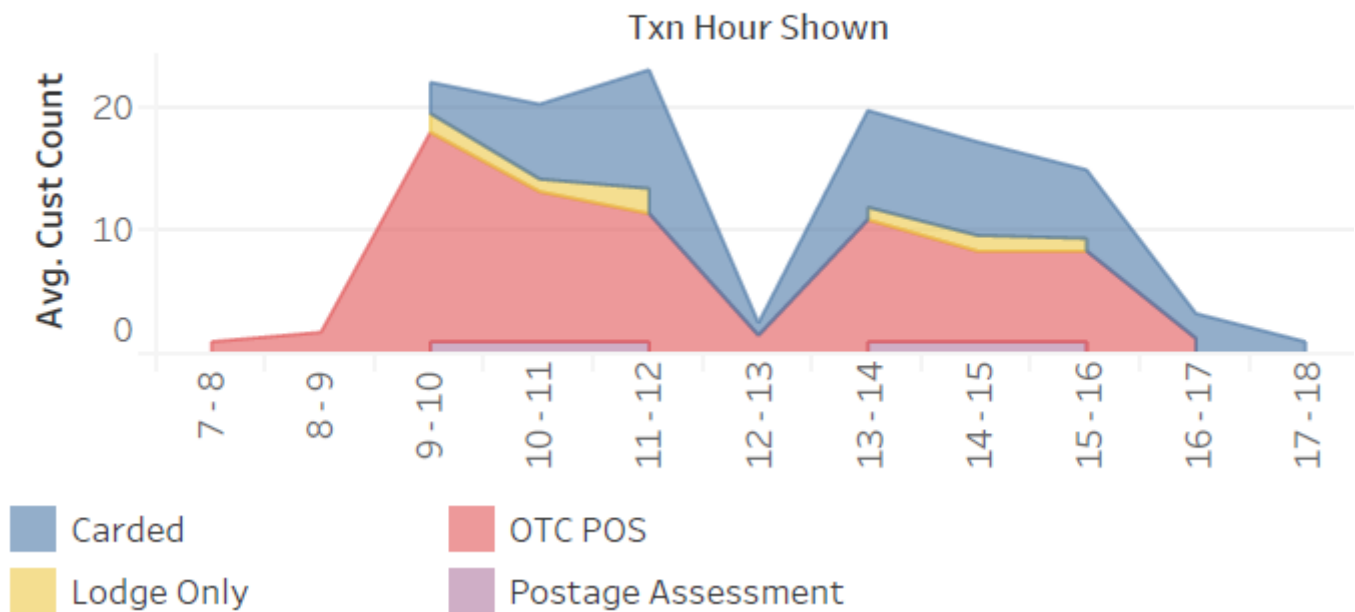


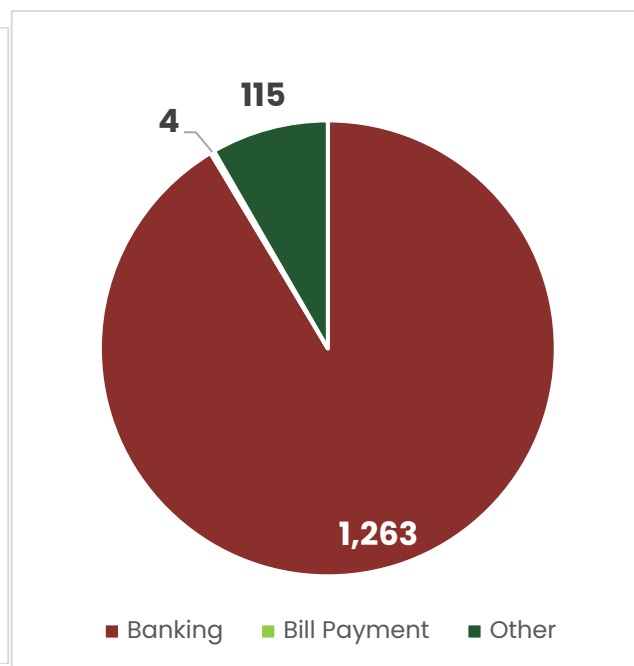
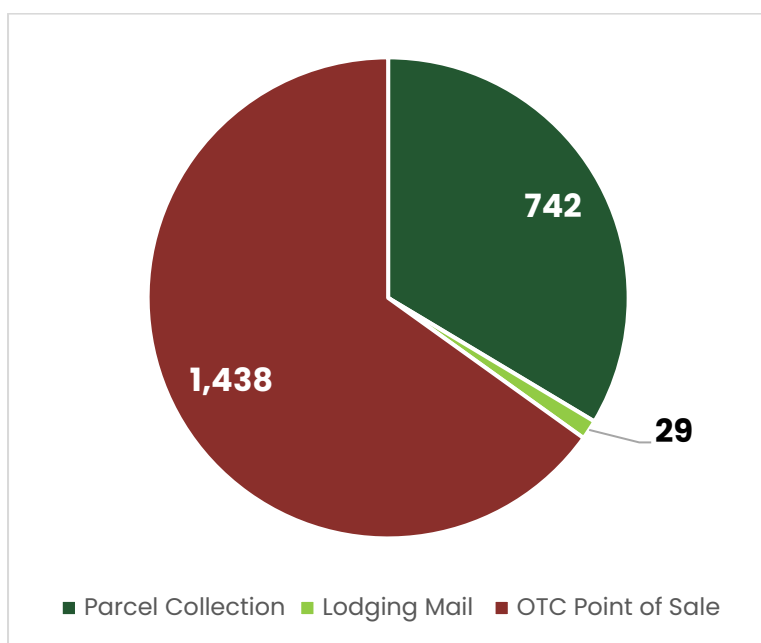
### 4. Post Office

The month of March saw 2,216 customers access services (excluding the ATM), up 10% from last month.

Parcel Collection and Foot Traffic · hour

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. Women’s Group

- Monthly visit from Dr Amelia Britton. Continued work within the Women’s Wellness Framework.
- Men’s and Women’s Group Meeting held on 9<sup>th</sup> March. Mayor gave an encouraging speech about helping each to rise up and lead in the community. Community members shared information about suicide prevention through Apunipima and local health clinic, and reminded each other to reach out to friends and go out on Country for positive mental well-being. Games, yarns, laughs, coffee and small dinner was provided. 25 Men and 25 Women attended.
- Women’s Group have meetings each fortnight. The rain has kept some nights to a smaller group. 35 attendees in total for the month. Numbers are slowly increasing which is a great reflection of the work the group is putting in. Amelia attended one Women’s Group meeting with support within the well being space, giving suggestions and tools for the women to use to help in their personal life and within the community. Ms Kaye Graham also attended a meeting and spoke about recognising signs of stress. Have had some great feedback from community members, mentioning that they are “very thankful” for the group gatherings each fortnight as they felt understood and enjoyed talking their problems out.



## 6. Early Years:

- One Tree are working hard to increase numbers of children at the child care. Have 2 full timers, with more showing interest. Will be working with One Tree to organise an open day, at this stage, it will be in July. Would like to extend an invite for the opening to ministers and government bodies who helped with successfully completing the project.
- Playgroup is also seeing a slight increase in numbers. Community members are starting to talk about the fresh and inviting environment, and the community connector from One Tree (Katelyn) is doing a fantastic job with getting knowledge out in the community about these spaces.



## 7. GENERAL:

- I met with Eloise and Gabby from Taboo. They visited communities within the Cape to discuss with the young ladies at the schools and within recreation areas. Their aim is to cut out period poverty. We discussed the idea of having dispensers with products within certain areas around community.



- Recruitment is finalised for the Executive Manager position, with the candidate starting end of April. Manger Community Services & Events and Manager Child & Youth Engagement have been put on hold until staff accommodation can be sorted.
- Sorry Business continues. 4 funerals to be held over April and May now that the cemetery is dry enough to move ahead with funerals.
- Ergon Community Pole Art Initiative - This meeting focused on progressing a community-led pole painting initiative in Kowanyama. The initiative aims to reduce vandalism of Ergon infrastructure, improve safety awareness, and strengthen community pride through culturally meaningful artwork. Stakeholders discussed project scope, confirming that only power poles are approved for painting. A community walkthrough was conducted to identify suitable poles for approval by myself and Katelyn Lees.  
Cultural engagement will be led through collaboration with the school and community leaders, incorporating totems and storytelling into artwork. Resourcing will be supported by Ergon, with additional logistics such as freight being explored.  
Disaster funding opportunities were discussed, including aligning the project with youth engagement and disaster preparedness initiatives. This includes potential integration with programs such as Birdie's Tree and community education within the MPC.
- Kowie Kids Get Ready Initiative – funding is available to work alongside the school and YETI in doing some preparations for Wet Season. This will be in Term 4, week 8. Further meetings will be held to discuss some programs and information that will be planned.