

Kowanyama Aboriginal Shire Council

Council Meeting Agenda

Tuesday, 26 May 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 (April 2026)
 - b. Action Items
4. Reports
 - 4.1. Councillor Portfolio Updates – VERBAL UPDATE**
 - 4.2. Chief Executive Officer**
 - 4.2.1. Information Report - Monthly Update
 - 4.2.2. 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 Procedures
 - b. Planning Scheme Review and Proposed Planning Amendment
 - 4.4. Executive Manager Roads, Infrastructure and Essential Services**
 - 4.4.1. Information Report: Monthly Update
 - 4.4.2. Agenda Report
 - 4.5. Executive Manager Community Services**
 - 4.5.1. Information Report: Monthly Update
5. Other Business
6. Closed Business
7. Changes to the Local Government Act 2009 and Regulation
8. Australian Bureau of Statistics



KASC ACTION ITEMS REGISTER

Meeting Type	Month	Year	Subject	Action Item	Lead Officer	Current Progress	Current Status	Target Date for Completion
Council Meeting	February	2025	Planning Scheme	AMG to ensure new Planning Scheme consider new cemetery area	EMCFS	<p>June 2025: Funds have been secured through the Scheme Fund and Council has requested a quote and a scope of works to implement the planning scheme.</p> <p>Aug 2025: Engaging contractor to undertake works.</p> <p>Nov 2025: Contractor engaged and looking to hold early discussions with Council in Dec/January.</p> <p>April 2026: Workshop to be presented to Council on 20 May 2026 by UpNorth- with updates to the Planning Scheme</p>	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. Initial Works Underway	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	Tender is advertised for aged care clients	Open	
Council Meeting	December	2025	Women's Shelter	CEO and EMCS 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 EMCS to engage contractor for aged care reporting.	CEO & EMCS	Reporting getting completed	In progress	
Council Meeting	December	2025	Centrelink	CEO and EMCS to take steps to find a resolution to IT issues for Centrelink services delivery	CEO & EMCS	April 2026 - Modem is not the issue and agency is offline - CEO is meeting with HS during their next community visit 25-28 May	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	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	March	2026	Local Laws	Governance to assist in coordination of Community session on Local Laws.	EMCFS	<p>April 2026: Governance team seeking direction from CEO and Councillors for appropriate date - as May schedule did not align and has been cancelled.</p> <p>May 2026: Local Laws meeting held with Councillors 11/5/26. FAQ's to be done up for community.</p>	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	April	2026	RISE Meeting	Chief Executive Officer to contact RISE to ascertain details around fees to support small business establishment	CEO	Quarterly Financial Report from RISE Ventures to be provided by CEO at the May Ordinary Meeting	In progress	
Council Meeting	April	2026	Aged Care	Council to determine who has keys to the Aged Care Facility	EMCS		In progress	
Council Meeting	April	2026	Water Supply	Council to determine status of the town's bore(s) and provide a status at the May Ordinary Meeting	EMRIES		In progress	
Council Meeting	April	2026	Subdivision Housing	Council to determine the 4 bedroom design	EMRIES	Design in progress	In progress	



Kowanyama Aboriginal Shire Council

April Council Meeting Minutes

28 April 2026, 10:00 AM – 12:17 PM

Kowanyama Council Chambers and Cairns Boardroom

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Present

Kowanyama Council Chambers Cr. Territa Dick (Mayor)
Cr. Teddy Bernard (Deputy Mayor)
Cr. Charmaine Lawrence
Cr. Coralie Lawrence
Cr. Richard Stafford
Alan Neilan –Chief Executive Officer
Eddie Ibal – Acting Executive Manager Roads, Infrastructure and Essential Services

Cairns Boardroom Joe Cristaldi – Executive Manager Corporate and Financial Services
Paula Auld – Acting Executive Manager Community Services
Gina Rainbird – Executive Manager Community Services
Chris McLaughlin – Acting Manager Governance
Danae Maltby – Governance Officer

1. Opening/Welcome

Meeting commenced at 10:00 AM.

Mayor welcomed the Councillors and Executive Team to the December 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 (March 2026 Ordinary Meeting)

Minutes from the Ordinary Council Meeting 23 March 2026 to be adopted as true and accurate.

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

CARRIED

b. Action Items

Action Items register was noted and tabled.

Action: Provide all elected members with a copy of the document provided by RISE Ventures "Kowanyama Stakeholders Strategic Planning"

Action: Quarterly Report from RISE Ventures to be provided by CEO at the May Ordinary Meeting

4. Reports

4.1. Mayor, Deputy, and Councillor Updates

Mayor welcomed Gina Rainbird as the new Executive Manager of Community Services and Cultural Heritage to Kowanyama Aboriginal Shire Council.

Action: Council to determine who has keys to the aged care facility

Action: Update on the status of the town's bore(s) to be provided to Council at the May Ordinary Meeting

4.2. Chief Executive Officer

4.2.1. Information Report

Alan Neilan (CEO) 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.

Cr Territa Dick left the meeting at 10:38am. Cr Territa Dick returned to the meeting at 10:42am.

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.

Cr Teddy Bernard left the meeting at 10:53am. Cr Teddy Bernard returned to the meeting at 10:55am.

c. Human Resources Information Report

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

4.3.2. Agenda Reports

a. Policy and Procedure

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

Moved:
Seconded:

Cr. Teddy Bernard
Cr. Charmaine Lawrence

CARRIED

4.3.2.b Agenda Reports

b. Resolution Correction – 4.3.2.a (January 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 2026 and 2027 fire seasons (2 years)."

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

CARRIED

4.4. Executive Manager Roads, Infrastructure and Essential Services

4.4.1. Information Report

Eddie Ibal, (Acting Executive Manager Roads, Infrastructure and Essential Services) presented EMRIES Information report to Council. Information report was noted by Council.

Cr Coralie Lawrence left the meeting at 11:23am. Cr Coralie Lawrence returned to the meeting at 10:55am.

4.4.2. Agenda Reports

a. Commercial Rent

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 4220163003) at the Contractor's Camp and give financial delegation to the Chief Executive Officer to consider and decide subsequent waivers applications received from the applicant relating to this tenancy for subsequent years – OPTION 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.

Moved: Cr. Teddy Bernard
Seconded: Cr. Richard Stafford

CARRIED

b. Notice of Intention to Repeal

RESOLUTION: That Council resolves 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

NO VOTE TAKEN – No mover. Motion failed.

Cr Territa Dick left the meeting at 12:03pm. Cr Territa Dick returned to the meeting at 12:08pm.

4.5. Executive Manager Community Services and Cultural Heritage

4.5.1. Information Report

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

5. Other Business

NIL

6. Closed Business

NIL

Ordinary Meeting closed: 12:17pm

4.2.1 – Info Report

Title:	CEO Update
Author:	Chief Executive Officer
Meeting Date:	26 May 2026

Executive Summary

To provide Council with an update of activities undertaken by Chief Executive Officer, Alan Neilan following the Ordinary meeting on April 28, 2026.

Key points

- **Executive Management Teams meeting occurs each Monday morning.**
- April 29 – 30 LGAQ Indigenous Leaders Forum
- May 1 Meeting with RISE Management
- May 6–7 NWQROC Meetings
- May 11 Local Laws Workshop
- May 12 TCICA Forum on Land Tenure and its impact on housing
- May 13 TCICA May General Meeting
- May 14 Aged Care Services Cape York Workshop
- May 14 FNQ Trade and Investment Group Tropical North meeting
- May 18 Water treatment plant upgrade meetings with DLGWV
- May 19 Department of Housing engagement session
- May 19 Discussions with NDIA
- May 20 Strategic Capital Plan meetings with Department of Housing
- May 20 Cairns District human and social recovery resilience group meeting DHSRRG
- May 21 Council Workshop Planning Scheme review
- May 22 LGMA Indigenous Leaders forum
- May 25 Meetings with animal management re local laws and snake removal
- May 25 Meeting with Department of Local Government, Water and Volunteers

4.2.1b – Info Report

Title:	CEO Update
Authority:	Chief Executive Officer
Meeting Date:	26 May 2026

Executive Summary

To provide elected members with the information gathered at the 'have your say' event on Monday 18th May and from online responses.

Council received 37 responses on brochures and online, some having multiple suggestions.

The most popular response was to do with the kids in community needing their own Youth Centre (12) . The requested Library books, cultural activities, play equipment and Council staff to monitor.

Job training/opportunities for kids gathered 5 votes as did upgrades at the Men's shed with a men's coordinator.

The following responses received 3 votes: Footpaths around community, Rangers on country with locals on weekends for community adults and young people and fix potholes.

Two or more votes: Upgrade zebra crossing and school and shop, music in community (sorry business too long), more events and shows (entertainment) , lights at the oval, upgrade Rodeo ground, upgrade aged care facility, keep dogs behind fences, an airport bus/ community bus on the weekends, more garbage pick-ups, community pool being open all the time.

Individual answers were as follows:

Football/Softball carnival, car wash, butcher shop, 24/7 service station, scooter hire at airport for delays, movie nights, more bins around community, motorbike track, lights on the road on the way to the men's shed, seating area around the blue phone, doctors, paramedics and physiotherapists in community, health action team to liaise between community and Council, upgrade splash park, halfway house for people waiting for housing, Dance up North started, laundromat, trained local mechanics, community hall needs more kitchen facilities for community use (bigger stove and fridge), event planner for Council, beautification of community with gardens and art, ability to recycle, more diesel at the CEQ, clean up the MPC and upgrade the dog pound.

Recommendation:

That Council consider Community members ideas when formulating and implementing the 2026/2027 budget.

4.3.1.a – Information Report

Title:	Governance Monthly Update
Author:	A/ Manager Governance
Meeting Date:	26 May 2026

Key Items

2026/27 Annual Operational Plan

Being prepared alongside budget preparation with Departments.

Local Laws Workshop 11 May 2026

Workshop complete. Likely no Local Laws amendments required. Community engagement and Authorised Person training now the focus.

Oriners and Sefton Management

Closed Business Information Report provided to Council at the May 2026 OM.

Mechanics Workshop Tender 2026/27

Agenda Report presented to May OM for selection of preferred tenderer.

Cultural Vault ILUA

Cultural Vault ILUA has now been signed and lodged for NNTT registration.

Neighbourhood Centre ILUA

Awaiting project scope and initial designs from the State proponent. Awaiting Crown Law advice re State involvement as a party to the ILUA.

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 2026 and 2027 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). 18,000 sold. 24,002 balance remain.

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

4.3.1.b – Information Report

Title:	Finance Information Report
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	26 May 2026

Key Items

Financial Report April 2026

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

- Key points from the April 2026 YTD report are as follows:
 - net operating result (before depreciation) is a \$1,033,195 profit, which is \$4,394,464 better than budget
 - actual net operating income is \$23,277,881 which is \$1,572,352 better than budget
 - actual operating expenditure is \$22,244,687 which is \$4,394,964 better than budget
 - Net profit/loss) (after depreciation) is \$8,971,297 loss, which is \$5,979,332 better than budget
 - Untied Cash Funds balance is \$23,140,977

Recommendation:

That Council note the:

- Monthly Financial Report – April 2026

Attachment 1:

- Monthly Financial Report – April 2026



Financial Report April 2026



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Financial Report April 2026

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(all results are in \$)



Year to Date April 2026

Finance Summary

The YTD April 2026 financials show an actual loss of \$8,971,297 compared to a budgeted loss of \$14,950,629.

Favourable revenue variances arose for Concrete Sales \$1,270,0188, General Purpose Financial Assistance Grant \$856,781, Interest Received \$221,893, Accommodation Revenue \$424,405 and Rental Income \$266,869. Additional favourable variances arose for Payroll costs \$3,393,904, mainly due to vacant positions, Depreciation \$1,588,006, IT costs \$292,322 due to the timing of various projects, Travel Expenses \$206,488 and Small Equipment purchases \$205,532. These favourable variances are partially offset by higher than budgeted Cost of Goods Sold \$978,500 mainly due to the higher volumes of concrete batching to date and higher Contractor and Consultant Costs \$979,439 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 - 30/04/2026

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	\$	\$	\$	\$
Income				
Council Rates, Levies & Charge	678,543	628,000	50,543	628,000
Commissions & Fees Revenue	140,721	159,000	(18,279)	190,819
Aviation Landing Fees	345,654	479,160	(133,506)	575,000
Other Fees & Charges	431	4,160	(3,729)	5,000
Accommodation Revenue	1,349,335	924,930	424,405	1,109,920
Rental Income	933,529	666,660	266,869	800,000
Interest Received	1,088,553	866,660	221,893	1,040,000
Sale of Goods Revenue	3,792,926	878,530	2,914,396	1,039,250
Services Revenue	4,144,896	3,927,070	217,826	6,162,522
Aviation Fuel Revenue	617,431	541,660	75,771	650,000
Donations Received	5,000	15,000	(10,000)	15,000
Fuel Tax Credits	19,945	12,500	7,445	15,000
Other Income	231,894	150,000	81,894	200,000
Training Recoveries	0	75,000	(75,000)	100,000
Workcare Recoveries	32,234	0	32,234	0
State Government Grants - Operating	4,844,072	5,227,870	(383,798)	5,535,089
Commonwealth Government Grants - Operating	3,917,256	3,656,859	260,397	7,929,837
Other Grants - Operating	106,875	0	106,875	0
Internal Cost Recoveries - Sale of goods	5,783	1,450,820	(1,445,037)	1,741,000
Internal Cost Recoveries - Services	963,211	2,041,650	(1,078,439)	2,450,000
Profit on Asset Disposal	59,592	0	59,592	0
Total Income	23,277,881	21,705,529	1,572,352	30,186,437
Less Expenses				
Cost Of Goods Sold	3,266,630	2,288,130	(978,500)	2,745,784
Stock Adjustments & Stocktake variances	9,895	12,500	2,605	15,000
Wages - Permanent Staff	6,569,813	9,696,163	3,126,350	11,600,434
Superannuation	722,307	1,152,058	429,751	1,378,513
Recruitment & Relocation	136,544	120,830	(15,714)	145,000
Workers Compensation	154,828	224,288	69,460	269,354
Staff Education & Training	46,196	149,790	103,594	181,020
FBT	25,686	12,500	(13,186)	15,000
Training and Workcare Costs - recoverable	0	6,240	6,240	7,500
Employee Assistance Program	431	2,080	1,649	2,500
Audit Fees	86,172	95,820	9,648	115,000
Admin Expenses	8,142	10,830	2,688	13,000
Advertising Costs	4,460	30,820	26,360	38,500
Memberships & Subscriptions	96,528	105,080	8,552	126,150
Postage & Stationery	14,071	26,130	12,059	31,450
Staff Amenities	23,070	45,170	22,100	54,300
Hcp Purchased Goods	24,893	16,660	(8,233)	20,000
MV Expenses - Fuel	143,043	187,810	44,767	225,350
MV Expenses - Registration	57,559	13,000	(44,559)	15,650
MV Expenses - Running Costs	0	2,080	2,080	2,500
R&M - MV Expenses	202,371	280,760	78,389	341,000
Plant Fuel & Oil Expenses	0	410	410	500
Plant Hire	2,619	4,160	1,541	5,000
Consultants	349,815	645,080	295,265	774,165

Kowanyama Aboriginal Shire Council
Profit & Loss
Period ending - 30/04/2026

	Year to Date Actual	Year to Date Current Budget	Year to Date Variance to Current Budget	Full Year Current Budget
	\$	\$	\$	\$
Contractors	5,260,824	3,986,120	(1,274,704)	4,846,587
Legal Expenses	75,990	99,990	24,000	120,000
Accountancy Fees	91,700	100,000	8,300	120,000
Computer, IT & Network	498,888	791,210	292,322	954,500
Telephone, Fax & Printers	309,211	201,330	(107,881)	241,700
Cleaning	73,960	61,110	(12,850)	73,440
Freight	246,485	200,680	(45,805)	235,464
Security	9,498	16,660	7,162	20,000
Catering	122,385	189,370	66,985	216,650
Donations	190,000	112,500	(77,500)	115,000
Safety Equipment	14,553	70,340	55,787	84,500
Protective Clothing/Uniforms	29,288	72,090	42,802	86,600
Consumables/Materials	503,362	608,475	105,113	724,814
Electricity	437,257	434,180	(3,077)	521,106
Small Tools, Equipment And Furniture	278,148	483,680	205,532	580,500
Portable & Attractive Assets	0	30,880	30,880	37,600
Capital Assets expenditure	37,275	0	(37,275)	0
R&M - Roads & Infrastructure	0	8,330	8,330	10,000
R&M - Buildings	219,038	580,360	361,322	731,500
R&M - Plant & Equipment	420,725	456,180	35,455	547,500
R&M - Other	220,322	21,230	(199,092)	25,500
Travel Exps - Accommodation	72,645	126,740	54,095	153,700
Travel Exps - Airfares	181,041	280,920	99,879	333,500
Travel Exps - Car Hire/ Taxi/ Km'S	15,976	42,875	26,899	52,595
Travel Exps - Meals & Incident	104,890	130,505	25,615	159,050
Rent	109,352	121,240	11,888	145,500
ATM & Eftpos Fees, Bank Charges & Interest	23,791	41,660	17,869	50,000
Insurance	201,376	200,000	(1,376)	240,000
Bad Debts Written Off	92	0	(92)	0
Fees & Charges	62,105	17,490	(44,615)	21,000
Licences	3,450	7,570	4,120	9,100
Rates & Taxes	39,550	33,330	(6,220)	40,000
Internal Cost Charges - Sale of Goods & Services	446,437	683,520	237,083	817,728
Internal Cost Allocation - Wages	0	(271,656)	(271,656)	(325,000)
Net Operating Expense	22,244,687	25,067,298	2,822,611	30,112,803
Net Operating Profit / (Loss)	1,033,195	(3,361,769)	4,394,964	73,634
Depreciation	10,000,854	11,588,860	1,588,006	13,906,723
Loss on Reval of Finance Leases & Sale of Assets	3,638	0	(3,638)	0
Net Profit / (Loss)	(8,971,297)	(14,950,629)	5,979,332	(13,833,089)



Net Operating Results by Program

Office of the CEO					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Untied Funding Programs					
Kowanyama Office	Deficit	(\$520,065)	(\$626,557)	\$106,492	(\$750,453)
Councillor Costs	Deficit	(\$475,879)	(\$542,793)	\$66,914	(\$650,142)
General Council	Deficit	(\$4,711,331)	(\$5,726,369)	\$1,015,038	(\$6,978,875)
Arthur Beeton - Legends	Deficit	(\$210,762)	(\$200,000)	(\$10,762)	(\$200,000)
KASC Events	Deficit	(\$13,130)	(\$48,750)	\$35,620	(\$65,000)
Carbon Farming	Surplus	\$577,194	(\$309,210)	\$886,404	\$785,510
Cleaning Services	Deficit	(\$68,771)	(\$194,811)	\$126,040	(\$233,146)
Kowanyama Culture & Research Centre	Deficit	(\$63,705)	(\$125,015)	\$61,310	(\$149,731)
Accommodation Facilities	Surplus	\$985,613	\$435,343	\$550,270	\$523,284
Subtotal - Untied Funding Programs		(\$4,500,837)	(\$7,338,162)	\$2,837,325	(\$7,718,553)
Tied Funding Programs					
Neighbourhood Centre ILUA	Deficit	(\$11,885)	\$0	(\$11,885)	\$0
Future Housing Supply Strategy CHSP 2025-26 HSP1 0005	Surplus	\$112,000	\$0	\$112,000	\$0
Subtotal - Tied Funding Programs		\$100,116	\$0	\$100,116	\$0
TOTAL Office of the CEO	Deficit	(\$4,400,722)	(\$7,338,162)	\$2,937,440	(\$7,718,553)

Revenue is higher than budget for Interest Received \$222k, Accommodation Facilities \$439k and Rates and Levies \$51k. The balance of the variance is mainly due to the timing of revenue and expenditure against budget phasing including earlier than budgeted Carbon Sales \$928k

Corporate & Financial Services					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Untied Funding Programs					
Cairns Office & Finance	Deficit	(\$845,123)	(\$944,175)	\$99,052	(\$1,131,308)
Human Resources	Deficit	(\$749,550)	(\$689,404)	(\$60,146)	(\$821,071)
Governance	Deficit	(\$424,472)	(\$687,587)	\$263,115	(\$807,634)
Information, Communications & Technology	Deficit	(\$766,649)	(\$1,187,088)	\$420,439	(\$1,424,377)
Purchase Store	Deficit	(\$276,644)	(\$363,642)	\$86,998	(\$433,109)
Blue Cafe	Deficit	(\$1,171)	\$0	(\$1,171)	\$0
Kowanyama Cattle Co	Surplus	\$178,012	\$84,180	\$93,832	\$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
Subtotal - Untied Funding Programs		\$2,503,088	\$743,183	\$1,759,904	\$3,601,741
Tied Funding Programs					
Cyber Security Awareness Support For Vulnerable Groups	Deficit	(\$6,005)	(\$17,000)	\$10,995	(\$17,000)
RMIT Mapping The Digital Gap	Surplus	\$24,664	\$0	\$24,664	\$0
Planning Scheme Amendments - Scheme Supply Fund 2024-26	Surplus	\$20,000	\$0	\$20,000	\$0
Subtotal - Tied Funding Programs		\$38,659	(\$17,000)	\$55,659	(\$17,000)
TOTAL Corporate & Financial Services	Surplus	\$2,541,746	\$726,183	\$1,815,563	\$3,584,741

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					
Program		Actual YTD	Current Budget YTD	Variance to Current Budget	Full Year Current Budget
Untied Funding Programs					
Centrelink	Surplus	\$43,594	(\$197)	\$43,791	\$0
Community Bus	Deficit	(\$4,331)	(\$67,718)	\$63,387	(\$81,095)
Mp Sport & Rec Facility	Deficit	(\$94,829)	(\$119,831)	\$25,002	(\$143,613)
Post Office	Deficit	(\$156,604)	(\$174,463)	\$17,859	(\$208,549)
NAIDOC	Deficit	(\$55,692)	(\$71,000)	\$15,308	(\$71,000)
Hcp/Medicare Payments For Aged Care	Surplus	\$290,136	\$58,720	\$231,416	\$70,465
Meals On Wheels (MOW)	Deficit	(\$55,734)	\$10	(\$55,744)	\$0
Aged Care CHSP	Deficit	(\$40,416)	\$26,957	(\$67,373)	\$33,084
Aged Care Rent	Surplus	\$19,480	\$6,670	\$12,810	\$8,000
Subtotal - Untied Funding Programs		(\$54,397)	(\$340,852)	\$286,455	(\$392,708)
Tied Funding Programs					
IAS RIBS	Deficit	(\$44,006)	\$3,870	(\$47,876)	\$4,632
Dept Of Emergency Services	Surplus	\$1,337	(\$5,400)	\$6,737	(\$6,500)
DETE Childcare	Surplus	\$13,914	(\$332)	\$14,246	(\$0)
DETE Vacation Care	Surplus	\$0	(\$8)	\$8	(\$0)
Child Care Hub Establishment	Deficit	(\$81,695)	(\$171)	(\$81,524)	(\$0)
Get Ready Queensland	Deficit	(\$2,755)	\$10	(\$2,765)	\$0
NIAA Kowanyama Playgroup	Deficit	(\$51,885)	(\$271)	(\$51,614)	\$0
IAS Sport & Rec	Deficit	(\$51,677)	(\$158)	(\$51,519)	(\$0)
Deadly Active Sport & Rec Program	Surplus	\$95,160	(\$288)	\$95,448	(\$0)
Kowanyama Men's Shed Operating Grant	Deficit	(\$15,046)	(\$43,047)	\$28,001	(\$51,556)
Doha Njcp 279	Surplus	\$487,293	\$45,283	\$442,010	(\$74,137)
Womans Shelter	Deficit	(\$167,347)	(\$985)	(\$166,362)	(\$0)
Women'S Meeting Place	Deficit	(\$190,301)	(\$106,967)	(\$83,334)	(\$127,425)
Ndia Community Connector Services	Surplus	\$23,879	\$0	\$23,879	\$0
Community Toolbox	Deficit	(\$7,393)	(\$14,970)	\$7,577	(\$17,964)
Queensland Community Support Scheme (Qcss)	Surplus	\$7,405	\$13	\$7,392	(\$1)
Chde Financial Emergency Relief Program	Deficit	(\$9)	\$0	(\$9)	\$0
Community Child Care Fund Restricted Program Expansion (CCCFR)	Deficit	(\$753,931)	(\$299,180)	(\$454,751)	(\$359,020)
Chde - Disaster Emergency Relief	Surplus	\$0	\$0	\$0	\$0
Our Learning Our Way	Surplus	\$0	(\$83,320)	\$83,320	(\$100,000)
Local Decision Making Body (LDMB)	Deficit	(\$12,472)	\$0	(\$12,472)	\$0
Health & Wellbeing Planning Activities	Deficit	(\$75,315)	(\$62,500)	(\$12,815)	(\$75,000)
Growing Indigenous Knowledge Centre	Deficit	(\$39,760)	\$0	(\$39,760)	\$0
The Future Is In Your Hands	Deficit	(\$22,000)	(\$56,860)	\$34,860	(\$68,254)
Get Ready Kowie Kids (Frrr)	Surplus	\$25,000	\$0	\$25,000	\$0
Subtotal - Tied Funding Programs		(\$861,603)	(\$625,281)	(\$236,322)	(\$875,225)
TOTAL Community Services & Cultural Heritage	Deficit	(\$916,000)	(\$966,133)	\$50,133	(\$1,267,933)

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
Untied Funding Programs					
Council Houses / Buildings	Deficit	(\$4,847,864)	(\$5,066,877)	\$219,013	(\$6,116,315)
Building/ Carpenters	Deficit	(\$625,934)	(\$582,923)	(\$43,011)	(\$696,599)
Electrician	Deficit	(\$106,942)	(\$254,010)	\$147,068	(\$303,970)
Essential Services	Deficit	(\$1,246,539)	(\$1,490,256)	\$243,717	(\$1,786,591)
Parks & Gardens	Deficit	(\$603,499)	(\$1,127,257)	\$523,758	(\$1,349,185)
Roads	Deficit	(\$85,177)	(\$131,937)	\$46,760	\$279,867
Workshop	Deficit	(\$167,865)	(\$118,330)	(\$49,535)	(\$142,000)
Swimming Pool	Deficit	(\$159,879)	(\$151,251)	(\$8,628)	(\$181,380)
Heavy Plant	Surplus	\$343,659	\$858,770	(\$515,111)	\$1,030,500
Road Contractors Camp	Surplus	\$72,659	(\$6,230)	\$78,889	(\$7,500)
Airport	Deficit	(\$69,300)	(\$30,146)	(\$39,154)	(\$35,139)
Batching Plant	Surplus	\$506,171	\$102,070	\$404,101	\$122,466
QBuild Upgrade Program	Surplus	\$373,804	\$509,330	(\$135,526)	\$611,185
QBuild R&M Program	Surplus	\$306,639	\$439,640	(\$133,001)	\$527,571
Subtotal - Untied Programs		(\$6,310,067)	(\$7,049,407)	\$739,340	(\$8,047,090)
Tied Funding Programs					
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	(\$49,208)	(\$98,108)	\$48,900	(\$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	Deficit	(\$17,153)	(\$55,554)	\$38,401	(\$64,713)
Land & Sea Women Rangers Program	Surplus	\$71,567	(\$169,448)	\$241,015	(\$202,419)
Subtotal - Tied Funding Programs		\$113,746	(\$323,110)	\$436,856	(\$384,253)
TOTAL Road, Infrastructure & Essential Services	Deficit	(\$6,196,322)	(\$7,372,517)	\$1,176,195	(\$8,431,343)

Untied funding unfavourable variances arose for Heavy Plant (\$515k) mainly due to lower recoveries than budgeted QBuild programs (\$269k) 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 \$219k which is due to a favourable variance of \$464k for depreciation partially offset by higher contractor costs, Essential Services \$244k due to lower depreciation, and Parks & Gardens \$524k and Electrician \$147k mainly due to lower wages. In addition a favourable variance arose for the Batching Plant \$404k 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.

TOTAL NET OPERATING RESULT	Deficit	(\$8,971,297)	(\$14,950,629)	\$5,979,332	(\$13,833,089)
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Capital	Deficit	(\$9,284,421)	(\$2,214,500)	(\$7,069,921)	(\$2,214,500)
TOTAL NET CAPITAL RESULT	Deficit	(\$9,284,421)	(\$2,214,500)	(\$7,069,921)	(\$2,214,500)

TOTAL NET RESULT	Deficit	(\$18,255,718)	(\$17,165,129)	(\$1,090,589)	(\$16,047,589)
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CAPITAL PROJECTS SCHEDULE as at 30/04/2026

Project	PROJECT BUDGET				GRANT FUNDING			EXPENDITURE			Total project expenditure including commitments to 30/04/2026 k = (h + i + j)	Remaining Budget available as at 30/04/2026 l = (d - k)
	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		
Remote Housing Program - round 1	2,139,037	485	0	2,139,522	1,925,134	235,294	(20,495)	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	3,793,099	0	8,138	3,801,237	714,442
Subdivision Stage 1B	3,051,953	0	0	3,051,953	2,746,758	0	305,195	2,855,936	516,122	0	3,372,059	(320,105)
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	32,145	0	93,186	6,814
Workers Camp Feasibility Study	50,000	0	0	50,000	50,000	0	0	40,879	10,000	0	50,879	(879)
Kowanyama Hub Project	55,000	0	5,400	60,400	55,000	0	0	48,376	0	0	48,376	12,024
Multi Purpose Centre and Pool and Recreation Area Upgrades (MIIF)	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	1,661,103	18,778	1,755,776	(255,776)
W4Q 24-27 Kasc Staff Housing Upgrades	500,000	0	0	500,000	250,000	0	250,000	0	168,557	290,142	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	1,229,585	1,827	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	42,726	1,290,092	0	1,332,817
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	0	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	0	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	0	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	0	3,000,000
People Orientated Design costs re new housing	0	0	0	0	0	0	0	0	208,081	42,187	0	250,268
Kowanyama Staff Housing Upgrades Lane 2024-28	1,069,122	0	0	1,069,122	320,737	0	748,385	0	411,689	742,521	0	1,154,210
Aerodrome Rehabilitation Upgrade KASC.0073.2425	7,950,275	0	0	7,950,275	2,385,083	865,720	4,699,472	0	3,250,803	984,288	4,235,090	3,715,185
Kowanyama Hub DRF Project	8,203,500	911,500	0	9,115,000	0	0	8,203,500	0	0	616,340	0	8,498,660
Qra Concrete And Stormwater Structures Kasc.0080.2425L Rec	1,185,540	0	0	1,185,540	0	355,662	829,878	0	32,500	0	32,500	1,153,400
QRA REPA KASC 0032 Town Sts	3,730,478	0	0	3,730,478	1,119,144	2,238,287	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	167,416	177,535	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	30,569	491,209
Magnificent Creek Bank Fortification section 2 KASC.0035.2122	779,663	0	0	779,663	233,899	0	545,764	28,400	257,506	76,580	362,486	417,177
Flood Risk Management Program (Fmp)	690,000	0	0	690,000	0	0	690,000	2,031	(2,031)	0	0	690,000
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 Sts	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	42,274	74,451	53,900	38,399	98,597	180,896	(124,146)
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 Sts 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	152,853	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 Pormpuraw Rd KASC.0053.2324	14,459,467	0	0	14,459,467	4,337,840	920,169	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	24,521	0	0	0	24,521	(24,521)
REPA Pormpuraw 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	941,435
REPA Pormpuraw 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	8,758,535	0	9,262,044	6,644,691
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 Injambri Rd KASC.0063.2324	321,914	0	0	321,914	321,914	0	0	321,814	16,791	0	338,604	50,485
QRA REPA Minthalpm St KASC.0064.2324	46,451	0	0	46,451	13,935	10,692	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	337,493	145,507	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 Road - 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	0	225,179
QRA REPA Injambri Road KASC.0071.2324	14,703	0	0	14,703	9,382	3,851	1,470	0	0	0	0	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	370,250	0	370,250	(370,250)
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	0	60,000
Sharpshot eDRMS	0	0	100,000	100,000	0	0	0	0	0	0	0	100,000
CCTV Migration	0	0	100,000	100,000	0	0	0	0	0	0	0	100,000
Asset Management Reserve - Renewals program	0	1,594,237	0	1,594,237	0	0	0	263,155	343,350	205,674	812,179	782,058
Fleet Renewals FY26	0	760,000	0	760,000	0	0	0	0	736,279	3,718	739,998	20

Kowanyama Aboriginal Shire Council



Year to Date December 2025

Current Assets	25/26	Current Liabilities	
Cash At Bank & Onhand	20,131,834	Trade Creditors	- 3,116,803
Self Insurance Reserve	- 71,667	Accrued Expenses	- 1,029,193
Trade & Other Receivables	2,256,664	Income Received in Advance	
Provision For Doubtful Debts	- 78,119	Payroll & Other Creditors	- 2,658
Inventories	892,228	Loan Liability	- 39,387
GST Receivable	- 116,927	Provisions	- 893,250
Accrued Income / Payments in advance	405,334	Contract & Lease Liabilities	- 89,432
TOTAL CURRENT ASSETS	23,419,347	TOTAL CURRENT LIAB	- 5,170,722
		Non-Current Liabilities	
Non-Current Assets		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	TOTAL NC LIABILITIES	- 3,894,884
<i>Property, Plant & Equipment (at written down value)</i>			
Buildings	32,926,158	TOTAL LIABILITIES	- 9,065,605
Residential Housing	49,740,244		
Plant & Equipment	707,212	TOTAL NET ASSETS	271,991,973
Motor Vehicles	2,943,803		
Furniture & Fittings	0		
Roads, drainage, culverts	62,883,564	Equity	
Water	7,159,650	Asset Revaluation Reserve	116,237,018
Sewerage	9,959,886	Retained Earnings	155,754,955
Other Infrastructure	9,871,128	TOTAL EQUITY	271,991,973
Works in Progress	73,304,942		
Right of Use Asset	503,231		
TOTAL NON-CURRENT ASSETS	257,638,231		

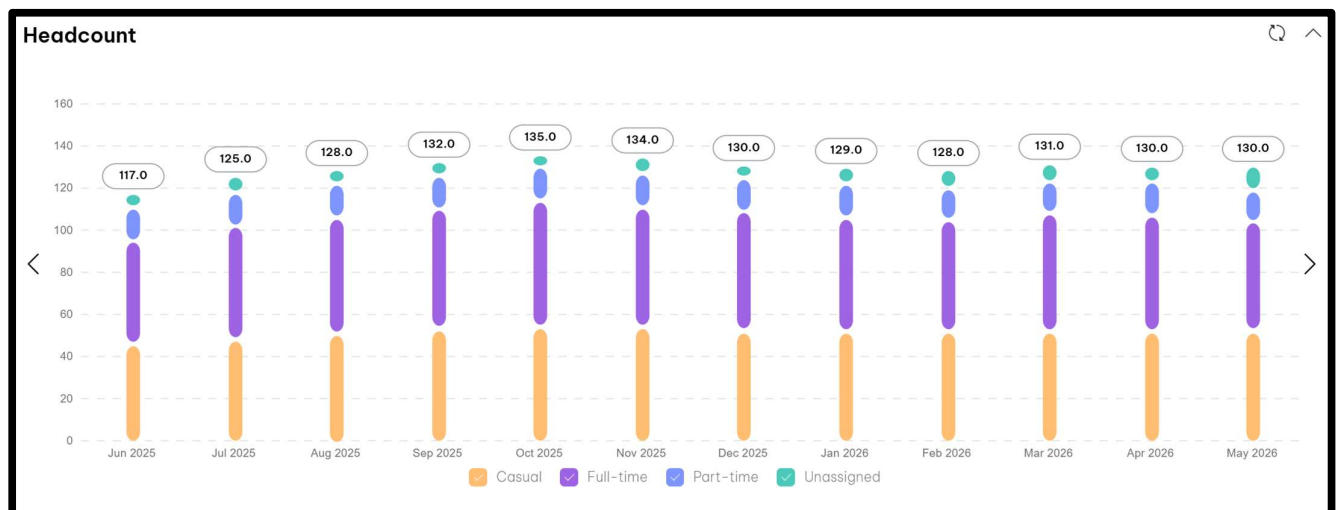
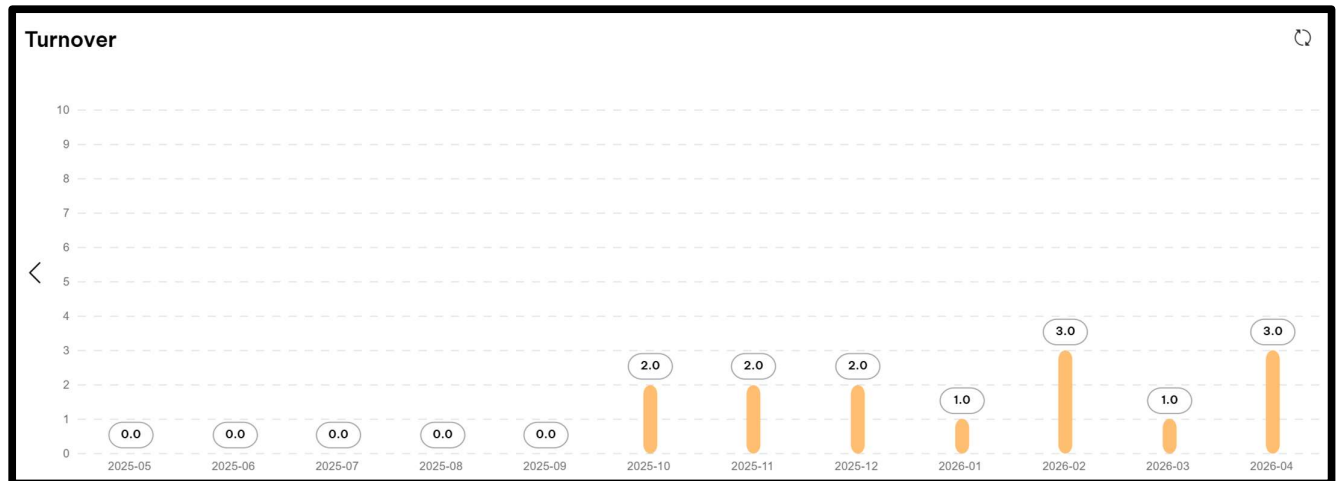
TOTAL ASSETS **281,057,578**

		Ageing		Trade Debtors & Other	Trade Creditors	
				Receivables	(Payables)	
Cash Position		Current	\$	1,652,461	\$	2,617,299
Total Cash At Bank & Onhand	\$ 20,131,834	30 Days	\$	229,375	\$	419,948
Tied Funds - Quarantined Operating	\$ 1,504,727	60 Days	\$	112,133	\$	78,349
Tied Funds - Quarantined Capital	-\$ 7,013,870	90+ Days	\$	262,695	\$	1,206
Tied Funds - Self-Insurance Reserve	\$ 2,500,000	Total	\$	2,256,664	\$	3,116,803
Operating Funds remaining	\$ 23,140,977					

Financial Sustainability Goal - 6 Months	Months
Number of months covered - Statements	7.48
Number of months covered - Capital Grants Awaiting	10.74
<i>Estimated Monthly Expenditure</i>	
Payroll - Budget	\$1,104,025
Materials and Services - Prior Year Actuals	\$1,051,213
Total per month	\$2,155,238

4.3.1.c - Information Report

Title: HR Monthly Information Report
Author: Executive Manager Corporate and Financial Services
Meeting Date: 26 May 2026



Recruitment

Position Title	Recruitment Process Stage
Executive Manager Roads, Infrastructure and Essential Services	Recruiting – Active recruitment campaign being managed by Peak Services.
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 – Multiple roles being recruited

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.
Manager Community Services and Events	On Hold - No suitable housing options available. Looking into hybrid FIFO model
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
Manager Town Services	Recruiting – Closing date extended to mid-may. Panel reviewing options.
Cleaner	Recruiting – Interviews to be conducted.

Current Workers Compensation Claims

- NIL

4.3.2.a - Agenda Report

Title:	Policy and Procedure
Author:	Governance Officer
Meeting Date:	26 May 2026

Resolution: That Council adopts the:

- KASC-STRAT-037 Right to Information Policy

Resolution: That Council adopts the:

- KASC-STRAT-038 Information Privacy Policy

Resolution: That Council adopts the:

- KASC-STAT-003 Advertising Spending Policy

Resolution: That Council adopts the:

- KASC-STAT-002 Entertainment and Hospitality Policy

Summary:

The Queensland Privacy Principles (QPPs) are contained in the *Information Privacy Act 2009* and set the rules for how Queensland government agencies manage personal information. They are the cornerstone of the privacy protection framework in the Queensland public sector.

The QPPs replace the Information Privacy Principles (IPPs) that previously applied under the IP Act, following the commencement of the *Information Privacy and Other Legislation Amendment Act 2023 (IPOLA)* amendments on 1 July 2025. IPOLA has also introduced the Mandatory Notification Data Breach Scheme, which must be in place by 1 July 2026. (**Note:** Council had developed a new Data Breach Policy which is currently under review by ICT and will be submitted to June OM).

To ensure Council remains compliant with its legislative obligations regarding information privacy, the following policies have been revised or developed:

- KASC-STRAT-037 – Right to Information Policy (revised, with tracked changes)
- KASC-STRAT-038 – Information Privacy Policy (revised, with tracked changes)

The following statutory policies have also been reviewed and amended to provide greater clarity on appropriate, acceptable, and unacceptable spending for advertising, entertainment, and hospitality:

- KASC-STAT-003 – Advertising Spending Policy (revised, with tracked changes)
- KASC-STAT-002 – Entertainment and Hospitality Policy (revised, with tracked changes)

Attachment A: KASC-STRAT-037 Right to Information Policy



Kowanyama Aboriginal Shire Council

Right to Information Policy



Policy Number: KASC-STRAT-037
Responsible Manager: Chief Executive Officer
Legislation: Local Government Act 2009
Local Government Regulation 2012
Right to Information Act 2009
Right to Information Regulation 2009
Information Privacy Act 2009
Information Privacy Regulation 2009

Associated Documents: [Right to Information Procedure](#)

Approval Date: [26 April 2023](#)

Style Definition: Normal: Justified

1. Purpose

- 1.1. This policy aims to ensure Council remains compliant with the legislative obligations and functions of Right to Information Act 2009 (RTI Act) and the Information Privacy Act 2009 (IP Act).
- 1.2. The Council aims:
 - to maximise the amount of corporate information that is publicly available.
 - to promote proactive release of information and encourages Council officers to actively support activities to make corporate information available to the public in accordance with the RTI Act and IP Act.
 - to remain committed to openness and transparency by way of Council documents being made publicly available and easily accessible unless it is specifically exempt by law, or the release of the document is contrary to public interest.
- 1.3. [As this is a Statutory Policy, it operates as a combined policy and procedure. It goes beyond what is normally required in a policy as it needs to meet the requirements detailed in the relevant legislation.](#)

2. Scope

- 2.1. This policy refers to the release or sale of any information that is held or controlled by the Council.
- 2.2. This policy and guidelines apply to all Council employees, contracted service providers and Councillors.

3. Terms and Definitions

3.1. In this policy:

Access application:	Refers to an application for access to information under the Right to Information Act.
Administrative release:	Refers to access to information, in full or part, in certain types of administrative or operational records. Such records are generally released as a matter of course, in response to a request, without the need for a formal application under legislative authority.
<u>Amendment application:</u>	<u>A formal application under the RTI Act to amend personal information contained in a document held by Council</u>
<u>Council:</u>	<u>Kowanyama Aboriginal Shire Council</u>
Disclosure log:	Is a list of documents released following a decision about an application for access under the Right to Information Act. Disclosure Log documents may be published on Council's website or made available on request
Document:	<p>The Act defines 'document' as a document in the possession, or under the control of Council whether brought into existence or received in the Council, and includes:</p> <ul style="list-style-type: none"> • a document to which Council is entitled to access; and • a document in the possession, or under the control, of an officer of Council in the officer's official capacity. <p>Documents may be:</p> <ul style="list-style-type: none"> • in hardcopy or electronic form; • any paper or other material on which there is writing; • any paper or other material on which there are marks, figures, symbols or perforations having a meaning for a person qualified to interpret them; and • any disc, tape or other article or any material from which sounds, images, writings, or messages are capable of being produced or reproduced (with or without the aid of another article or device).
<u>External review:</u>	<u>A review of an access or amendment decision conducted by the OIC</u>
<u>Information Commissioner:</u>	<u>The Queensland Information Commissioner</u>
<u>Internal review:</u>	<u>A review of an access or amendment decision conducted by a different, more senior officer within Council.</u>
Public record:	Means, as per the Public Record Act 2002, any documents created, received, or kept by Council in the exercise of its statutory, administrative, or other public responsibilities or for a related purpose. Council public records are the same as corporate record.
<u>IP Act:</u>	<u>Means the Information Privacy Act 2009 (and Regulation).</u>
<u>Officers/Personnel:</u>	Includes <u>Elected Members</u> , employees, contractors, volunteers, and all others who perform work on behalf of the Council.
Personal information:	Means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or

other pictorial representation of a person.

Pro-disclosure bias: The principle under the RTI Act that access to information should be granted unless, on balance, disclosure would be contrary to the public interest

Publication scheme: Means the kinds of information that Council has available and the terms on which it will make the information available, including any charges that may be necessary.

RTI Act: Means the Right to Information Act 2009 (and Regulation).

RTI Officer: The officer designated by the Chief Executive Officer to receive and process access and amendment applications under the RTI Act.

4. Responsibilities

- 4.1. Council's CEO is delegated by Council as the Principal Officer for the purposes of the RTI Act and IP Act and is responsible for Council's obligations under the RTI Act and IP Act.
- 4.2. The CEO has authority to delegate the role of "Decision maker" to nominated officers to make decisions regarding the release of documents. These officers are authorised to view any relevant documentation to assess the content to determine if the documents can be released. These officers for the purpose of this policy will be referred to as Delegated Officer.
- 4.3. These Delegated officers and the responsibilities are outlined in the below table:

Role	Responsible for
<u>All Personnel</u>	<ul style="list-style-type: none"> • <u>Read and understand this policy.</u> • <u>Comply with the requirements of this policy and all applicable legislation.</u> • <u>Cooperate with the RTI Officer in responding to access and amendment applications, including by conducting reasonable searches for documents.</u> • <u>Not destroy, conceal or alter documents that may be the subject of an access application.</u> • <u>Proactively identify information suitable for release through the publication scheme or administrative access.</u> • <u>Immediately report any actual or suspected non-compliance to their supervisor, manager or the Responsible Manager.</u> • <u>Cooperate with any investigation or response activity under this policy.</u> • <u>Comply with recordkeeping obligations</u>
<u>Chief Executive Officer</u>	<ul style="list-style-type: none"> • <u>Has overall accountability for Council's compliance with the legislative requirements underpinning this policy.</u> • <u>Designate the RTI Officer.</u> • <u>Ensure sufficient resources are allocated to RTI processing and proactive disclosure.</u> • <u>Decide internal review applications, or delegate the decision to an appropriate officer</u>
<u>Executive Manager Corporate & Financial Services Responsible Manager</u>	<ul style="list-style-type: none"> • <u>Ensuring that delegated officers have endorsed access and pricing arrangement for Council information for which the custodian is responsible.</u>

	<p>Signing written agreements between Council and other parties using approved licence agreements:</p> <ul style="list-style-type: none"> • <u>Oversee Council's compliance with the RTI Act.</u> • <u>Maintain and update this policy.</u> • <u>Oversee review and remediation processes</u>
Acting Governance Manager <u>RTI Officer</u>	<ul style="list-style-type: none"> • Ensuring that delegated officers have endorsed access and pricing arrangement for Council information for which the custodian is responsible: • Signing written agreements between Council and other parties using approved licence agreements • Implementing agreements, including registering the agreement in the appropriate register, maintaining point of contact, managing compliance with agreement conditions: • Conducting reviews on access to documents and amendments to information: • <u>Receive and process access and amendment applications in accordance with the RTI Act.</u> • <u>Maintain the publication scheme and disclosure log.</u> • <u>Provide advice and assistance to applicants.</u> • <u>Conduct third party consultations where required.</u> • <u>Report to the Chief Executive Officer on RTI compliance, including application volumes, processing times and outcomes.</u>
Manager :	<ul style="list-style-type: none"> • <u>Identify and escalate concerns within area of responsibility which may enliven the requirements of this policy.</u> • <u>Ensure Personnel within their area of responsibility are aware of and comply with this policy.</u>
Councillors	<ul style="list-style-type: none"> • Seeking advice, if necessary, on how to appropriately release information: • Reporting any infringement of the use of Council information to the CEO or delegated officer: • Assisting the delegated officer in identifying, locating, and providing documentation for an application that relates to their role within Council: • Ensuring that information relating to RTI applications remains confidential and is not deliberately or inadvertently released to the public:
Governance Officer	<ul style="list-style-type: none"> • Administering processes associated with the public making a RTI request: • Responding to RTI requests: • Administering processes to provide the public with an avenue of access to their personal information: • Administering processes to enable the public to update their personal information: • Updating and publishing information to the Publication Scheme • Conducting reviews on access to documents and amendments to information at the directive of the Acting Governance Manger:

4.4. The Internal Review Officer is delegated the role of "Decision-maker" in a senior capacity. Council delegated officers who have the scope of internal review are responsible for:

- Management of any internal review requests received by Council. This officer will review the process and decisions handed down by the initial decision maker in accordance with the RTI and IP Acts;
- Conducting reviews on access to documents and amendments to information.

4.5. The Internal Review Officer must:

- Be a person other than the original decision maker
- Not be less senior than the original decision maker
- Have delegated authority to undertake a review of the original decision.

5. Policy

5.1. Council commitment

Council is committed to open, accountable and transparent governance. Council will:

- a) Apply the pro-disclosure bias in all decisions about access to information. This means that the starting position is that information should be provided to the person requesting it, and Council may only withhold information where it can demonstrate that, on balance, there is a stronger public interest reason for non-disclosure than for release.
- b) Proactively release as much information as possible without the need for a formal application.
- c) Maintain a publication scheme on Council's website that describes the information routinely available from Council.
- d) Process access and amendment applications in a timely manner, in accordance with the RTI Act.
- e) Assist applicants to make and progress their applications, including by explaining the application process and helping to define the scope of requests.
- f) Minimise the charges payable by applicants and waive charges where appropriate.
- g) Protect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld) when processing and releasing information

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6. Proactive disclosure

Council recognises that proactive disclosure of information reduces the need for formal access applications and demonstrates Council's commitment to transparency and accountability.

5.6.1. Publication Scheme

5.1. The publication scheme is administered by Corporate and Financial Services. Council will publish a Publication Scheme that explains information that the public can access. This scheme sets out classes of information and the terms on which Council will make the information available via Council website.

5.2. The CEO must ensure that Corporate and Financial Services are made aware of any new information that is to be covered by the publication scheme, in accordance with the Ministerial Guidelines for Publication Scheme.

Council must maintain a publication scheme on its website in accordance with section 21 of the RTI Act.

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Under section 21(1) of the RTI Act, the publication scheme must include:

- Council's structure and functions;
- How Council's functions affect members of the public;
- Any arrangements that enable members of the public to engage with Council's functions;
- The types of information Council makes publicly available and how that information is made available;
- Procedures for asking for information, including any fee or charge that may be payable;
- Any additional information required by Regulation.

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Information listed in the publication scheme should be accessible through direct website links. Where information is available in hard copy only, the publication scheme must describe how to obtain it.

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The publication scheme must be kept current and reviewed at least annually.

5.3.—The Publication-Scheme is available on the Council's website and refers to the seven (7) classes of information:

- 1.—About Council
- 2.—Council's services
- 3.—Council's finances
- 4.—Council's priorities
- 5.—Council's decisions
- 6.—Council's policies
- 7.—Council's lists

5.4.—Documents to be listed in the Publication-Scheme include:

Class of Information required		Information provided by Council
About Us	information on who we are and what we do	About the Kowanyama Aboriginal Shire Council Council contact and location Mayor and Councillors Making a complaint
Council's services	information on services that Council offer	Essential Services News and public notices Publications and reports Online services and payments Local Fare Scheme
Council's finances	information on what and how Council spends funds	Budget and financial documents Fees and charges Annual Reports Tendering to Council
Council's priorities	information on what are Council's priorities and how we measure	Master Planning Report Corporate Plan Operational Plan Planning Scheme Projects
Council's decisions	information on how Council's proposals and decisions	Local Laws Council Meetings Council Agenda Minutes Community Meetings
Council's policies	information on policies within our Statutory, Operational, Financial and Governance framework	Policies are listed on Council website

Council's lists	Information on Council lists and registers	Councillor conduct registers Contracts register Register of Interests
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5.5. The Publication Scheme must contain information that is significant and appropriate. Appropriate information means that a document must not be exempt from public release, or the release must not be contrary to the public interest as determined by the RTI Act or the IP Act. Consideration must be given to any relevant legislation and/or Council policy.

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5.6. Publication Scheme documents may be edited by Council to remove any personal or sensitive information being disclosed.

5.7. Where possible, Council documents are to be easily accessible directly from the Publication Scheme.

5.8. Council actively promotes the publication of accurate and appropriate information to the Publication Scheme.

5.9. Information custodians, such as delegated officers of the Governance team must ensure that all new documents, such as documents with new or revised legislation or policy, a new publication or a significant organisational change document are suitable for the Publication Scheme.

5.10. ~~Information~~ Information custodians will also ensure any inaccurate or out of date documents are removed from the Publication Scheme.

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5.11. There is no charge for examining any document and/or information published in the Publication Scheme contained on Council's website. However, there may be a charge if a large volume of printed material is required, or it involves significant Council resources. Any charges will be advised to individuals at the time of their request.

6.6.2. Disclosure Log

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~~The Disclosure Log is to be available on the Council website and managed by Corporate and Financial Services. The Disclosure Log contains documents or references or links to certain documents that have been made available to an applicant in accordance with the provisions of the RTI Act.~~

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6.1. ~~Council may maintain a disclosure log on its website, recording documents that have been released in response to access applications under the RTI Act, where it considers such disclosure would be of public interest~~

6.2. ~~Where it is not reasonably practical to publish a particular document that has been disclosed under the RTI Act, the Disclosure Log will provide details identifying the document and how it may be accessed.~~

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~~Council must not include in the disclosure log any information that would be contrary to the public interest to disclose, including personal information of third parties.~~

A document is published to the Disclosure Log no sooner than 24 hours after it is accessed by an applicant and no later than five (5) business days after access is given.

7. Administrative Access Applications

7.1: Administrative access applications are ad hoc request for a Council document or part of a document.

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Where an individual requests access to a Council document, or part of a document, they should initially be referred to the Council's website, Publication Scheme, Disclosure Log, library, or other source where Council documents are routinely made available. If the document is not publicly available, then the individual may apply for administrative access to information.

7.1. Making an application

Access applications must be made in writing, using the prescribed form located on Council's Website and must provide sufficient information to enable Council to identify the documents sought.

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Applications must be accompanied by the prescribed application fee, except where the application is limited to documents containing the applicant's personal information or where the applicant is eligible for a fee waiver.

Applications should be directed to the RTI Officer.

Where an application is for access to documents containing the applicant's personal information, the applicant must provide evidence of their identity within ten (10) business days of making the application. Acceptable evidence includes a current driver licence, passport, birth certificate or statutory declaration from an individual who has known the applicant for at least one year. Where an application is made on the individual's behalf, both parties must provide evidence of identity, and the representative must provide written authorisation to act.

7.2: Under sections 25 and 78F of the RTI Act, a parent or guardian may make an access or amendment application on behalf of a child under eighteen (18) years of age. The parent or guardian must provide evidence of their identity and relationship to the child

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7.3: The administrative release of a document will be at the discretion of the CEO and delegated officers in section 5.2 subject to any legislative provisions and Council policy.

7.4: The administrative release of information is to be in accordance with transparent governance and reduce the need for a formal RTI or IP access application.

7.5: Before the administrative release of information occurs, delegated officer should ensure they consider information that is exempt from disclosure as per Part 5 section 48 of the RTI Act or Part 4 section 59 of the IP Act. Schedule 1 and 3 of the RTI Act and Schedule 1 of the IP Act provides guidance to delegated officers on information that is exempt.

7.6: Before the administrative release of information occurs, delegated officer should consider those who will be affected by the disclosure of information and who should be consulted with in relation to the disclosure of information. The administrative release of information is appropriate where there is no substantial harm to an individual, the Council or other organisation. Delegated officer will ensure consideration of public interest in accordance with Schedule 4 of the RTI Act.

7.7: Where the provision of a document or documents will incur administrative, printing or retrieval costs, Council may charge a fee for the cost of providing the document or documents. Upon application the applicant will be provided an estimate of fees (if applicable).

7.8: If a Council document is not publicly available, or available via an administrative access request, an individual can make a formal application to Council to access a Council document under the provisions of the RTI Act.

~~7.9. — The CEO and delegated officers are responsible for the decisions making and/or recommendations regarding the release of documents:~~

~~7.10. — The CEO and delegated officers are responsible for providing the documents relating to RTI access applications:~~

~~7.11. A formal RTI access application must:~~

- ~~• Be in the approved form and accompanied by the prescribed fee (where applicable).~~
- ~~• Give sufficient information to enable the identification of the documents requested.~~
- ~~• State an address where the notice issued under the RTI Act or IP Act are to be sent.~~

~~7.12. The RTI application applies only to documents that are, or may be, in existence on the day the application is received. Access applications do not apply to documents that are available from an alternative source, such as the Publication Scheme or via administrative access.~~

~~7.13. — Generally, documents that are approved for release will be made available in electronic form, subject to any conditions and alternative arrangements can be made upon request, however they must be stated at the time of the application:~~

~~7.14. — The RTI Act provides Council with 25 business days, from Councils receipt of the application to receive a decision. At any time before the processing period expires, Council may ask the applicant for an extension of the processing period with a view to making a considered decision:~~

~~7.15. — If an access application is outside the scope of the legislative provisions, Council will advise the applicant within 10 business days after receiving the application:~~

~~7.16. — Where an access application does not meet all the requirements of a valid application under the provisions of the RTI Act, Council will advise the applicant within 15 business days. Council will ensure it complies with its legislative obligations in assisting an applicant to make a valid application:~~

~~7.17. — Where an access application is made for a document that contains the applicant's personal information, Council will advise the applicant within 15 business days that the application could have been made under the Information Privacy Act 2009 without any application fees or processing charges being payable:~~

~~7.18. — There is a fee for an access application. Additional cost may be incurred for printing or additional administration. Before the end of the processing period Council will provide the applicant with a schedule of relevant documents (unless this is waived by the applicant), a charge estimates notice and the applicants option to consult with a view to amending the application to reduce the charges:~~

~~7.19. — The CEO or delegated officer assesses each application in accordance with the public interest test and other exemptions prescribed in section 49 of the RTI Act. If the delegated officer considers on balance, the disclosure of the information would be contrary to public interest, the information will not be released:~~

~~7.20. — Council may refuse to deal with an access application if it would substantially and unreasonably divert Council's resources. Council can also refuse to deal with an access application if the application was previously made for access to the same documents:~~

~~Once an access application has been assessed the delegated officer provides the applicant with a written notice of its decision and, if access to certain information is denied, a statement of reasons in accordance with the RTI Act:~~

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7.2. Non-compliant and outside scope applications

If an application does not comply with the requirements of the RTI Act (for example, it does not provide sufficient information to identify the documents sought, or is not accompanied by the prescribed fee), Council must advise the applicant within fifteen (15) business days and take reasonable steps to assist the applicant to make a valid application.

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If an application, or part of an application, is outside the scope of the RTI Act, Council must advise the applicant within ten (10) business days. Where an access application is limited to documents containing the applicant's personal information, Council must advise the applicant that no application fee is payable.

7.3. Processing an application

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Council must process access applications within twenty-five (25) business days of receiving a compliant application, unless an extension of time is permitted under the RTI Act.

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Where an application relates to documents that contain information about a third party, Council must consult with the third party before deciding whether to release the information.

Council must give the applicant a schedule of relevant documents and charges estimate notice within the processing period.

7.4. Deciding an application

In deciding an access application, Council must apply the pro-disclosure bias. Access must be granted unless, on balance, disclosure of the information would be contrary to the public interest.

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The RTI Act sets out factors that must be considered in the public interest balancing test, including factors favouring disclosure (such as accountability and transparency) and factors favouring non-disclosure (such as privacy, legal privilege and law enforcement).

Certain categories of information are exempt from disclosure under the RTI Act, including Cabinet information, Executive Council information, and information where disclosure is prohibited by another Act.

Council's decision must be provided to the applicant in writing, with reasons for any refusal of access.

7.5. Charges

No application fee is payable for access applications limited to documents containing the applicant's personal information.

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For other applications, fees and charges are prescribed under the Right to Information Regulation 2009 (Qld). No processing charge is payable where the application takes less than five (5) hours to process.

Council must take reasonable steps to minimise the charges payable by applicants. Charges may be waived for concession card holders and for non-profit organisations experiencing financial hardship.

7.6. Refusal to deal with application

Council may refuse to deal with an access application if dealing with the application would substantially and unreasonably divert Council's resources from their use in the performance of Council's functions.

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Council may also refuse to deal with an access application if a previous application was made by the same applicant for access to the same documents, unless there is a reasonable basis for the further application.

Other rights of refusal are available under the RTI Act.

Where Council refuses to deal with an application, it must give the applicant written notice of the refusal, including reasons and information about the applicant's review rights

7.7. Amendment applications

Any person may apply to Council to amend personal information contained in a document held by Council, where the information is inaccurate, incomplete, out-of-date or misleading.

Amendment applications must be made in writing and directed to the RTI Officer. No application fee is payable.

Council must process amendment applications within twenty-five (25) business days of receiving a compliant application.

Where Council decides not to amend the information, the applicant is entitled to request that a notation be attached to the document recording that the applicant claims the information is inaccurate, incomplete, out-of-date or misleading.

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8. Access to Personal Information

8.1. In pursuant with Chapter 3, Part 2, section 43 – 45 of the IP Act, an individual, or another person on behalf of an individual including a parent or guardian of a child under 18 years, can apply to access their personal information that is held and controlled by Council.

8.2. The IP Act provides Council with 25 days from Council's receipt of the application to receive a decision. If an access application is outside the scope of legislative provisions, Council will advise the applicant within 10 business days after receiving the application.

8.3. Where an applicant formally applies for access to their personal information, they must provide Council with evidence of their identity within 10 business days of making the application:

Acceptable documents that provide sufficient evidence of identity include:

- Current driver license
- Passport
- Birth Certificate
- Copy of a prisoner's identity card certified by a corrective service officer
- Statutory declaration of an individual who has known the applicant for at least 1 year.

Where an application is made on an individual's behalf, a copy of the letter of authorisation to act is required. Both parties must provide evidence of their identity.

8.4. Where an application does not meet all the requirements of a valid application under the provisions of the IP Act, Council will advise the applicant within 15 business days. Council will ensure it complies with its legislative obligations in assisting an applicant to make a valid application.

8.5. Where an application to access an individual's personal information is made under the provisions of the IP Act, there is no application fee applied. Additional costs however may be incurred for printing or additional administration.

8.6. The delegated officer will assess applications in accordance with provisions of the RTI and IP Acts. Once an application has been assessed, the delegated officer will provide the applicant with written notice of the decision, any access charge payable and the period in which the applicant may access the document(s).

8.7. If access to certain documents or parts of a document is denied, Council will provide the applicant with a statement of reasons in accordance with provisions of the IP Act.

9.8. Internal and External Review

9.1. Where an individual is not satisfied with the decision made by the Council's delegated officer in relation to their formal RTI or IP access application, they have the following rights: they may apply to have their decision reviewed internally. Prior to a request for internal review, consideration should be given to section 94 of the IP Act and 81 of the RTI Act.

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9.2. A request for internal review must be in writing to the CEO and made within 20 business days after the date of the written notice of decision.

Pursuant to section 85 of the RTI Act and 99 of the IP Act, individuals requesting an external review are to be referred to the Office of the Information Commissioner.

a) Internal review: The applicant may apply for an internal review of the decision. The internal review must be conducted by a different, more senior officer of Council. The application for internal review must be made within twenty (20) business days of receiving the decision. Internal review is not a prerequisite for external review.

b) External review: The applicant may apply to the OIC for an external review of the decision. The application for external review must be made within twenty (20) business days of receiving the internal review decision, or the original decision if no internal review was sought.

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Council must include information about the applicant's review rights in every decision notice.

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9. Record keeping

All records relating to access and amendment applications, including applications, decisions, third party consultations, review outcomes and the disclosure log, must be managed in accordance with the Public Records Act 2023 (Qld) and Council's records management requirements.

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A single repository of information must be maintained to document each matter and the response, including all key decision-making records.

Council must maintain an annual record of the number and type of applications received, the number of applications decided within the statutory processing period, the outcomes of applications, and the fees and charges collected and waived.

10. Training and awareness

All Personnel must receive training on their obligations under the RTI Act as part of induction, and at least annually thereafter.

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Training must include: the pro-disclosure bias; how to assist requesters to access information through proactive and administrative channels; the obligation not to destroy, conceal or alter documents; and how to refer formal applications to the RTI Officer.

11. Human rights

Council is a public entity under the Human Rights Act 2019 (Qld) and must act and make decisions in a way that is compatible with human rights.

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This policy has been assessed for compatibility with the human rights protected under the Human Rights Act 2019 (Qld). To the extent that this policy may limit human rights, those limitations are considered reasonable and demonstrably justifiable in accordance with section 13 of the Human Rights Act 2019 (Qld).

This policy engages the right to freedom of expression (section 21 of the Human Rights Act 2019 (Qld)), which includes the freedom to seek and receive information. The policy supports and promotes this right by establishing Council's obligations and procedures for providing access to information. To the extent that access to certain information may be refused under the RTI Act, those limitations are prescribed by law, serve legitimate purposes (such as protecting privacy, legal privilege and public safety), and are proportionate. This policy does not limit any human rights protected under the Human Rights Act 2019 (Qld).

12. Publication

This policy must be published on Council's website in accordance with section 21 of the RTI Act.

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13. Policy breach

Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.

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Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council's relevant reporting processes and Officer Code of Conduct.

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14. Policy Review

~~10.1.14.1~~ The policy is to be reviewed in accordance with the Policy Framework.

~~10.2.14.2~~ Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

15. Approval

~~11.15.1~~ This policy was duly authorised by Kowanyama Aboriginal Shire Council the Chief Executive Officer on ~~26 April 2023~~ as Kowanyama Aboriginal Shire Council's Right to Information Policy and shall hereby supersede any previous policies of the same intent.

Attachment B: KASC-STRAT-038 Information Privacy Policy



Kowanyama Aboriginal Shire Council

Information Privacy Policy



Policy Number:	KASC-STRAT-038
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Public Records Act 2002 Right to Information Act 2009 Privacy Act 1988 Information Privacy Act 2009 Crime and Corruption Act 2001 Electronic Transactions (Queensland) Act 2001 Public Interest Disclosure Act 2010
Associated Documents:	Right to Information Policy Information, Communication and Technology (ICT) and Social Media Policy
Approval Date:	26 April 2023

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1. Policy Statement Purpose

1.1. The purpose of this policy is to ensure that the privacy of individuals is protected by Kowanyama Aboriginal Shire Council ("Council") and is dealt with in accordance with the Information Privacy Act 2009 (Qld).

Council will:

- respect and protect individuals' personal information
- use personal information only for the purpose for which it was collected
- disclose personal information to external organisations only where it contributes to the public good, where there is a legislative requirement, or where it is contracted as part of a service on Council's behalf.

This policy sets out how Council will comply with its obligations under the Information Privacy Act 2009 (Qld) (IP Act) to protect the personal information it holds. It establishes Council's commitment to managing personal information in accordance with the Queensland Privacy Principles (QPPs) and describes how Council will collect, hold, use, disclose and otherwise handle personal information.

The QPPs commenced on 1 July 2025, replacing the former Information Privacy Principles (IPPs) and National Privacy Principles (NPPs). The Mandatory Notification of Data Breach (MNDB) scheme applies to local government from 1 July 2026.

Under QPP 1, Council must have a clearly expressed and up-to-date privacy policy that explains how it manages personal information. This policy fulfils that obligation.

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As this is a Statutory Policy, it operates as a combined policy and procedure. It goes beyond what is normally required in a policy as it needs to meet the requirements detailed in the relevant legislation. This policy must be published on Council's website, made available free of charge and in an appropriate form.

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2. Scope

2.1. This policy applies to all personal information, including employee records, collected, stored, used, and disclosed by Council, its employees, Councillors, contractors, and consultants, unless otherwise exempted by legislation. It provides a summary of legislative obligations and commitments in relation to privacy of personal information.

This policy applies to all elected Members, employees, contractors, volunteers, consultants and agents of Council.

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It applies to all personal information held by Council, whether in electronic or physical form, including personal information collected before the commencement of the IP Act.

It extends to Contracted Service Providers who are bound to comply with the QPPs in relation to personal information handled on Council's behalf.

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3. Terms and Definitions

In this policy:

Affected Individual	<u>An individual to whom personal information the subject of an Eligible Data Breach relates, who is likely to suffer serious harm as a result of the breach (section 47(1) of the IP Act).</u>
Contracted Service Provider	<u>A service provider bound by a contractual arrangement with Council under which the provider is required to comply with the QPPs in relation to personal information handled for Council.</u>
Council	<u>Kowanyama Aboriginal Shire Council</u>
Data breach	<u>The unauthorised access to, or unauthorised disclosure of, information held by Council, or the loss of information held by Council where unauthorised access or disclosure is likely to occur (Schedule 5 of the IP Act).</u>
Eligible Data Breach	<u>Has the meaning given in section 47 of the IP Act.</u>
Information Commissioner	<u>The Queensland Information Commissioner.</u>
IP Act	<u>The Information Privacy Act 2009 (Qld).</u>
MNDB scheme	<u>The Mandatory Notification of Data Breach scheme established under Chapter 3A of the IP Act.</u>
OIC	<u>The Office of the Information Commissioner (Queensland).</u>
Personal information	<u>Information or an opinion about an identified individual, or an individual who is reasonably identifiable from the information or opinion, whether the information or opinion is true or not and whether recorded in a material form or not (Schedule 5 of the IP Act).</u>

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Personnel	<u>All Elected Members, employees, contractors, volunteers, consultants and agents of Council.</u>
QPPs	<u>The Queensland Privacy Principles set out in Schedule 3 of the IP Act.</u>
QPP privacy policy	<u>This policy, being the privacy policy required under QPP 1.</u>
Sensitive information	<u>Personal information about an individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, sexual orientation, criminal record, health information, or genetic or biometric information.</u>

4. Acronyms and Abbreviations

4.1. In this policy:

KASC: Means Kowanyama Aboriginal Shire Council

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5. Policy

5.1. Council will adhere to the Information Privacy Principles (IPPs) contained in the Information Privacy Act 2009. A summary of those principles is included as Attachment A.

5.2. In complying with its obligations under section 33 of the Information Privacy Act 2009, Council will transfer an individual's personal information to someone outside Australia only if:

- the individual agrees to the transfer; or
- the transfer is required or authorised by law; or
- Council is satisfied on reasonable grounds that the transfer is necessary to lessen or prevent a serious threat to the life, health, safety, or welfare of an individual, or to public health, safety, or welfare; or
- two or more of the following apply:
 - a. Council reasonably believes that the recipient is subject to a law, binding scheme or contract that effectively upholds principles for the fair handling of personal information that are substantially similar to the IPPs;
 - b. the transfer is necessary for the performance of Council's functions in relation to the individual;
 - c. the transfer is for the benefit of the individual and it is impracticable to seek their consent, but if it were practicable, the individual would be likely to consent;

Council has taken reasonable steps to ensure that personal information it transfers will not be held, used, or disclosed by the recipient in a way that is inconsistent with the IPPs.

4. Roles and responsibilities

<p>All Personnel</p>	<ul style="list-style-type: none"> ● <u>Read and understand this policy.</u> ● <u>Comply with the QPPs and this policy in all dealings with personal information.</u> ● <u>Collect, use and disclose personal information only for authorised purposes.</u> ● <u>Report any actual or suspected data breach immediately in accordance with the Data Breach Statutory Policy.</u> ● <u>Complete privacy training as required.</u> ● <u>Immediately report any actual or suspected non-compliance to their supervisor, manager or the Responsible Manager.</u> ● <u>Cooperate with any investigation or response activity under this policy.</u> ● <u>Comply with recordkeeping obligations.</u>
<p>Manager</p>	<ul style="list-style-type: none"> ● <u>Identify and escalate concerns within area of responsibility which may enliven the requirements of this policy.</u> ● <u>Ensure Personnel within their area of responsibility are aware of and comply with this policy.</u>
<p>Responsible Manager (Privacy Officer or equivalent)</p>	<ul style="list-style-type: none"> ● <u>Oversee Council's compliance with the IP Act and the QPPs.</u> ● <u>Maintain and update this policy.</u> ● <u>Manage privacy complaints and enquiries.</u> ● <u>Coordinate data breach responses in accordance with the Data Breach Statutory Policy.</u> ● <u>Ensure Personnel receive privacy training.</u> ● <u>Report to the Chief Executive Officer on privacy compliance.</u> ● <u>Oversee review and remediation processes.</u>
<p>Chief Executive Officer</p>	<ul style="list-style-type: none"> ● <u>Has overall accountability for Council's compliance with the legislative requirements underpinning this policy.</u> ● <u>Ensure sufficient resources are allocated to privacy management.</u> ● <u>Ensure this policy is published on Council's website.</u>

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6. Contracted Service Provider

6.1. Council will take all reasonable steps to ensure that contracted service providers are required to comply with the requirements of the Information Privacy Act 2009 (Chapter 2, Parts 1 and 3) when they are provided with, or collect, personal information in order to provide services on Council's behalf. This applies to all contracts or agreements entered on or after 1 July 2010.

7. Law Enforcement Activities

7.1. Council recognises that for a number of its functions, it is classed as a "law enforcement agency" (as per Schedule 5 of Information Privacy Act 2009) and accordingly IPPs 2,3,9,10 and 11 may not necessarily apply, but only if Council is satisfied on reasonable grounds in each case that noncompliance with these IPPs is necessary for the performance of its law enforcement responsibilities.

8. Employee information

8.1. Council will protect the personal information of its employees, Councillors, contractors, and consultants in accordance with this policy. Work-related personal information will only be disclosed where it is part of Council's normal business activities (examples include name, officer designation, work phone numbers and so forth).

9. Breaches – Information Privacy Act and Complaints

9.1. Privacy complaints process

In order to fulfil its obligations under Chapter 5 of the Information Privacy Act 2009, Council will maintain a privacy complaints function with a governance officer to deal with privacy complaints. If not resolved internally, complaints can be escalated through an external appeals process.

9.2. Complaints notices

The Privacy Commissioner (Office of the Information Commissioner) can issue a compliance notice to Council for serious or multiple breaches of the IPPs, requiring action as described in that notice.

Council, in accordance with its legislative obligations, will take all reasonable steps to comply with any compliance notice that may be issued.

9.3. Other privacy measures

In addition to the obligations imposed upon it by the Information Privacy Act 2009, Council will continue to apply the following:

- Anonymity: Council will wherever it is lawful and practicable, give individuals the option of not identifying themselves when dealing with Council.
- Sensitive information: Council will:
 - a. limit the collection of highly sensitive information about individuals; and
 - b. inform individuals when it is collecting sensitive information about them.

Note: sensitive information should be classified for the purposes of its protection, subject to the outcomes of a business impact assessment.

5. Policy

5.1. Council's commitment

Council recognises that privacy is a fundamental human right. Section 25 of the Human Rights Act 2019 (Qld) provides that a person has the right not to have their privacy unlawfully or arbitrarily interfered with. Council will act compatibly with this right in all its functions and activities.

Council is committed to protecting the privacy of individuals whose personal information it holds. Council will:

- a) Comply with the QPPs and any QPP codes approved under the IP Act.
- b) Manage personal information in an open and transparent way.
- c) Collect only the personal information that is reasonably necessary for, or directly related to, Council's functions and activities.
- d) Take reasonable steps to ensure personal information is accurate, up-to-date, complete, relevant and not misleading.
- e) Protect personal information from misuse, interference, loss and from unauthorised access, modification or disclosure.

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- f) Comply with the MNDB scheme from 1 July 2026, in accordance with the Data Breach Statutory Policy.
- g) Provide individuals with access to their personal information and the ability to request correction, in accordance with the Right to Information Act 2009 (Qld).
- h) Ensure Personnel receive appropriate training on their privacy obligations.

5.2. Queensland Privacy Principles

Council must comply with the following QPPs in its handling of personal information:

1. QPP 1 – Open and transparent management of personal information

- Council must take reasonable steps to implement practices, procedures and systems to ensure compliance with the QPPs and to enable it to deal with inquiries or complaints about its privacy practices.
- Council must maintain this QPP privacy policy in a clearly expressed, up-to-date form and make it available free of charge.
- In addition to this policy, Council will maintain a publicly accessible privacy statement on its website that provides plain-language information about what personal information Council collects, how it is collected, how it is used and disclosed, how it is secured, and how individuals can access and correct their personal information.

2. QPP 2 – Anonymity and pseudonymity

- Where it is lawful and practicable, individuals must have the option of not identifying themselves, or of using a pseudonym, when dealing with Council.

3. QPP 3 – Collection of solicited personal information

- Council must not collect personal information unless the information is reasonably necessary for, or directly related to, one or more of Council's functions or activities.
- Council must collect personal information only by lawful and fair means and must collect information directly from the individual unless it is unreasonable or impracticable to do so.
- Sensitive information must not be collected unless the individual consents and the information is reasonably necessary for Council's functions, or collection is required or authorised by law.

4. QPP 4 – Dealing with unsolicited personal information

- If Council receives personal information, it did not solicit, it must determine whether it could have collected the information under QPP 3. If it could not have, and the information is not a public record, Council must destroy or de-identify the information as soon as practicable.

5. QPP 5 – Notification of the collection of personal information

- At or before the time of collecting personal information (or as soon as practicable afterwards), Council must take reasonable steps to notify the individual of matters including the purpose of collection, the consequences if information is not collected, and any usual disclosures of the information.

6. QPP 6 – Use or disclosure of personal information

- Council must not use or disclose personal information for a purpose other than the purpose for which it was collected (the primary purpose), unless an exception under QPP 6 applies, including where the individual consents, the use or disclosure is required or authorised by law, or the individual would reasonably expect the secondary use or disclosure.

7. QPP 10 – Quality of personal information

- Council must take reasonable steps to ensure that personal information it collects, uses or discloses is accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose of use or disclosure.

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8. QPP 11 – Security of personal information

- Council must take reasonable steps to protect personal information from misuse, interference, loss and from unauthorised access, modification or disclosure.
- Council must take reasonable steps to destroy or de-identify personal information when it is no longer needed for any purpose for which the information may be used or disclosed, subject to the requirements of the Public Records Act 2023 (Qld).

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9. QPP 12 – Access to personal information

- On request, Council must give an individual access to personal information held about them, unless an exception applies. Applications for access are made under the Right to Information Act 2009 (Qld).

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10. QPP 13 – Correction of personal information

- Council must take reasonable steps to correct personal information it holds to ensure it is accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose for which it is held. Applications for amendment are made under the Right to Information Act 2009 (Qld).

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5.3. How Council collects person information

- 5.3.1. Council collects personal information in a variety of ways while performing its functions and activities, including:
- a) Directly from individuals when they complete application forms, make enquiries, lodge complaints, attend Council facilities, or interact with Council online.
 - b) From third parties, such as other government agencies, referees, or service providers, where it is unreasonable or impracticable to collect the information directly from the individual.
 - c) Through Council's ICT systems, including website analytics, CCTV systems and other monitoring systems where authorised.
- 5.3.2. Council will not collect personal information by unlawful or unfair means.

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5.4. How Council uses and discloses personal information

- 5.4.1. Council uses personal information for the purposes for which it was collected, including (for example) providing services, processing applications, managing rates and charges, managing employees and contractors, responding to enquiries, and meeting its legislative obligations.
- 5.4.2. Council may disclose personal information to third parties where the disclosure is authorised under QPP 6, including to other government agencies, law enforcement, professional advisers, and Contracted Service Providers who perform services on Council's behalf.
- 5.4.3. Council does not sell or trade personal information. Where Council discloses personal information to overseas recipients, it does so in accordance with the requirements of section 33 of the IP Act and the overseas disclosure requirements set out in section 6.7 of this policy.
- 5.4.4. Council may disclose work-related personal information of Personnel as part of normal business operations, including (for example) name, position title, work telephone number and work email address. This does not extend to the disclosure of private or sensitive personal information of Personnel.

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5.5. Law enforcement functions

5.5.1. Council recognises that for several of its functions, including (for example) local laws enforcement, animal management and parking enforcement, it may be classified as a law enforcement agency under Schedule 5 of the IP Act.

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5.5.2. Where Council is performing law enforcement functions, certain QPPs may not apply to the extent that Council is satisfied on reasonable grounds that non-compliance is necessary for the performance of those law enforcement functions. Under section 29 of the IP Act, the QPPs that may be disapplied are QPP 3, QPP 5, QPP 6, and QPP 10.

5.5.3. Where Council relies on this exemption, it must document the basis on which it is satisfied that non-compliance is necessary and must limit the departure from the QPPs to what is reasonably required for the law enforcement purpose.

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5.6. How Council stores and protects information

5.6.1. Council stores personal information in electronic records management systems, financial systems, human resource systems, and in physical files. Council takes reasonable steps to protect personal information from misuse, interference, loss and from unauthorised access, modification or disclosure, including through:

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- a) Technical controls, as set out in the ICT Information Security Administrative Policy.
- b) Access controls, as set out in the ICT User Access Management Strategic and Administrative Policies.
- c) Physical security measures for paper-based records.
- d) Contractual obligations on Contracted Service Providers to comply with the QPPs.
- e) Training and awareness programs for Personnel, as set out in the ICT Security Awareness Administrative Policy.

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5.6.2. When personal information is no longer needed for any purpose for which it may be used or disclosed, Council will take reasonable steps to destroy or de-identify the information, subject to the requirements of the Public Records Act 2023 (Qld).

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5.7. Overseas disclosure of personal information

5.7.1. Council does not routinely disclose personal information to entities located outside Australia. However, in limited circumstances, personal information may be transferred or accessible overseas, including where:

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- a) Council uses cloud-based services, software platforms or data storage hosted outside Australia.
- b) Council engages international service providers for specific functions or projects.
- c) Disclosure is required or authorised by law, or is made with the individual's consent.

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5.7.2. Where Council discloses personal information to an overseas recipient, Council must comply with section 33 of the IP Act. Before disclosing personal information overseas, Council must take reasonable steps to ensure that the overseas recipient does not breach the QPPs in relation to the information.

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5.7.3. Where Council is likely to disclose personal information to entities outside Australia, Council will, where practicable, identify the countries in which those recipients are located and publish this information on its privacy webpage.

5.7.4. Council will maintain a record of any overseas disclosures of personal information, including the recipient, the country, the information disclosed, and the basis for the disclosure.

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5.8. Data breach

5.8.1. From 1 July 2026, Council is subject to the MNDB scheme under Chapter 3A of the IP Act. Council's response to data breaches, including Eligible Data Breaches, is set out in the Data Breach Statutory Policy.

5.8.2. Personnel must immediately report any actual or suspected data breach in accordance with the Data Breach Statutory Policy.

5.8.3. This policy should be read in conjunction with the Data Breach Statutory Policy.

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5.9. Privacy complaints

5.9.1. An individual who believes Council has not complied with the QPPs may make a privacy complaint to Council.

5.9.2. Privacy complaints should be directed to the Responsible Manager in the first instance. Council will:

- a) Acknowledge the complaint in writing within ten (10) business days of receipt.
- b) Investigate and provide a substantive response to the complaint within forty-five (45) business days of receipt.
- c) Where it is not possible to respond within forty-five (45) business days, seek the complainant's agreement to an extension of time and provide written reasons for the extension.

5.9.3. If the individual is not satisfied with Council's response, they may make a complaint to the OIC. The OIC may mediate the complaint or, in certain circumstances, investigate and decide.

5.9.4. Council will manage privacy complaints in accordance with its Complaint Management Policy, ensuring consistency, fairness and procedural integrity. Council will maintain a record of all privacy complaints received and the outcomes, to support continuous improvement.

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5.10. Access and amendment

5.10.1. Individuals have the right to request access to personal information Council holds about them and to request amendment of that information where it is inaccurate, out-of-date, incomplete, irrelevant or misleading.

5.10.2. Applications for access and amendment are made under the Right to Information Act 2009 (Old) and should be directed to Council's RTI Officer. No application fee is payable for access applications limited to documents containing the applicant's personal information, or for amendment applications.

5.10.3. Further details on the access and amendment process are set out in the Right to Information Statutory Policy.

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6. Record keeping

6.1. All records relating to actions taken under this policy must be managed in accordance with the Public Records Act 2023 (Old) and Council's records management requirements.

6.2. A single repository of information must be maintained to document each matter and the response, including all key decision-making records.

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7. Training and Awareness

- 7.1. All Personnel must receive training on their privacy obligations under this policy and the QPPs as part of induction, and at least annually thereafter.
- 7.2. Training must include what constitutes personal information; how to collect, use and disclose personal information lawfully; the obligation to report data breaches; and how to handle privacy complaints and access requests.

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8. Human Rights Consideration

- 8.1. Council is a public entity under the Human Rights Act 2019 (Qld) and must act and make decisions in a way that is compatible with human rights.
- 8.2. This policy has been assessed for compatibility with the human rights protected under the Human Rights Act 2019 (Qld). To the extent that this policy may limit human rights, those limitations are considered reasonable and demonstrably justifiable in accordance with section 13 of the Human Rights Act 2019 (Qld).
- 8.3. This policy engages the right to privacy (section 25 of the Human Rights Act 2019 (Qld)). The policy supports and promotes this right by establishing Council's obligations and procedures for the lawful management of personal information. This policy does not limit any human rights protected under the Human Rights Act 2019 (Qld).

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9. Breaches

- 9.1. Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.
- 9.2. Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council's relevant reporting processes and Code of Conduct.

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10. Policy Review

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

11. Approval

- 11.1. This policy was duly authorised by ~~the Executive Manager Corporate and Financial Services~~ Kowanyama Aboriginal Shire Council on ~~26 April 2023~~ as Kowanyama Aboriginal Shire Council's Information Privacy Policy and shall hereby supersede any previous policies of the same intent.

12. Attachment A: Privacy Principles

12.1. IPPs 1, 2 and 3 – Collection of personal information

In complying with its obligations under IPPs 1-3, Council will:

- only collect personal information for a lawful purpose directly related to its functions or activities
- only collect such personal information as is needed to fulfil the purpose, or directly related to the purpose
- only collect personal information by transparent, lawful, and fair means and not in an unreasonably intrusive way
- at collection time, or as soon as practical thereafter, take reasonable steps to ensure that the person is generally aware of:
 - a. the purpose of the collection
 - b. if the collection is authorised or required under a law
 - c. if it is Council's usual practice to disclose this type of personal information, and to whom it is disclosed
 - d. the taking of these reasonable steps (however that occurs) constitutes a collection notice.

Exemptions to (d): personal information collected in the context of emergency service delivery

- if Council reasonably believes there would be little practical benefit to the individual
- the individual would not reasonably expect to be made aware of these matters
- law enforcement activities
- ensure personal information collected is complete, relevant to the purpose for which it is collected and up to date.

Additionally, Council will:

- at collection time, obtain an individual's consent, where Council wishes to use the personal information collected for purposes other than its normal business activities and allow individuals to change their consent anytime thereafter; and
- make an individual aware at the time of collection when Council knows that the personal information collected will be transferred to a third party (i.e., service provider), and/or stored outside of Australia, to allow individuals to consent to this; and
- collect personal information about an individual directly from the individual or from the individual's activities (including from the use of cookies, web bugs and smartcards), without unreasonably intruding on the personal affairs of an individual; and make the individual aware when Council has collected information about the individual from a third party.

12.2. IPP4 – Storage and security of personal information

In complying with its obligations under IPP 4, Council will:

- take all reasonable and appropriate steps to protect from misuse and loss, and from unauthorised access, modification and disclosure of any personal information collected; and
- take all reasonable and appropriate steps to ensure that the confidentiality, integrity, and availability of Council's information is not *compromised* and
- take reasonable, appropriate, and adequate steps to ensure that personal information is securely stored and transmitted via secure means, as would be reasonably expected; and
- take all reasonable and appropriate steps to prevent unauthorised use or disclosure of personal information if it is necessary for the personal information to be given to a person or contracted service provider in connection with the provision of a service to Council.

12.3. IPP 5 – Providing information about documents containing personal information

In complying with its obligations under IPP 5, Council will take reasonable steps to allow individuals to find out:

- generally what sort of personal information Council holds;
- for what main purposes personal information is held; and
- what an individual should do to obtain access to documents containing personal information about them.

Additionally, Council will:

- make its Privacy Statement accessible from all of its customer service delivery channels including websites, and Offices;
- make its Privacy Policy available upon request;
- develop appropriate Privacy Procedures and Guidelines;
- regularly review and audit its Privacy Policy, Procedures and Guidelines; and
- keep a record of all sales of personal information in appropriate registers.

12.4. IPP 6 – Access to documents containing personal information

In complying with its obligations under IPP 6, Council will:

- inform individuals of the avenues available to allow them, and what they should do, to access and correct their personal information;
- where possible and upon reasonable request allow individuals to access personal information about them;
- where it is not possible for Council to allow an individual to access personal information about them, Council will provide reasons for refusal of access;
- There are several administrative access avenues for individuals to access their personal information.

For access requests outside of these, refer to:

- AP187 Right to Information and Information Privacy Access Procedure
- Right to Information Act 2009
- Information Privacy Act 2009

12.5. IPP 7 Amendment of documents containing personal information

In complying with its obligations under IPP 7, Council will take reasonable steps to correct/update the personal information of individuals when Council is informed that such information is irrelevant, inaccurate, incomplete, or out of date. This is subject to any legislative limitations.

Council has several administrative access avenues for individuals to amend their personal information:

For amendment requests outside of these, refer to:

- AP187 Right to Information and Information Privacy Access Procedure
- Information Privacy Act 2009.

12.6. IPP 8 – Checking of accuracy of personal information before use by Council

In complying with its obligations under IPP 8, Council will take reasonable steps to ensure that personal information it collects, uses, or discloses is accurate, relevant, complete, and up to date.

12.7. IPP 9 – Use of personal information only for relevant purpose

In complying with its obligations under IPP 9, when Council proposes to use personal information for a particular purpose, Council will only use those parts of the personal information collected that are directly relevant to fulfilling the particular purpose.

12.8. IPP10 – Limits on use of personal information

In complying with its obligations under IPP 10, Council will ensure that when it collects personal information for a particular purpose, it will not use that information for another purpose unless:

- the individual has expressly or impliedly agreed to the use of the information for the other purpose; or
- Council reasonably believes that the use is necessary to lessen or prevent a serious threat to the life, health, safety, or welfare of an individual, or to public health, safety, or welfare; or
- the use is authorised or required under a law; or
- Council is satisfied on reasonable grounds that the use is necessary for law enforcement purposes; or
- the other purpose is directly related to the purpose for which the information was collected; or
- all the following apply—
 - a. the use is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - b. use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;
 - c. it is not practicable to obtain the express or implied agreement of everyone the subject of the personal information before the use

12.9. IPP 11 – Limits on disclosure of personal information

In complying with its obligations under IPP 11, Council will not disclose personal information to someone other than the individual identified by the information, unless:

- the individual is reasonably likely to have been aware, or made aware that it is Council's usual practice to disclose that type of personal information; or
- the individual has expressly or impliedly agreed to the disclosure; or
- Council reasonably believes that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety, or welfare of an individual, or to public health, safety, or welfare; or
- the disclosure is authorised or required under a law; or
- Council is satisfied on reasonable grounds that the use is necessary for law enforcement purposes; or
- all the following apply—
 - a. the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - b. the disclosure does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;
 - c. it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the disclosure;
 - d. Council is satisfied on reasonable grounds that the receiving entity will not disclose the personal information to anybody else.

Where Council discloses personal information to a third party as above, it will take all reasonable steps to ensure that the third party will not use or disclose the information for a purpose other than what it was disclosed for.

Where Council uses and discloses personal information to provide individuals with information about Council's services/products and initiatives, and it is impractical to seek the consent of those individuals before the information is used for marketing purposes, Council will obtain individuals' consent at the time of first contact and enable them to change their consent anytime thereafter.

Additionally, Council will:

- exercise its right to disclose any personal information collected/obtained in a manner which does not identify individuals (e.g., anonymous aggregate information);
- upon request suppress personal information from being disclosed from publicly available databases (e.g., Land Register);

- recognise that some persons seek information about individuals to stalk, harass or commit assault upon them and recognises its responsibility to protect such individuals.

Attachment C: KASC-STAT-003 Advertising Spending Policy



Advertising Spending Policy



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Policy Number:	KASC-STAT-003
Responsible Manager:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012
Associated Documents:	Procurement Policy Corporate Plan 2019-2022 2025-2030
Approval Date:	17 August 2021

1. Terms and Definitions

1.1. In this policy:

Council	Means Kowanyama Aboriginal Shire Council
Advertising	Means: <ul style="list-style-type: none">to tell the public about a product or service in order to encourage people to buy or use itthe activity and industry of advertising things to people on television, in newspapers, on the internet, etc.

2. Acronyms and Abbreviations

2.1.1. In this policy:

KASC:	Means Kowanyama Aboriginal Shire Council
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3.1. Purpose of this Policy

3.1.1. Legal

It is a requirement under ~~Chapter 5 Part 6~~ section 197 of the Local Government Regulation 2012 that:

- A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).
- A local government may spend money on advertising only if:

- The advertising is to provide information or education to the public
 - The information or education is provided in the public interest
 - In a way that is consistent with the local government's advertising spending policy.
- c. Advertising is promoting, for the payment of a fee, an idea, goods, or services to the public.

3.2.— Ethical

Councillors and staff should always be mindful that they are public officials and represent the overall interests of the people they serve in their local authority.

Expenditure on advertising should reflect the legislative regulations and policy requirements regarding the public interest.

3.3.— Principles

Advertising should be used where the purposes of the Kowanyama Aboriginal Shire Council (KASC) or the benefit of the community is advanced. It should not be used to promote the achievements or plans of Councillors or groups of Councillors. Advertising should not be used to influence the voters in an election.

2. Scope

The policy applies to all Council staff responsible for the procurement and placement of any paid advertisement or notice in any media which promotes an idea, goods or services provided for public.

It is also applicable to Councillors when promoting achievements or plans of Councillors or groups of Councillors. This may be particularly relevant in the lead up to an election and regardless of whether the Council advertising expends Council funds.

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3. Terms and Definitions

3.1. In this policy:

Council	Means Kowanyama Aboriginal Shire Council
Advertising	Means: <ul style="list-style-type: none"> • <u>to tell the public about a product or service in order to encourage people to buy or use it</u> • <u>the activity and industry of advertising things to people on television, in newspapers, on the internet, etc.</u>
Caretaker period	<u>means as defined in Section 90A of the Local Government Act 2009 (Qld), the period during an election for the Council that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election. The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ)</u>
Employee	<u>means a local government employee as defined in the Local Government Act 2009 (Qld).</u>

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3.4.— This policy is to ensure that all KASC advertising that promotes to the public an idea, goods or services using a medium commonly used for promoting ideas, goods, or services and for which a fee is paid is:

- a.— In the public interest
- b.— Cost effective for KASC

e.—Approved and placed by the Chief Executive Officer to ensure continuity of the KASC brand, information integrity and cost efficiency.

3.5.—This policy must be used in conjunction with the Procurement Policy. This applies to:

- a.—All advertising to the public for which a fee is paid
- b.—Does not apply to media reports published in the media where no fee is made for the report.

4.—Policy Provisions

4.1.3.2. The Local Government Regulation 2012 states that KASC may incur expenditure on advertising only if the advertising is to provide information or education to the public, and the information or education is provided in the public interest; and it is done in a way that is consistent with the local government's advertising spending policy:

4.2.—Types of advertising KASC considers appropriate include:

- a.—Advising the public of a new or continuing service or facility provided by the KASC
- b.—Advising the public about changes to an existing service or facility provided by the KASC
- c.—Increasing the use of a service or facility provided by the KASC on a commercial basis with a view to profit
- d.—Achieving KASC plans, goals, and objectives
- e.—Advising the public of the time, place, content, and outcomes of scheduled meetings of the KASC legislation and proposed policies
- f.—Requesting public feedback or comment on KASC activities
- g.—Recruiting staff, acquiring, or disposing of property, plant, and equipment, promoting tenders and expressions of interest
- h.—Promoting the economic and social development and sustainability of the Isaac region including KASC and KASC supported events, activities, and programs.

4.3.—KASC must not during the period of three months preceding an election of the local government other than a by-election; or during the period after the date of a by-election is advertised until the day of the election:

- a.—Place advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by the KASC
- b.—Advertise the activities of the KASC other than in the manner and form it is customary for the KASC to advertise its activities
- c.—Place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election
- d.—Bear the cost of advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

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4. Policy statement

Council will only provide information by way of advertising which is beneficial to the public and in the public interest, consistent with this policy and in promotion of the goods or services provided to the local government area.

Council will only promote advertising for the benefit of the community and will not promote anything for any of its Councillors' personal or material gain.

Advertising expenditure must be reasonable, cost effective, within a budget allocation, for official purposes only and be able to withstand reasonable public scrutiny.

Acceptable use of Council advertising includes:

- To better inform the public of any new or continuing services, programs, facilities and venues provided by Council.
- To advise the public of any change in the plans provided by Council.
- To increase the use of such venue or service provided by Council on a commercial basis with a view to profit.
- To change the behaviour of people in Council's areas for the benefit of all or some of the community or to achieve the objectives of Council.
- To advertise matters required by legislation to be advertised.
- To achieve the Council's plans, goals and activities

Unacceptable use of Council advertising includes:

- Spending money on advertising for political or self-promotional purposes
- Inappropriate advertising spends during the three months before a Council election or during the period after the date of a by-election being called include, but are not limited to:
 - Advertisements related to future plans unless, and only to the extent that, those plans have been formally adopted by Council;
 - Advertising the activities of Council otherwise than in the manner and form customary for Council to advertise its activities;
 - Advertisements which seek to influence support for candidates, groups of candidates or potential candidates in the election;
 - Advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

5. Authorisation of expenditure

All expenditure on advertising must be approved by the Chief Executive Officer or delegate.

All officers incurring and authorising advertising expenditure shall do so in accordance with relevant financial delegations and Council's Procurement Policy, and must ensure that:

- It is for official purposes and falls generally within the type of advertising listed in this policy
- It is properly documented with the purpose identified
- The documentation is available for scrutiny by both internal and external audit
- It appears appropriate and reasonable and can withstand the 'public defensibility test'
- It is in accordance with Council's budget and appropriate communications plan

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6. Responsibilities

All Council employees must comply with this policy when procuring or placing any paid advertisement or notice in any media which promotes an idea, goods or services provided for public.

Executive Managers must implement controls within their area of responsibility to ensure compliance with this policy.

Chief Executive Officer shall ensure through the Executive Manager Corporate and Financial Services that Council is complying with Queensland Local Government Regulation 2012, Section 197.

Councillors must comply with this policy when seeking Council advertising.

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5.7. Policy Review

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

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

6.8. Approval

6.1.8.1. This policy was duly authorised by Council on 17 August 2021 as Kowanyama Aboriginal Shire Council's Advertising Spending Policy and shall hereby supersede any previous policies of the same intent.

Attachment D: KASC-STAT-002 Entertainment and Hospitality Policy



Kowanyama Aboriginal Shire Council

Entertainment and Hospitality Policy



Policy Number: KASC-STAT-002
Responsible Manager: Chief Executive Officer
Legislation: Local Government Act 2009
Local Government Regulation 2012
Fringe Benefits Tax Assessment Act 1986
Approval Date: 17 August 2021

1. Purpose

- 1.1. Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in benefits to the Kowanyama region.
- 1.2. As a publicly funded body, however, it must ensure that public sector standards of accountability are maintained, and that practice is consistent across the organisation.

2. Terms and Definitions

2.1. In this policy:

Council Means Kowanyama Aboriginal Shire Council

3. Acronyms and Abbreviations

3.1. In this policy:

KASC Means Kowanyama Aboriginal Shire Council

CEO Means Chief Executive Officer

4.3. Application of this Policy Scope

4.1. Applies to all employees (including Executive and CEO) and Councillors. This policy applies to all purchases of entertainment and hospitality by Kowanyama Aboriginal Shire Council (Council) employees and Councillors while on Council business.

4. Policy statement

4.1. Council acknowledges that entertainment and hospitality expenses may be appropriate for official business when aligned with its strategic priorities. As a publicly funded body, Council ensures funds are used responsibly, transparently and in the public interest.

4.2. All entertainment and hospitality expenses must benefit both Council and the community while maintaining accountability and consistency across the organisation.

4.3. Entertainment and hospitality expenditure will be considered appropriate if it meets the following criteria:

- It is in the public interest
- It is for Council-related purposes
- It is economical, efficient and cost effective
- It can be supported by a specific approved budget allocation
- It complies with legal, financial, audit and ethical requirements.

5. Expenditure requirements

The table below provides guidance on appropriate and reasonable entertainment and hospitality expenditure under the Policy.

Function	Definition	Approval prerequisite requirements
Civic receptions and hosting events	Formal functions hosted by Council for: <ul style="list-style-type: none"> • Visiting dignitaries and delegates • Other levels of Government • Recognised community organisations Business groups • Ceremonies for formal and cultural occasions 	Authorisation by the Mayor: <ul style="list-style-type: none"> • Availability of budget funds. • Records being maintained identifying purpose, number of attendees and cost.
Formal Council functions	A function hosted by Council or CEO for: <ul style="list-style-type: none"> • Reward and recognition events • Significant corporate achievements • Length of service or retirement • CEO roadshows, workshops or other officer engagement events. 	<ul style="list-style-type: none"> • Authorisation by the CEO. • Availability of budget funds. • Records being maintained identifying purpose, number of attendees and cost.
Meetings within Ordinary Hours	Entertainment and hospitality for meetings (including committee meetings, advisory workshops or planning days) held within ordinary working hours should be kept to a minimum. Where there are regular	<ul style="list-style-type: none"> • Authorisation delegated from CEO to relevant Executive Manager. • Availability of budget funds.

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	meetings that are similar in nature each time, there will be no need to justify the reasonableness and appropriateness of expenditure for each meeting. It will be sufficient if the first meeting passes the public defensibility test.	<ul style="list-style-type: none"> No payment of a meal allowance (for staff travelling if meal is supplied)
<u>Attendance at an off-site Venue for a Council-Related Activity</u>	It is allowable for Councillors and Council officers to be provided with food or beverage during their daily business where they are offsite, travelling or at an external venue attending training, workshop, seminar or other generally applicable event scheduled to go through a normal meal break.	<ul style="list-style-type: none"> For officers - authorisation delegated from CEO to Executive Manager For Councillors - refer to Councillors Expense and Reimbursement Policy. Availability of budget funds.
<u>Officer Reward and Recognition</u>	To recognise and appreciate Council officers for their efforts, dedication and commitment to the delivery of Council services to the public, a contribution will be provided to each Executive Manager to undertake reasonable annual entertainment and hospitality activity. This may include morning tea, afternoon tea or lunch and as incorporated into the regular department meeting schedules.	<ul style="list-style-type: none"> Appropriateness, reasonableness, and defensibility of the proposed event. Authorisation delegated from CEO to relevant manager or director. Availability of budget funds
<u>Annual Christmas celebration</u>	To recognise and appreciate Council officers for their dedication and commitment to the provision of Council services to the public, a contribution will be provided for the annual Christmas function.	<ul style="list-style-type: none"> Availability of budget funds
<u>Office Tea and Coffee Provision</u>	The provision of reasonable supplies at Council offices for provision of tea, coffee, milk and sugar for Council officer, Councillor and visitor consumption during office hours	<ul style="list-style-type: none"> Availability of budget funds

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Expenditure amounts will be reviewed annually as part of the budget process with reference to ATO Overtime Meal Allowance rates and allowances provided under the relevant industry awards and agreements providing guidance on acceptable efficient expenditure levels.

5.1. Alcohol provision and consumption

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The purchase of alcohol is not permitted under this policy; however, an exemption will apply for special occasions or locations as determined by the Chief Executive Officer (CEO) or Mayor where the provision of hospitality is within the bounds of normal customary hospitality.

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Where the provision of alcohol is supplied, it will be in accordance with Council's Drug and Alcohol Policy and Procedure.

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5.2. In appropriate expenditure

Examples of expenditure which is generally considered not to be reasonable and appropriate and therefore to be treated as private expenditure include:

- Tips or gratuities – tipping is not customary in Australia, however when travelling overseas and tipping is the custom, these will be considered official expenditure.
- Dinners/functions at the private residence of a Councillor or Council officer.
- Morning/afternoon tea outside Council premises, where only Councillors or Council officers are attending (except in circumstances as approved by the CEO e.g. Council meeting days).
- Stocking a fridge with alcohol on council premises and/or the supply of alcoholic drinks outside of the provisions of this policy.
- Mini Bar expenses.
- Staff working on Council premises where food and beverages are on sale, therefore are not entitled to charge food and beverages to Council in the normal course of their duties.

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5.3. Fringe Benefits Tax (FBT)

Fringe Benefits Tax may be payable on some of the official hospitality expenditure that is attributable to Councillors and employees of the Council.

All Councillors and employees should be aware of FBT rules and of their application for official hospitality functions.

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5.4. Credit card payments

The Chief Executive Officer with the Executive Manager Corporate and Financial Services may restrict the ability of holders of Council credit cards to pay for expenditure in the nature of entertainment or hospitality.

5.5. Internal controls

The following authorisations apply to entertainment and hospitality expenditure:

- Entertainment and hospitality expenditure must be pre-authorized
- Council officers must not authorise their own entertainment and hospitality expenditure
- Expenditure by the Chief Executive Officer (CEO) must be authorised by the Mayor and/or Executive Manager Corporate and Financial Services
- Expenditure by an Executive Manager must be authorised by the CEO
- Expenditure by a Manager or officer must be authorised the relevant Executive Manager.

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Entertainment and hospitality expenditure must be properly documented and accounted for to satisfy audit, legislative and reporting requirements.

6. Responsibilities

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6.1. Councillors

- Councillors will consider and adopt the Policy.
- Councillors must ensure compliance with the policy.

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6.2. Chief Executive Officer and Executive Managers

- The CEO and Executive Managers will endorse for Council adoption and provide leadership and commitment in complying with the Policy and relevant legislation and documents.

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6.3. General responsibilities

The below outlines responsibilities that apply to Councillors, CEO, Executive Managers and Council officers:

- Be aware of and comply with this Policy
- Ensure the expenditure is appropriate and would pass the public accountability test
- Report suspected breaches of policy in accordance with the Officer Code of Conduct
- A tax invoice must be obtained for all costs, and fringe benefits tax declarations must be completed. Where a tax invoice cannot be provided, the Council officer incurring the expense must provide a detailed list of items of expenditure, together with a statutory declaration certifying that the expenditure was incurred for official purposes
- Ensure all expenditure for entertainment and hospitality is correctly recognised in the financial system to ensure reporting obligations are fulfilled.

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5. Implementation

5.1. All Entertainment and Hospitality expenditure must be:

- a. be properly documented with the purpose identified
- b. be available for scrutiny by both internal and external audit
- c. be for the advancement of projects as detailed in the operational plan
- d. be in accordance with the adopted budget
- e. appear appropriate and responsible to community's expectations:

6. Expenditure for external activities

6.1. External activities are those organised by entities and individuals other than council.

6.2. Requests to attend events must be made in accordance with Council's Travel and Accommodation Policy. Forms must be approved before bookings are made as below:

- a. For an employee – Be approved by the employee's departmental line manager, departmental
- b. Executive Manager and CEO
- c. For a Line Manager – Be approved by the departmental Executive Manager and CEO
- d. For an Executive Manager – Be approved by the CEO
- e. For a Councillor, Mayor or Deputy Mayor – be approved by the CEO
- f. For the CEO – be approved by the Mayor or Deputy Mayor.

7. Expenditure for internal activities

7.1. Internal activities are those activities that have been organised by Council and include:

- a. Hosting intrastate, interstate, and overseas dignitaries
- b. Hosting representatives of business, industry and recognised community and Council related organisations or groups or the media
- c. Hosting representatives of other levels of government
- d. Conducting special employees' functions such as farewells, celebrations, and annual Christmas functions
- e. Special functions to recognise events/achievements.

7.2. Other types of expenditure considered reasonable as official hospitality include:

- a. Provisions of tea, coffee, morning, or afternoon tea for official visitor
- b. Provision of light refreshments/lunches for internal meetings
- c. Conferences seminars, workshops;

- ~~d.—Provision of light refreshments/snacks for Council volunteers at the conclusion of their shift~~
- ~~e.—Attendance at official functions for which charges are incurred~~
- ~~f.—Provision of meals and buffet snacks including refreshments for Councillors, senior officers, media and visiting dignitaries during official Council and or committee meetings.~~

~~7.3.—The Executive Manager Corporate and Financial Services is responsible for implementing processes to ensure expenditure as listed above is in line with this policy.~~

8.7. Policy Review

~~8.1.7.1.~~ The policy is to be reviewed in accordance with the Policy Framework.

~~8.2.7.2.~~ Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

9.8. Approval

~~9.1.8.1.~~ This policy was duly authorised by the Council on 17 August 2021 as Kowanyama Aboriginal Shire Council's Entertainment and Hospitality Policy and shall hereby supersede any previous policies of the same intent.

4.3.2.b – Agenda Report

Title:	Statutory 10-Year Planning Scheme Review and Proposed Planning Scheme Amendment
Author:	Executive Manager Corporate and Financial Services
Meeting Date:	26 May 2026

Resolution: That Council resolve to:

- a) receive and note the report titled 'Kowanyama Statutory 10 Year Planning Scheme Review – Outcomes Report';
- b) propose to amend the Planning Scheme under section 18 of the *Planning Act 2016*;
- c) review and amend the Planning Scheme Policies and make new planning scheme policies, as needed, under section 22 of the *Planning Act 2016*;
- d) delegate authority to the Chief Executive Officer to prepare and progress the proposed amendments to the Planning Scheme and Planning Scheme Policies, including preparation of new planning scheme policies (if needed) under the *Planning Act 2016* and Minister's Guidelines and Rules.

Report prepared by Kelly Reaston – Up North Group

Executive Summary

Council received funding through the State Government Scheme Supply Fund (SSF) to review the Planning Scheme, to remove regulatory barriers and unlock residential land supply in Kowanyama via an amendment to the Planning Scheme. The purpose of this report is to:

- a. present to Council the findings and recommendations of the Kowanyama Statutory 10 year Planning Scheme Review Outcomes Report;
- b. seek a resolution from Council to prepare and progress amendments to the current planning scheme in accordance with the *Planning Act 2016* (the Act) and the Minister's Guidelines and Rules; and
- c. seek a resolution from Council to prepare and progress an amendment to the current planning scheme policy (PSP) and prepare new policies as appropriate, in accordance with the Act and the Minister's Guidelines and Rules.

BACKGROUND

The purpose of a planning scheme is to simply record and properly set out a planned community through a series of land use zones, and to also look forward strategically for the longer term future of the community. The first planning scheme for Kowanyama also sought to set a vision for achieving a cultural landscape.

Section 25 of the Act states that Council must review its planning scheme within 10 years after the planning scheme was made or was last reviewed. This requirement ensures planning schemes are well-maintained and remain contemporary, responsive, and relevant to informing and guiding the future of the local government area. Based on the review, Council must decide whether to amend or replace the planning scheme or whether the Planning Scheme should remain the same. This Planning Scheme Review report:

- examines population and development trends;

- considers the need for alignment with current State and regional planning policy, noting the state planning policies are being reviewed in 2026;
- considers the need to reflect current local planning policy outcomes;
- synthesises existing strategic, technical, housing, and cultural heritage work;
- examines whether the planning scheme is operationally effective and consistent with community and Council expectations;
- identifies key findings and information gaps; and
- makes recommendations to amend the planning scheme.

The Planning Scheme was a foundational Scheme and commenced on 13 July 2013 and was amended as follows:

- Amendment 1.1 commenced on 29 May 2015 and involved minor amendments to update the Planning Scheme to reflect the QPP version 3.1 and changes to the State Planning Policy, including amendments to the provisions and mapping; and
- Amendment 1.2 commenced on 3 July 2020 and was an alignment amendment to reflect the Act.
- The SSF Funding specifically relates to improving opportunities for housing. Amending the planning scheme provides opportunities to investigate opportunities to:
 - develop a contemporary planning scheme, including strategic framework;
 - reduce the level of assessment for development e.g. from Impact Assessable (requiring public notification) residential development to Code Assessment where appropriate;
 - increase land zoned for residential development;
 - streamline Tables of Assessment and refining assessment benchmarks;
 - update hazards mapping using the available state government mapping, and updated flood modelling; and
 - support development identified in the Kowanyama Master Plan.

COMMENT

The 10-year statutory review is stage 1 of the process, and stage 2 is the formal process of undertaking the planning scheme amendment.

Stage 1: 10 Year Statutory Planning Scheme Review

The Statutory 10 Year Planning Scheme Review has been undertaken in accordance with section 25 of the Act and essentially considers the currency of the Planning Scheme. The 10 Year Statutory Review Outcomes Report recommends that Council:

- prepare and progress an amendment to the Planning Scheme to facilitate better housing outcomes as a short-term priority;
- in conjunction with an amendment to the Planning Scheme, amend and update Planning Scheme Policies and prepare new planning scheme policies as needed;
- in the long term, if required replace the current Planning Scheme and make a new planning scheme which includes commissioning studies to address natural hazards: bushfire, landslide, flood, as well as relevant studies relating to matters such as vegetation, economic development and cultural heritage.

It is recommended that Council propose to amend the Planning Scheme under a section 18 amendment process (approval from the State government is required, so Council can only propose to amend the Planning Scheme). This process allows for a tailored and more streamlined process that must be undertaken in accordance with a notice from the chief executive (State government) that sets out the steps to be undertaken by both the State government and Council.

It is recommended that Council review and amend Planning Scheme policies to ensure they reflect the current Act and community needs, and if needed make new planning scheme policies under section 22 of the Act. Council can

resolve to amend or make planning scheme policies, as approval for the State government is not required for this process.

Stage 2: Planning Scheme Amendment

Indicative timing for the proposed Planning Scheme amendment is as follows:

1. Planning scheme review and Council resolution – March 2026;
2. Land supply analysis, Council engagement, State engagement, stakeholder engagement – April to August 2026;
3. Drafting and Land Prioritisation Strategy – August to November 2026; and
4. Council workshop and preparation and submission of documentation for State Interest Review – November 2026.

The SSF funding requires the planning scheme amendment to be prepared for State Interest Review by 30 June 2027.

COMMENT

The main opportunities in reviewing the Planning Scheme are to update the Strategic Framework, Tables of Assessment, Zone Codes and Overlay Codes.

1. Strategic Framework: A key observation arising from the review of the Strategic Framework is that it reflects the circumstances of Kowanyama at the time the first Planning Scheme was prepared. As the inaugural Planning Scheme for the local government area, the framework necessarily undertook significant foundational work, including describing the physical context, community characteristics, governance arrangements and the emerging land tenure environment. In this respect, the Strategic Framework functions as a baseline policy foundation and long-term vision. The framework establishes the policy direction and structure for land use planning through themes, strategic outcomes and land use strategies intended to guide development over the life of the Planning Scheme.

2. Tables of Assessment: The Tables of Assessment are a key mechanism within the Planning Scheme that determine whether development is accepted development, code assessable or impact assessable, and therefore have a significant influence on the efficiency, certainty and cost of the development assessment process. A review of the Tables of Assessment provides an opportunity to streamline development processes by refining levels of assessment and simplifying associated assessment benchmarks where appropriate. In particular, consideration should be given to reducing the level of assessment for development that is consistent with the intent of the relevant zone or strategic framework outcomes. This may include transitioning certain development types from impact assessment to code assessment where potential impacts are well understood and can be managed through clear and targeted code provisions.

The review also provides an opportunity to facilitate more efficient delivery of community infrastructure and services by adjusting levels of assessment for development undertaken by, or on behalf of, Council on land owned or controlled by Council. Where development supports Council's strategic objectives and is consistent with the planning scheme intent, reducing regulatory requirements can assist in delivering community facilities, housing and infrastructure in a timely and cost-effective manner.

Refining the Tables of Assessment can improve the usability of the planning scheme, reduce unnecessary regulatory burden, provide greater certainty to applicants and decision-makers, and support the efficient delivery of development outcomes aligned with Council's strategic priorities.

3. Zone Codes: Of specific interest to the Planning Scheme review and proposed amendment is the expansion of the township into what is currently the Environmental Management and Conservation zone.

FINANCIAL CONSIDERATIONS

The SSF funds the amendment of the Planning Scheme. However the completion of the amendment is currently not funded to adoption. Adopting the Planning Scheme is one of the mechanisms that improves the ease in which development of housing and other land uses can occur.

To complete the amendment process, the following steps and indicative timing is proposed:

1. State Interest Review – January to March 2027 (subject to State timeframes). This stage has no cost to Council;
2. Public consultation – January to March 2027 (concurrent timing subject to S18 Notice). This stage has minimal cost to Council;
3. Finalise amendment package and Ministerial approval (subject to State timeframes) – April 2027 to June 2027. This stage requires responding to any comments received in the State Interest Review and public consultation. The project plan includes early consultation with both the State and community, as a means of identifying and incorporating these interests early and reducing the effort required at this stage; and
4. Final adoption and commencement – June to July 2027. This is a statutory process that forms part of business as usual.

ATTACHMENTS

1. List of Recommendations: Kowanyama Planning Scheme Review – Outcomes Report
2. Kowanyama Planning Scheme Review – Outcomes Report
3. Planning Scheme Review Project Timeline

RECOMMENDATION

That Council resolve to:

- e) receive and note the report titled 'Kowanyama Statutory 10 Year Planning Scheme Review – Outcomes Report';
- f) propose to amend the Planning Scheme under section 18 of the *Planning Act 2016*;
- g) review and amend the Planning Scheme Policies and make new planning scheme policies, as needed, under section 22 of the *Planning Act 2016*;
- h) delegate authority to the Chief Executive Officer to prepare and progress the proposed amendments to the Planning Scheme and Planning Scheme Policies, including preparation of new planning scheme policies (if needed) under the *Planning Act 2016* and Minister's Guidelines and Rules.

Attachment A: Full List of recommendations



RECOMMENDATIONS FROM THE KOWANYAMA STATUTORY 10-YEAR PLANNING SCHEME REVIEW

A full list of recommendations from this report is provided as follows, for ease of reference:

Section	Recommendation
2.2	That the Planning Scheme amendment consider the strategic policy implications of major projects on the demand for housing, land and infrastructure.
3.2	Council: <ul style="list-style-type: none"> propose to amend the Planning Scheme under section 18 of the Planning Act 2016 to facilitate better housing outcomes as a short term priority; in conjunction with an amendment to the Planning Scheme, amend and update Planning Scheme Policies and prepare new Planning Scheme policies as needed; in the long term, if required replace the current Planning Scheme and make a new Planning Scheme which includes commissioning studies such as Natural Hazards: Bushfire, Landslide, Flood, as well as relevant studies relating to matters such as Vegetation, Economic Development and Cultural Heritage.
3.2	That the Planning Scheme amendment: <ul style="list-style-type: none"> align the Planning Scheme with the Cape York Regional Plan 2014 where relevant; and inform the next Regional Plan, particularly in relation to the urban footprint and land use categories.
3.2	The Planning Scheme amendment incorporates: <ul style="list-style-type: none"> SPP mapping; recent studies undertaken by Council and DWATSIPM e.g. flood and bushfire; and recommendations in Appendix 1: State Planning Policy Alignment Assessment.
3.2	That areas intended for future residential development be: <ul style="list-style-type: none"> identified and appropriately zoned within the Planning Scheme; and identified in the strategic framework and mapping to clearly identify future urban areas to be included in the urban footprint or urban designation at the time of the Regional Plan review.
3.2	Investigate the opportunities to further cultural storytelling in the Planning Scheme that tells the story of Kowanyama as well as landmarks and events that are able to be shared.
4.1	The Planning Scheme amendment ensures alignment between the Corporate Plan and Planning Scheme, as appropriate.
4.2	Review the provisions of the DATSIP Master Plan, and update and amend the Planning Scheme where relevant.
4.3	Amend the planning scheme to align with and incorporate the relevant themes and provisions of the Kowanyama Place-Based Housing Plan.
4.4	Amend the Planning Scheme to address relevant outcomes of the Kowanyama Flood Assessment and Local Drainage Study.
5	Consider engagement and feedback to ensure the Planning Scheme amendment aligns with and incorporates the relevant local knowledge and feedback, and responds to current concerns and opportunities.
6	Investigate opportunities to:

Section Recommendation

- further incorporate culturally relevant places in the Planning Scheme, to avoid adversely affecting these areas; and
create a way to capture cultural knowledge in a non-statutory way such as partnering with the Digital Knowledge Centre to tell the stories in a meaningful and accessible way, particularly to younger generations.
- 6 Review the Planning Scheme to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.
- 6 Amend the Planning scheme to incorporate relevant outcomes of updated flood modelling.
- 6 That the Strategic Framework:
- vision be used as a starting point to determine if the vision remains current as a clear and contemporary long-term vision for Kowanyama;
 - be reviewed and refined to continue to support the vision and strengthen the Planning Scheme.
- 6 The zones be reviewed to ensure that there is land available for future development of housing and that the balance of the zones allow for appropriate land uses including industry and commercial.
- 6 Review the Planning Scheme to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.
- 6 Review the overlay framework to improve clarity and alignment with current State policy settings. This should include reviewing the operation of existing overlay codes, other plans and maps and assessment benchmarks. While comprehensive updates to overlay mapping may not be feasible within the current project budget, the review should ensure that the Planning Scheme appropriately references and utilises the most current State Planning Policy mapping where relevant. Future Planning Scheme amendments may consider updating overlay mapping where new technical studies or State datasets become available.
- 6 That all schedules be reviewed and updated as part of the Planning Scheme amendment to ensure consistency with the *Planning Act 2016*, the Planning Regulation 2017, and contemporary Planning Scheme practice.

Attachment B: Kowanyama Planning Scheme review





Kowanyama Aboriginal Shire Council

Statutory 10-year Planning Scheme Review – Outcomes Report

9 March 2026



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Document Control

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V0.1	November 2025	Draft	Lynette Bunker	
V0.2	December 2025	Review	Nikki Huddy	
V1.0	9 March 2026	Final	Lynette Bunker	Kelly Reaston

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This report has been prepared on behalf of and for the exclusive use of the Client and is subject to all provisions of the agreement between UP North and the Client. UP North accepts no liability or responsibility whatsoever for reliance upon this report by any third party.

Acknowledgement of Country

We acknowledge the Traditional Owners of the land, air and waters where our offices are based. We pay respect to the Elders, past, present and emerging and extend this respect to all Aboriginal and Torres Strait Islander people we work with and whose ancestral lands we visit.



Executive Summary

Urban Planning North Group (UP North) has partnered with Kowanyama Aboriginal Shire Council to undertake the statutory 10-year review of the Kowanyama Aboriginal Shire Planning Scheme 2012, in accordance with section 25 of the Planning Act 2016 and the State Government guidance for planning scheme reviews. The Planning Scheme commenced on 13 July 2013 and has undergone a minor amendment in 2015 and an alignment amendment in 2020. This review examines the currency and effectiveness of the Planning Scheme and identifies opportunities to ensure it continues to support the future aspirations of the Kowanyama community.

The review considers population and development trends, State and regional policy changes, Council strategies and projects, mapping and technical studies, and feedback from community consultation undertaken through the Corporate Plan, Master Plan and internal engagement with Council officers. The analysis confirms that the Planning Scheme has provided a sound foundation for land use planning in Kowanyama. However, the review provides an opportunity to address issues that have emerged over the past decade that require attention to ensure the scheme remains contemporary, responsive and effective in guiding future development.

The most significant issue identified is the shortage of housing, including overcrowding, limited serviced land, and constraints associated with tenure arrangements and infrastructure. Addressing housing supply, diversity and culturally appropriate design is therefore a key focus of the review. Other important considerations include the need to incorporate updated flood modelling and natural hazard information, improve alignment with current State planning policy, and ensure the Planning Scheme supports economic development, infrastructure provision and community wellbeing.

The review also recognises the strong cultural and environmental values of Kowanyama. Opportunities exist to strengthen recognition of cultural places and storytelling within the planning framework, while continuing to protect the natural environment and support the community's connection to Country. Updating the Strategic Framework and related planning provisions will provide an opportunity to articulate a clearer long-term vision for the community while maintaining the Planning Scheme's emphasis on cultural identity, stewardship of land and sustainable development.

Overall, the review finds that the Planning Scheme is generally operating effectively but will benefit from targeted amendments to respond to current policy settings, community priorities and emerging development pressures. The report therefore recommends that Council proceed with amendments to the Planning Scheme under section 18 of the *Planning Act 2016*, focusing particularly on housing supply, flood and hazard considerations, zoning and assessment processes, and improved alignment with State and local planning policy.

The outcomes of this review will inform the next stage of work, which involves preparing and drafting a Planning Scheme Amendment package. This amendment will aim to simplify and modernise the Planning Scheme, remove regulatory barriers to housing development, and support a more responsive planning framework that reflects the aspirations of the Kowanyama community while protecting the cultural and environmental values of Country.



1. Introduction

Urban Planning North Group (UP North) has been engaged to partner with Kowanyama Aboriginal Shire Council to undertake a statutory 10-year review of the Kowanyama Aboriginal Shire Planning Scheme 2012 (the Planning Scheme). Funding for the project is through the State Government Scheme Supply Fund (SFF) and the purpose of the Planning Scheme review and subsequent amendment is to remove regulatory barriers and unlock residential land supply in Kowanyama by mechanisms such as:

- adjusting the levels of assessment for residential development;
- increasing land zoned for residential development;
- streamlining Tables of Assessment and refining assessment benchmarks;
- supporting development identified in the Kowanyama Master Plan; and
- investigating culturally appropriate mechanisms to support Living on Country outcomes.

The project will deliver a Section 18 Planning Scheme Amendment package supported by land supply analysis, a Strategic Land Prioritisation Delivery Strategy, and culturally grounded community engagement. The outcome will be a simplified, responsive and housing-enabling Planning Scheme that reduces regulatory complexity, increases certainty, and accelerates the delivery of social and private housing in Kowanyama.

The key issue for housing in Kowanyama is a chronic shortage of housing, overcrowding, and a shortage of appropriately zoned or serviced land. The issues are highlighted in the Corporate Plan (2025-2030), Master Plan v 10 (2019), and current Planning Scheme v1.2 (2020).

The Planning Scheme was a foundational Scheme and commenced on 13 July 2013 and was amended as follows:

- Amendment 1.1 commenced on 29 May 2015 and involved minor amendments to update the Planning Scheme to reflect the QPP version 3.1 and changes to the State Planning Policy, including amendments to the provisions and mapping; and
- Amendment 1.2 commenced on 3 July 2020 and was an alignment amendment to reflect the *Planning Act 2016* (the Act).

This review of the Planning Scheme has been undertaken in accordance with section 25 of the Act and the relevant State guidance material 'Planning scheme monitoring and undertaking a 10-year review – Guidance for local governments' (DSDILGP, November 2021). However, this Outcomes Report essentially focuses on the currency of the Planning Scheme and housing priorities.

The purpose of a Planning Scheme is to simply record and properly set out a planned community through a series of land use zones, and to also look forward strategically for the longer-term future of the community. The first Planning Scheme for Kowanyama also sought to shape the future for the community including a strong connection to land and culture and supporting community spirit through social facilities, meeting places, community groups and a healthy, safe environment.

Section 25 of the Act states that Council must review its Planning Scheme within ten years after the Planning Scheme was made or was last reviewed. This requirement ensures Planning Schemes are well-maintained and remain contemporary, responsive, and relevant to informing and guiding the future of the local government area. Based on the review, Council must decide whether to amend or replace the Planning Scheme or whether the Planning Scheme should remain the same.

This Planning Scheme Review report:

- examines population and development trends;
- considers the need for alignment with current State and regional planning policy, noting a new regional plan is expected to commence in 2026 and the state planning policies being reviewed in 2026;
- considers the need to reflect current local planning policy outcomes;
- synthesises existing strategic, technical, housing, and cultural heritage work;
- examines whether the Planning Scheme is operationally effective and consistent with community and Council expectations;
- identifies key findings and information gaps; and
- makes recommendations to amend the Planning Scheme.

1.1 Scope

The Planning Scheme Review is prepared in accordance with section 3.2 of the relevant State guidance material (Planning Scheme Monitoring and Undertaking a Ten-Year Review – Guidance for Local Governments, DSDILGP, November 2021), which provides guidance on the undertaking of the Statutory 10-Year Review. However, essentially it considers the currency of the Planning Scheme, and housing priorities.

The Planning Scheme Review:

- considers whether the Planning Scheme is operationally effective and consistent with community, industry and Council expectations;
- considers the need for alignment with current State and local policy;
- identifies key findings and information gaps and includes recommendations arising from the consideration of these findings; and
- makes recommendations regarding the Planning Scheme.

The Planning Scheme Review examines a range of factors, including:

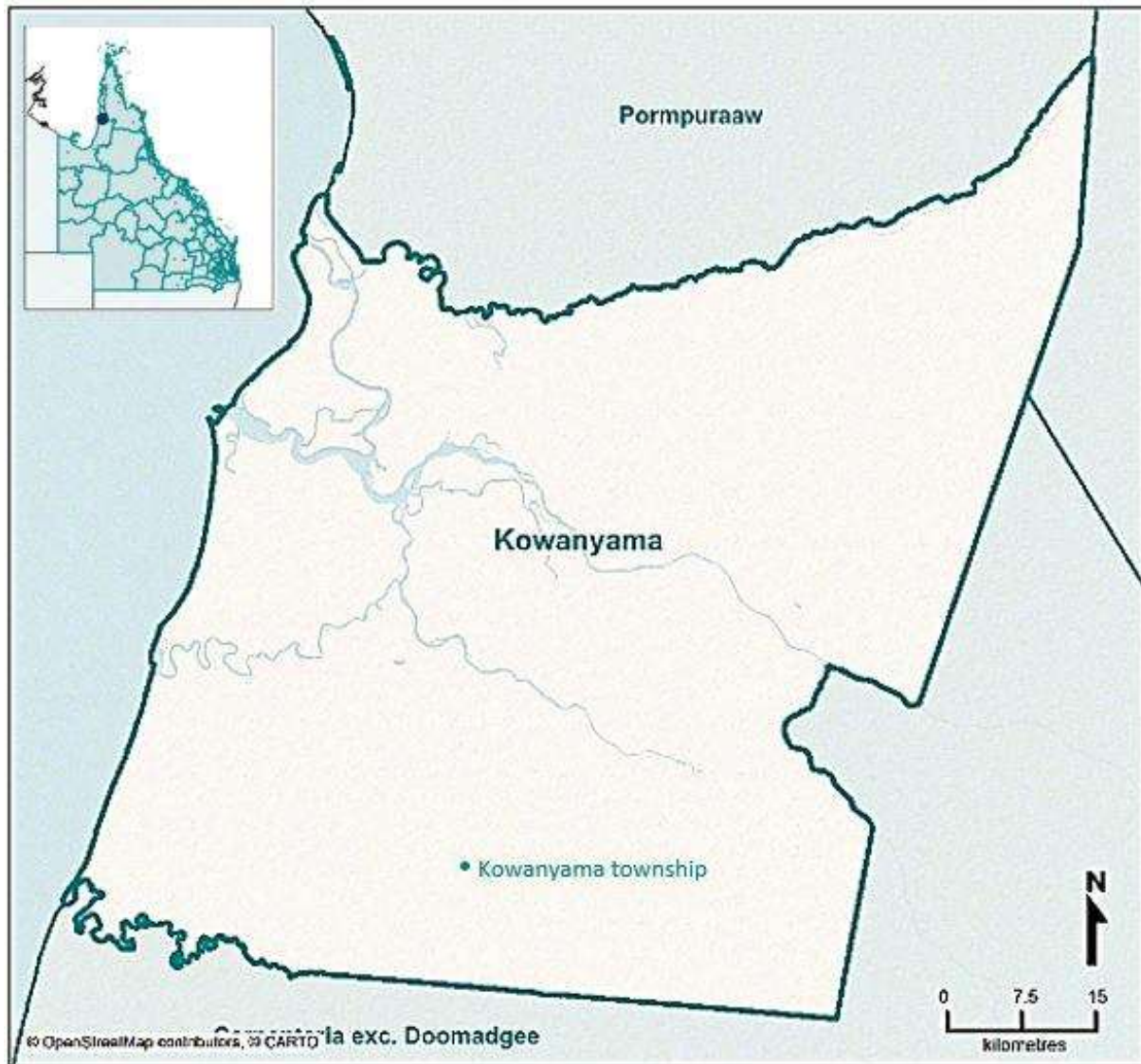
- population and development trends;
- current State planning legislation, guidelines, policy, strategy and projects;
- Council’s vision and current strategies, policies and projects;
- currency of the mapping; and
- a review of consultation, community engagement and feedback since the commencement of the Planning Scheme.

1.2 Kowanyama Locality and Context

The Kowanyama Aboriginal Shire is located in the south-western region of the Cape York Peninsula, about 600km west of Cairns (**Figure 1-1**). Kowanyama means ‘place of many waters’ in the Yir Yorant language. The community includes the Kokoberra, Yir Yorant (or Kokomenjen) and Kunjen clans, who each have language and other cultural differences (Council website, 2025). At the 2021 census the population of Kowanyama was 1,079 persons.

The township is located within the Aboriginal Shire of Kowanyama which covers a land area of 2,516.1 square kilometres. The Kowanyama country is characterised by wetlands, coastal plains, lagoons, creeks and thick scrub and is rich in biodiversity. There are many animals and plants that are unique to the area making the environment important at a local and state level. Matters of state environmental significance (MSES) ecological areas are identified in the wetlands of Kowanyama. The Mitchell River and Alice River traverse the local government area. The township of Kowanyama is located along the banks of Magnificent Creek.

Figure 1-1: Kowanyama Locality Map



The Kowanyama township is covered by a Deed of Grant in Trust (DOGIT), for which the Council has responsibility for implementing certain conditions. The Master Plan notes that there were about 70 Katter Leases (perpetual leases) in Kowanyama which were designed to give people land ownership opportunities through a permanent lease. However, people passing away without a will and an inability to determine new owners is currently preventing the extinguishment of leases and the lawful development of housing on the land (Kowanyama Master Plan, 2019).

Kowanyama experiences a consistently hot tropical climate, with high temperatures and humidity, with average monthly maximum temperatures remaining high, typically in the low-to-mid 30s throughout most of the year (**Table 1-1**). These conditions influence housing performance, liveability and energy use within the community. Dwellings that are not well suited to the local climate can become very hot and uncomfortable, often resulting in a greater reliance on mechanical cooling and higher household energy costs. In this context, climate-responsive design is an important consideration for housing and settlement patterns in Kowanyama, as it directly affects comfort, health, energy efficiency and the overall sustainability of the built environment.

The availability and cost of housing in remote communities is affected by a range of factors, including location, residential land supply, competition for housing, typically higher building costs, limited housing options and tenure restrictions on land. Housing need is also generated by employees from Government agencies, Councils and non-government organisations (NGOs), who reside in these communities.

Table 1-1: Mean monthly temperatures – Kowanyama

Month	Mean min (°C)	Mean max (°C)	9 am RH * (%)	3 pm RH (%)	“Feels Like” max* (°C)
Jan	24.4	33.1	82	66	~42
Feb	24.3	32.5	86	69	~42
Mar	23.9	33.0	81	61	~40
Apr	22.0	33.1	75	51	~37
May	19.2	32.2	71	44	~33
Jun	16.5	30.9	68	40	~31
Jul	15.7	30.9	67	36	~30
Aug	16.4	32.4	63	33	~32
Sep	19.2	34.8	62	32	~35
Oct	22.2	36.5	61	35	~38
Nov	24.2	36.4	65	43	~41
Dec	24.5	35.0	73	55	~43

*RH Relative Humidity

*“Feels like” values are approximate heat-index style estimates from the BOM max temperatures and 3 pm humidity; actual conditions on a given day can be several degrees higher or lower depending on wind, cloud, and sun exposure.

Source: compiled from Bureau of Meteorology

The topography of Kowanyama is typically uniform, with no mountains within the shire. This distinguishes Kowanyama from other surrounding areas.

Roads into Kowanyama are subject to annual flooding during the wet season. By late December the monsoons leave the community isolated by road. Kowanyama has a weekly road train service from Cairns. This service becomes more frequent leading up to the wet season. During the wet season when the community becomes isolated the only access to Kowanyama is by plane. Airline passenger services to Cairns are maintained throughout the year.

1.3 Trends and Key Issues

The Cape York Regional Plan (CYRP) (2014) (discussed in more detail in Section 4.2 Cape York Regional Plan) outlines global trends affecting the Cape York region, of which Kowanyama Aboriginal Shire is part of.

Due to the remote nature of Kowanyama, it is less affected by global trends than other areas. However, the following global trends affecting the region include:

- a changing climate with rainfall events and cyclones predicted to be less frequent but more intense, higher temperatures and more frequent hot days. This impacts on urban areas particularly flooding impacts as well as impacts on rural areas such including soil moisture, ground cover and evaporation rates; and
- greater recognition of Traditional Owners.

Kowanyama will continue to have a small population and local market base. The public sector will continue to be an important source of employment. Trends in economic opportunities include small tourism operators leveraging on interest and demand for eco-tourism opportunities e.g. adventure style tourism markets of self-drive four-wheel drive, high-value tourism businesses, wilderness experiences, Indigenous cultural activities and historic sites. Challenges for development and investment include difficulties in attracting investment due to land tenure/ property types, and financial and technical capacity and capability.

In terms of housing key issues include:

- the demand for housing due to overcrowding;
- challenges of home ownership due to complex tenure requirements; and
- the need for affordable and diverse accommodation to attract and retain workers.

In terms of climate the region is affected by the climatic conditions with road access being limited or not available during the wet season. The region is also experiencing changing weather patterns and more intense weather events.

2. Population and Development Trends

2.1 Demographic Profile

The population of Kowanyama in 2021 was 1,079 persons. The community is predominantly comprised of Indigenous Aboriginal and Torres Strait Islanders, being 86.8% of the population. The population is generally younger than other parts of Queensland, with a median age of 29 years.

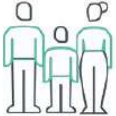


In term of housing 85.4% of occupied private dwellings are rented, whereas in the Queensland 33.1% are rented. Only 5.3% of occupied private dwellings are owned outright, as opposed to 29.15% in Queensland. In terms of household types, the percentage of one parent families is higher than for Queensland, but the percentage of couples without children and couples with children is higher. 76.9% of dwellings are in the form of a separate house, 20.6% are attached housing, and there are no flats or apartments. There is an average of 3.7 persons per household, compared to 3.2 in Queensland and an average of 1.4 people/ bedroom, whereas the average in Queensland is 1. The high number of persons per household and persons per bedroom indicate overcrowding in housing.

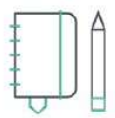


Appropriately sized housing is a Closing the Gap target measure. In Kowanyama 43.7% of Aboriginal and/or Torres Strait Islander persons were living in appropriately sized housing, whereas 94.8% of non-Indigenous persons were living in appropriately sized housing. Comparatively, in Queensland the percentages are 81.2% and 94.8%. It is noted that the statistics should be viewed with caution as less than 70% of the usual residents were at home.

In terms of education there are fewer persons with a year 12 education or higher. There is a lower percentage of people in the work force as compared to Queensland. Most of those employed are community and personal service workers, followed by professionals and then technicians and trade workers. The most common occupation type is local government followed by primary and secondary education.

The Australian Bureau of Statistics (ABS) 2021 census is summarised in **Figure 2.1: ABS 2021 Census Data**.

Figure 2.1: ABS 2021 Census Data

<p>Population</p>  <p>1,079 people (Usual resident population) 86.8% Aboriginal or Torres Strait Islander (Qld 4.6%) 51.6% female (Qld 50.7%) 48.4% male (Qld 49.3%)</p>	<p>Age</p>  <p>29 years median age (Qld 38 years) 24.7% aged 0-19 years (Qld 25%) 41.6% aged 20-49 (Qld 32.95%)</p>	<p>Households</p>  <p>Tenure of occupied private dwellings 85.4% renting (Qld 33.1%) 5.3% owned outright (Qld 29.1%) 0% with mortgage (Qld 34.4%)</p>
<p>Education</p>	<p>Employment</p>	<p>Household Types</p>

		
<p>10.9% completed year 12 (Qld 15.5%) 11.6% vocational qualification (Qld 28.3%) 3.5% university education (Qld 21.9%)</p>	<p>39.4% in workforce (Qld 61.6%) 40.9% unemployed (Qld 32%)</p> <p>Occupation sector</p> <p>24.6% Community and Personal service Workers (Queensland 12.3%) 15.5% Professionals (Qld 21.4%) 13.9% Technicians and trade workers (Qld 13.7%)</p> <p>Occupation type</p> <p>36.4% Local Government administration (Qld 1.4%) 15% Primary and secondary education (1.3%)</p>	<p>21.2% couples without children (Qld 40.3%) 33.1% couples with children (Qld 41.2%) 40.8% one parent (Qld 16.8%)</p> <p>Dwelling structure</p> <p>76.9% Separate house (Qld 74.8%) 20.6% Semi-detached, row house etc 11.7%) 0% Flat or apartment (Qld 0.7%)</p> <hr/> <p>Dwelling characteristics</p> <p>3.7 Av no. of people /household (Qld 2.5) 1.4 Av no. of people/ bedroom (1)</p>

Source: ABS 2021 Census [2021 Kowanyama, Census All persons QuickStats | Australian Bureau of Statistics](https://www.abs.gov.au/2021-census) and ABS Census of Population and Housing 2021 and DWATSIPM, 2025

The Census data for 2021 showed that 488 additional bedrooms are needed, ranging from 1 extra bedroom to 4 or more extra bedrooms, as shown in **Table 2.1**.

Table 2.1 People living in appropriately sized housing by Indigenous status

Housing bedroom status	Kowanyama ILOC				Queensland			
	First Nations persons		Non-Indigenous households		First Nations persons		Non-Indigenous households	
	number	%	number	%	number	%	number	%
Additional bedrooms needed:								
4 or more extra bedrooms needed	89	10.3	0	0.0	2,487	1.2	5,131	0.1
3 extra bedrooms needed	76	8.8	0	0.0	3,633	1.8	10,545	0.2
2 extra bedrooms needed	143	16.6	0	0.0	8,638	4.2	38,444	0.9
1 extra bedroom needed	180	20.9	5	10.6	23,457	11.5	165,694	3.9
<i>Total</i>	<i>488</i>	<i>56.6</i>	<i>5</i>	<i>10.6</i>	<i>38,215</i>	<i>18.8</i>	<i>219,814</i>	<i>5.2</i>
No additional bedrooms needed	377	43.7	44	93.6	165,224	81.2	4,000,190	94.8
Total^(b)	862	100.0	47	100.0	203,440	100.0	4,220,006	100.0

Queensland Government, Dept of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism (DWATSIPM), *Know your Community*, 2025 <https://www.qld.gov.au/firstnations/cultural-awareness-heritage-arts/know-your-community>

The age profile (**Table 2-2**) identifies that Kowanyama has a greater percentage of population aged 0 – 24 and lower population of aged 65+ when compared to both Cairns and Queensland. This is reflected in the median age for Kowanyama being 29 years compared to 38 years for Queensland respectively. This indicates a community of young families with children and is indicative of poor health outcomes for the aging population.

Table 2-2 – Estimated resident population by age, Kowanyama LGA, Cairns LGA and Queensland, 2021

Age Group										
	0-14		15-24		25-44		45-64		65+	
	Number	%	Number	%	Number	%	Number	%	Number	%
Kowanyama	268	26.8	188	18.8	253	25.3	242	24.2	51	5.1
Cairns	31,848	19	19,485	11.7	44,897	27	44,895	27	25,822	16
Queensland	964,323	18.7	637,245	12.9	1,389,532	27	1,289,427	25	875,603	17

Source: ABS 2021 Kowanyama, Cairns, Census All persons QuickStats

Family composition (**Table 2-3**) in Kowanyama reflects the fly-in/fly-out nature of the workforce, with a high number of non-indigenous households with no children. The percentage of multiple family households with First Nations households is about three times the state average for First Nations households, and over 8 times greater than the Queensland average for non-indigenous households. One-parent families and Couples with children represent the largest share of families. The distinctive household structure of Kowanyama, has implications for housing demand, household crowding and service delivery.

Table 2-3 – Family composition Kowanyama LGA and Queensland, 2021

Household type	Kowanyama ILOC				Queensland			
	Households with First Nations persons		Non-Indigenous households		Households with First Nations persons		Non-Indigenous households	
	number	%	number	%	number	%	number	%
One family households:								
Couple family with no children	28	13.0	13	43.3	18,041	17.8	501,592	28.4
Couple family with children	64	29.8	0	0.0	30,193	29.7	509,878	28.8
One parent family	57	26.5	0	0.0	25,214	24.8	183,863	10.4
Other family	15	7.0	0	0.0	2,079	2.0	19,741	1.1
Total	153	71.2	13	43.3	75,530	74.4	1,215,088	68.7
Multiple family households	33	15.3	0	0.0	5,400	5.3	31,856	1.8
Group households ^(b)	0	0.0	5	16.7	5,846	5.8	74,729	4.2
Lone person households	28	13.0	10	33.3	14,718	14.5	446,291	25.2
Total	215	100.0	30	100.0	101,498	100.0	1,767,960	100.0

Queensland Government, Dept of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism (DWATSIPM), *Know your Community*, 2025 <https://www.qld.gov.au/firstnations/cultural-awareness-heritage-arts/know-your-community>

2.2 State and Local Projects

Kowanyama has had a sustained pipeline of public investment over the past decade, concentrated in essential services, housing enablement, airport and access infrastructure, community facilities and disaster resilience. In the most recent 3–5 years, the strongest verified pattern is a shift toward water security, housing planning and staff accommodation, aerodrome resilience, and implementation-focused planning.

Table 3-1 shows recent and planned investment in Kowanyama has been concentrated in:

- essential services (water supply, waste, sewer infrastructure);
- housing enablement (housing strategy, staff accommodation upgrades);

- transport and access infrastructure (airport upgrades, roads);
- community infrastructure (meeting place, neighbourhood centre); and
- resilience and disaster access infrastructure (aerodrome rehabilitation).

These projects collectively indicate a continued pipeline of public sector investment supporting housing supply, service delivery, and regional connectivity, which is relevant to the strategic and infrastructure context of the Planning Scheme review.

Table 3-1: Summary Funded Projects in Kowanyama 2015 – 2027

Year	Funder	Program	Project	Amount	Status	Source
2025	Queensland Government	Closing the Gap Priorities Fund	Kowanyama Water Supply Improvements – upgrades to raw water supply and water treatment infrastructure	\$8,000,000	Funded / In delivery	Qld Government announcement – Delivering key infrastructure to help close the gap
2025	Queensland Government	Local Government Grants and Subsidies Program (LGGSP)	Kowanyama Staff Housing Upgrades	\$1,069,121 (toward \$1.19m project)	Funded / In delivery	Queensland Government media release (LGGSP Round 2024–28)
2025	Queensland Reconstruction Authority (QRA)	Crucial Access Links Program	Kowanyama Aerodrome Infrastructure Rehabilitation	\$7,950,000	Funded / In delivery	QRA project announcement
2025	Australian Government	Remote Airstrip Upgrade Program – Round 10	Kowanyama Airport runway reseal and taxiway restoration	\$1,443,440	Funded / In delivery	Australian Government Department of Infrastructure
2025	Australian Government	Roads to Recovery	Kowanyama Street road upgrade	\$60,058	Completed	Australian Government Infrastructure Investment Program
2024	Australian Government	Housing Support Program	Kowanyama Future Housing Supply Strategy (planning to enable approx. 66 dwellings)	\$160,000	Funded / Completed (planning)	Australian Government housing supply announcement
2024	Kowanyama Aboriginal Shire Council (with State support)	Council Capital Works / Community Infrastructure	Splash Park and Pool Upgrade	Not publicly specified	Completed	Kowanyama Aboriginal Shire Council Annual Report 2024–25
2024	Kowanyama Aboriginal Shire Council	Council Housing Program	Remote housing construction (306 and 344)	Not publicly specified	Completed	Kowanyama Aboriginal Shire Council Annual Report 2024–25
2023–2025	Kowanyama Aboriginal Shire Council with State support	Indigenous Councils Critical Infrastructure Program (ICICIP)	Water, Sewer and Solid Waste Infrastructure Improvements	Not publicly specified	Completed	KASC Annual Report and Council reporting
2021	Queensland Government + Kowanyama ASC	Building our Regions + Works for Queensland	Kowanyama Airport Terminal / Transport Hub Upgrade	\$1.5 million (State) + Council contribution	Completed	Qld Government ministerial statement
2021	Queensland Government	Works for Queensland / COVID W4Q	Kowanyama Community Meeting Place upgrades	\$520,000	Completed	Qld Government ministerial statement

Year	Funder	Program	Project	Amount	Status	Source
2016– 2017	Australian Government	Roads to Recovery	Landing Road upgrade	\$64,965	Completed	Australian Government Infrastructure Investment Program
2015– 2016	Australian Government	Roads to Recovery	Chapman Road upgrade	\$49,811	Completed	Australian Government Infrastructure Investment Program
2025– 2026	Queensland Government + KASC	Housing Plan Implementation	Implementation of the Kowanyama Housing Plan (governance group and delivery planning)	Not publicly specified	Planned / In train	KASC Council Meeting Papers 2025
2024– 2026	Queensland Government	Community Infrastructure (Neighbourhood Centre initiative)	Kowanyama Neighbourhood Centre – concept planning and ILUA process	Not publicly specified	Planned / In train	KASC Council Meeting Papers 2024–2026
2025– 2027	Queensland Government	Works for Queensland (W4Q) Program	Council infrastructure projects (project list to be finalised)	Program allocation (TBC)	Planned / Pipeline	Works for Queensland Program

Recommendation

That the Planning Scheme amendment consider the strategic policy implications of major projects on the demand for housing, land and infrastructure.

3. Legislative Context

3.1 Introduction

The key State planning legislation is the Act and Planning Regulation 2017. However, there is a range of other federal and state legislation that affects land use planning which is relevant when preparing or amending Planning Schemes. Planning schemes are also required to align with the State Planning Policy and any regional plan.

The local policy context is important to inform the vision for the community, and the strategies and actions to achieve the vision.

3.2 State Legislation and Policy Context

3.2.1 Planning Act 2016 and Planning Regulation

Planning Act 2016: The State Government sets the key planning rules and establishes the framework of planning instruments that support the making of Planning Schemes. The key planning legislation is the Act and Planning Regulation 2017. This is supported by the Minister’s Guidelines and Rules (MGR) which sets out a consistent method for plan making. Under the Act a Planning Scheme must:

- integrate state interests;
- include zones, local plans (if applicable), overlays and codes;
- identify assessment benchmarks; and
- be prepared in accordance with the MGR.

The Planning Scheme was prepared under the superseded *Sustainable Planning Act 2009* and the Queensland Planning Provisions (QPP). It commenced on 13 July 2013 and was amended as follows:

- Amendment 1.1 commenced on 29 May 2015 and involved minor amendments to update the Planning Scheme to reflect the QPP version 3.1 and changes to the State Planning Policy, including amendments to the provisions and mapping; and
- Amendment 1.2 commenced on 3 July 2020 and was an alignment amendment to reflect the Act.

The Planning Scheme is consistent with the Act in that it:

- contains a strategic framework that identifies strategic outcomes for the local government area. However, as noted later in the report should be updated in accordance with current state policy;
- includes a regulatory framework that establishes categories of development assessment and ‘assessment benchmarks’ against which assessable development is measured; and
- is drafted in accordance with the mandatory zones and definitions that comprise the ‘regulated requirements’.

The statutory guideline MGR made under the Act establishes requirements for Planning Scheme amendments and scheme preparation processes. The MGR is supported by the non-statutory Guidance for the MGR.

Planning Regulation 2017: The Planning Regulation 2017 (Planning Regulation) supports the Act and:

- identifies categories of development and assessment;
- prescribes referral agencies;
- defines accepted development; and
- identifies development that is prohibited.

Relevant to the provision of social housing in Kowanyama, is that the Planning Regulation includes provisions that certain development carried out by or on behalf of the State for social housing purposes may be:

- categorised differently (e.g. accepted development or exempt from assessment in certain circumstances), and/or
- not subject to a Planning Scheme where prescribed.

In effect, where the Planning Regulation prescribes that development for social housing by or on behalf of the State is accepted development (or otherwise exempt), the local Planning Scheme does not apply to the extent stated in the Regulation. This is particularly relevant for Kowanyama, which has a large component of social housing.

Recommendation

That Council:

- propose to amend the Planning Scheme under section 18 of the *Planning Act 2016* to facilitate better housing outcomes as a short term priority;
- in conjunction with an amendment to the Planning Scheme, amend and update Planning Scheme Policies and prepare new Planning Scheme policies as needed;
- in the long term, if required replace the current Planning Scheme and make a new Planning Scheme which includes commissioning studies such as Natural Hazards: Bushfire, Flood, as well as relevant studies relating to matters such as Vegetation, Economic Development and Cultural Heritage.

3.2.2 Cape York Regional Plan 2014

The Cape York Regional Plan (CYRP) was adopted in August 2014, after the commencement of the Planning Scheme. The CYRP is likely to be reviewed in the next two years providing a good opportunity to use this Planning Scheme review to inform the next Regional Plan, particularly in relation to the urban footprint and land use categories. The current Planning Scheme has not been amended to reflect the Regional Plan.

The CYRP establishes regional policy to address economic development, including agriculture and the resource sectors, protection of significant environmental areas and the growth potential of the region's towns.

The CYRP notes that the expansion of towns including Kowanyama are relatively constrained due to physical factors posed by natural and cultural features, environmental and productive rural areas and land subject to flooding. Potential issues for local community development in the region include the provision of infrastructure that supports future growth, the availability (both attracting and retaining) of skilled labour and leveraging the benefits from resources and the environment to promote liveability of the region. There is a need to ensure that local communities remain attractive to workers, making relocation a viable and meaningful alternative. Enhancing the liveability of the Cape York communities provides an opportunity for towns in the region to increase attraction and retention of workers and their families as permanent residents, having flow-on benefits to social and economic resilience of those communities.

The region comprises ancestral Countries associated with Traditional Owner or Indigenous language-based areas. The spiritual connection held with the land by Indigenous communities includes heritage places and the

natural landscape, flora, fauna and resources that form the basis of traditional economies, practices and beliefs.

The NQRP recognises that over many areas native title has been determined or is yet to be determined. Indigenous Land Use Agreements (ILUAs) have been negotiated to deal with particular circumstances. It is noted that the CYRP does not address tenure, nor prescribed rights (or prohibited activities). Any changes to land use outside of the planning process may also need to be addressed in terms of native title.

The township of Kowanyama and surrounds is designated as a Priority Living Area (PLA). PLAs are areas that include settlement areas, rural residential areas and approximately a 2km buffer area.

Kowanyama is not mapped as being affected by National Park, Strategic Environmental Area (SEA) or Priority Agricultural Area (PAA) designations.

The Planning Scheme generally aligns with the CYRP, noting that the CYRP was prepared under superseded legislation. As such, whilst major changes may not be required, any amendment to the Planning Scheme should take into account the CYRP where relevant.

Recommendation

That the Planning Scheme amendment:

- align the Planning Scheme with the Cape York Regional Plan 2014 where relevant.
- inform the next Regional Plan, particularly in relation to the urban footprint and land use categories

3.2.3 State Planning Policy 2017

The Act requires a Planning Scheme to coordinate and integrate the matters that it deals with, including state and regional dimensions. The State Planning Policy 2017 (SPP) sets out the state interests in land use planning and development and applies instead of a regional plan or a Planning Scheme to the extent of any inconsistency. The SPP includes the following themes (**Figure 3-1**):

- Liveable communities and housing;
- Economic growth;
- Environment and heritage;
- Safety and resilience to hazards; and
- Infrastructure.

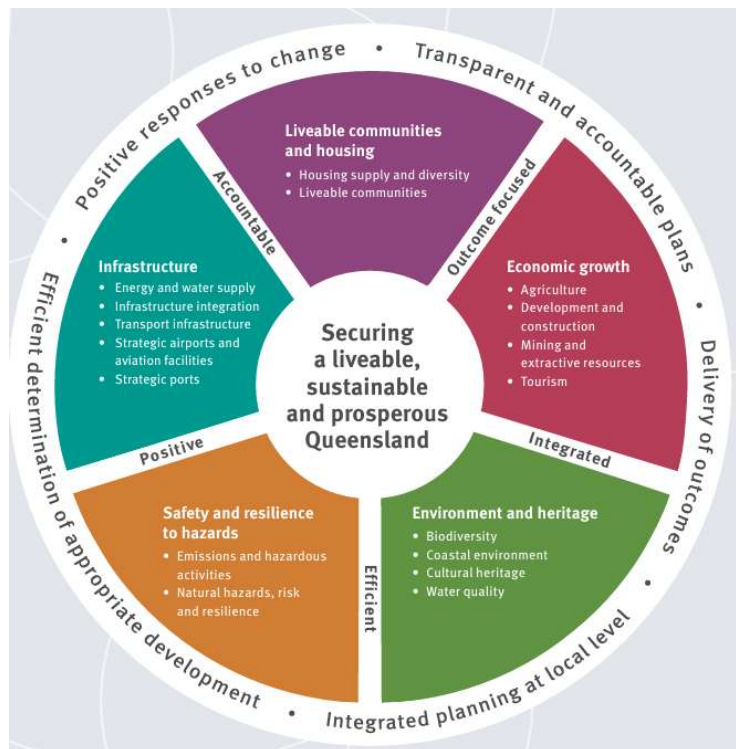
The Planning Scheme was confirmed by the planning minister to be consistent with the SPP current at the time. The SPP has undergone amendments since that time, and further guidance has been provided by the State in relation to the operation of certain aspects of the SPP. The current SPP is dated July 2017. **Appendix 1** contains a State Planning Policy Alignment Assessment and recommendations for where the proposed Planning Scheme amendment can incorporate the state interests identified in the SPP.

Overall, the Planning Scheme generally aligns with state interests. Matters which may require further consideration, subject to any direction from the State Government, include the need to:

- include opportunities for culturally appropriate, diverse and well-located housing;
- update biodiversity provisions and mapping to further alignment with the SPP as needed;
- update coastal environment provisions and mapping to further alignment with the SPP, only as needed;

- review alignment with the natural hazards, risk and resilience state interest and if necessary, prepare hazard risk assessments in accordance with State Planning Policy (SPP);
- update provisions relating to the energy and water supply state interest; and
- review provisions relating to key infrastructure and mapping.

Figure 3-1: State interests in land use planning and development



Source: State Planning Policy 2017

The State Planning Policy Interactive Mapping System (SPP IMS) identifies a number of natural hazard and environmental values in and around Kowanyama that are relevant to the Planning Scheme amendment, for example:

1. The SPP biodiversity mapping (**Figure 3-2**) identifies several areas of matters of state environmental significance (MSES) in proximity to the township. These include regulated vegetation, wetlands of high ecological significance, and mapped wildlife habitat, particularly associated with the river system and surrounding floodplain environments. These areas form part of the broader ecological network of the lower Mitchell River catchment and contribute to habitat connectivity and environmental values across the region. While much of the mapped biodiversity values occur outside the developed township footprint, the mapping highlights the environmental sensitivity of the surrounding landscape and the need for the Planning Scheme to recognise these values when considering future land use and development in the Shire.
2. Bushfire hazard mapping (**Figure 3-3**) indicates areas of high and medium potential bushfire intensity predominantly surrounding the township and extending along the vegetated corridor adjacent to the Mitchell River and surrounding savanna landscapes. The mapping shows that while the established township area is largely outside the highest intensity areas, parts of the urban edge and surrounding land are affected by the potential bushfire impact buffer, reflecting the interface between the built area and the surrounding vegetated landscape. This mapping highlights the broader hazard context for the settlement and provides guidance for the consideration of bushfire risk in future land use planning and development.

Figure 3-2: State Planning Policy IMS Mapping – Biodiversity

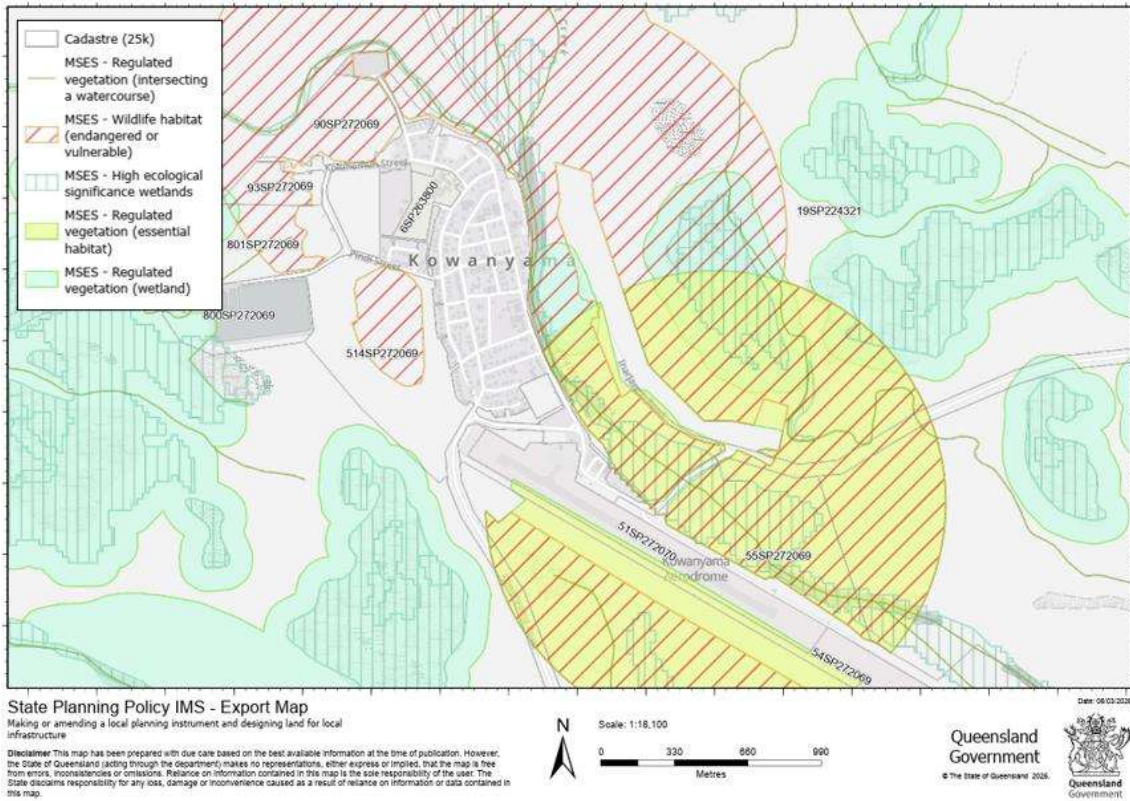
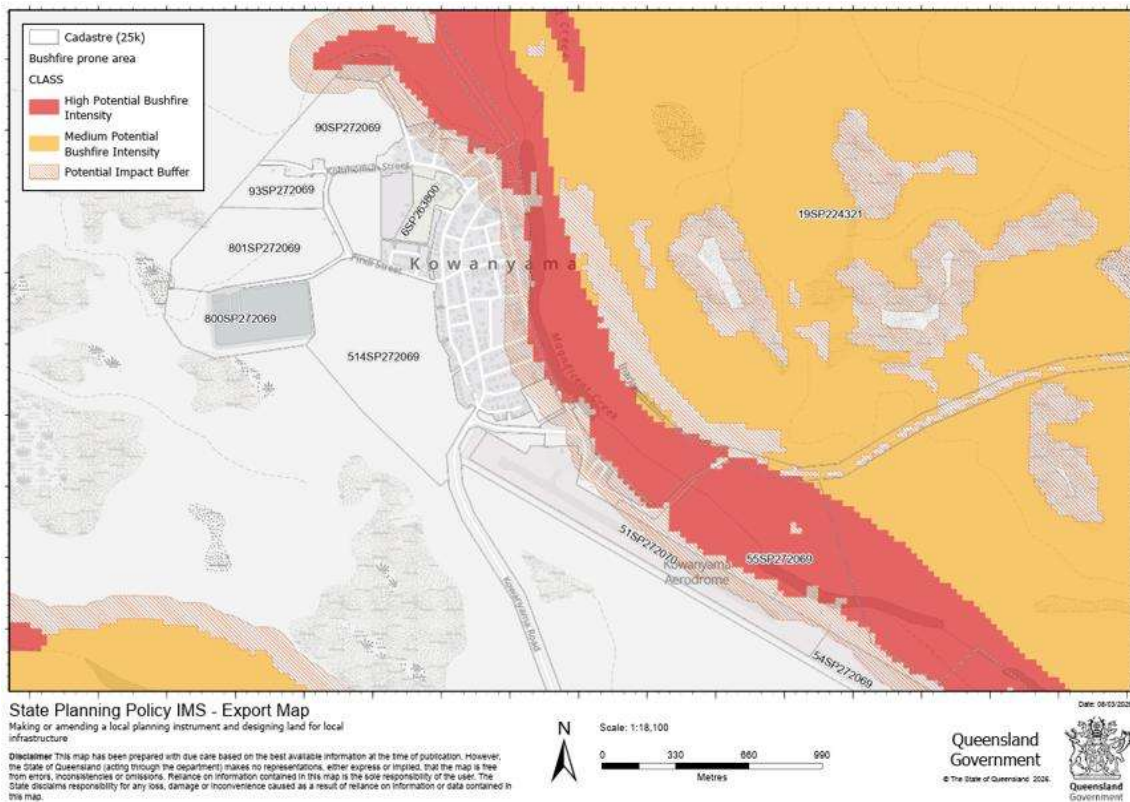


Figure 3-3: State Planning Policy IMS Mapping – Bushfire



Recommendation

The Planning Scheme amendment incorporates:

- SPP mapping
- Recent studies undertaken by Council and DWATSIPM e.g. flood and bushfire
- Recommendations in Appendix 1: State Planning Policy Alignment Assessment

3.2.4 Other key state legislation

Vegetation Management Act 1999: The *Vegetation Management Act 1999* (VMA) regulates the clearing of native vegetation on freehold and certain leasehold land. The purpose of the VMA is to:

- conserve remnant native vegetation;
- protect biodiversity; and
- maintain ecological processes.

The implications for the Planning Scheme include:

- clearing of native vegetation is primarily regulated under the VMA and the Planning Act (through referral triggers);
- the VMA generally does not regulate clearing in Urban areas identified on the regulated vegetation management maps; and
- development of land for purposes such as housing is better facilitated in Urban designated areas.

The primary implication for Kowanyama is that land proposed for development should be included within an urban designation, in the regional plan and the Planning Scheme to be more facilitatory for housing development.

Recommendation

That areas intended for future residential development:

- be clearly identified and appropriately zoned within the Planning Scheme
- be identified in the strategic framework and mapping to clearly identify future urban areas to be included in the urban footprint or urban designation at the time of the Regional Plan review.

Aboriginal Cultural Heritage Act 2003: The *Aboriginal Cultural Heritage Act 2003* establishes a “duty of care” to avoid harm to Aboriginal cultural heritage. Under the *Aboriginal Cultural Heritage Act 2003*:

- cultural heritage is protected regardless of land tenure;
- a statutory duty of care applies to all persons;
- Cultural Heritage Management Plans (CHMPs) may be required in certain circumstances; and
- cultural heritage registers and databases are maintained by the State.

Whilst, protection of cultural heritage is dealt with under the *Aboriginal Cultural Heritage Act 2003*, key implications for Planning Schemes include:

- Planning Schemes should recognise areas of cultural heritage significance (where appropriate and lawful);
- cultural heritage can be considered upfront in the planning process; and
- engagement with Traditional Owners is best practice.

Any drafting of Planning Scheme provisions must recognise and respect Aboriginal cultural heritage.

Recommendation

Investigate the opportunities to further cultural storytelling in the Planning Scheme that tells the story of Kowanyama as well as landmarks and events that are able to be shared.

Native Title Act (Queensland) 1993: The *Native Title (Queensland) Act 1993* seeks to ensure that Queensland law is consistent with the *Commonwealth Native Title Act* for future dealings affecting native title. The *Commonwealth Native Title Act*:

- provides for the recognition and protection of native title;
- sets out processes for future dealings affecting native title and past acts; and
- establishes a mechanism for determining claims to native title.

ILUAs are made under the Native Title Act 1993 (Cth). They are voluntary but legally binding agreements between native title parties and others about land use and management, and may include agreed processes for cultural heritage assessment and protection.

4. Local Policy Context

Local plans for Kowanyama Aboriginal Shire, relevant to the Planning Scheme Review, and discussed in further detail below, include the:

- Corporate Plan 2025-2030;
- Kowanyama Master Plan v10 (2019); and
- Kowanyama Flood Assessment and Local Drainage Study.

4.1 Corporate Plan

The Kowanyama Corporate Plan 2025-2030 is Council’s highest level strategic document and provides a roadmap to guide Council’s policies, decisions, and resource allocation over the next five years. The plan includes the vision for Kowanyama:

Kowanyama – Empowering our future. Leaders in collaboration. Stewards of our land, culture and community.

The Corporate Plan sets out key focus areas for Council and strategies to achieve the vision.

Focus 01 – Advocacy outlines strategies to address housing design that aligns with community standards, is affordable, and accommodates both current and future household needs as well as increased housing sites and construction opportunities. Strategies include advocacy for health and wellbeing as well as appropriate infrastructure provision including road, airport, water supply and digital connectivity and infrastructure that is climate responsive and future proof.

Focus 02 – Community, culture and environment outlines strategies to address community engagement, safety and services; as well as the need for climate resilience and sustainability to be addressed in policies and strategies.

Focus 03 – Building Partnerships outlines strategies to address collaboration with the: local community; Federal, State and regional bodies and service providers; and partnerships with the Abm Elgoring Ambung Aboriginal Corporation.

Focus 04 – Local jobs, Industry and Training outlines strategies to address growth in employment and enterprise.

Focus 05 – Services and Infrastructure outlines strategies to address: the need for a housing needs assessment with community to inform a housing advocacy strategy; community infrastructure; roads and drainage; and options for decarbonisation.

Recommendation

The Planning Scheme amendment ensures alignment between the Corporate Plan and Planning Scheme, as appropriate.

4.3 Kowanyama Place-Based Housing Plan

Kowanyama has a place-based Housing Plan developed in partnership with the Queensland Government. The draft Housing Plan was endorsed by Council in September 2025 and is currently progressing through an implementation planning phase, with governance arrangements established between Council and the Department of Housing to oversee delivery of housing priorities.

The priorities are:

1. Place-Based Decision making: Council and DHPW co-design housing programs, policies and procedures that respond to local housing needs, priorities, and aspirations.
2. Increase land availability: Identify and secure land to be developed for future residential use.
3. Increase housing supply: Reduce overcrowding and increase housing diversity to meet the housing need.
4. Home ownership: Home Ownership to enable continuation of cultural, personal and intergenerational connection to our land and homes.
5. Economic development: The delivery of housing and housing services drives economic benefit in community.
6. Appropriate and sustainable housing: Housing in community to reflect the needs of the local terrain and climate.

A review of the planning scheme provides an opportunity to address the housing need, documented in the plan.

Recommendation

Amend the planning scheme to align with and incorporate the relevant themes and provisions of the (draft) Local Housing Plan.

4.4 Kowanyama Flood Assessment and Local Drainage Study (2021)

The Kowanyama Flood Assessment and Local Drainage Study, (Venant Solutions, 27 September 2021), examined regional flooding and local drainage. The regional flood model mapping assessed the suitability of the proposed locations for future development in Kowanyama.

The revised regional flood model mapping identified the following local drainage issues within the Township of Kowanyama:

- at the State School;
- in the new residential development on Pindi Street;
- in the residential area on the southern area of Kowanyama Street/Arwin Amay Street;
- at the airport off Shelfo Road; and
- flooding on Chapman Road, Kowanyama Street, Pindi Street, Uwelkorig Street, Thartj Manengk Street and Shelfo Road.

The local drainage study found that the Township of Kowanyama will require substantial stormwater infrastructure improvements to assist in providing increased flood relief to the community. The local drainage study reviewed the current master plan in respect of potential flood events in regard to access, safety and the wellbeing of the Kowanyama community. The study concluded that based on the current Master Plan and

observed local drainage issues, the Township of Kowanyama requires additional stormwater infrastructure at key locations to ensure flooding can free drain away from existing development areas as well as allowing for future development. It also noted that the proposed industrial estate was at risk of flooding and that the Residential Investigation Area (RS4), intended for rural residential development, located on the eastern side of Magnificent Creek was not viable due to flood risk.

Appendix A of the Kowanyama Flood Study, prepared by Venant Solutions dated 27 September 2021 found that flooding of Magnificent Creek is primarily a result of overflows from the Mitchell River and that there is only a small difference in peak flows from more frequent up to rare events. This phenomenon of relatively small increase in peak flood flows is typical for these highly distributed geographical floodplains.

The assessment established that the majority of the town of Kowanyama is not flooded from Magnificent Creek in the 1% AEP event. Areas that do flood include:

- a small section of the airport;
- residential properties at the southern end of Kowanyama Street;
- a number of streets as a result of backflow up stormwater pipes from Magnificent Creek – predominantly sections of Chapman Road, Uwelkorikg Street and Pindi Street);
- the northern end of town near Chapman Road and Koltmomun Street;
- west of Kowanyama where there is significant ponding even without considering local rainfall.

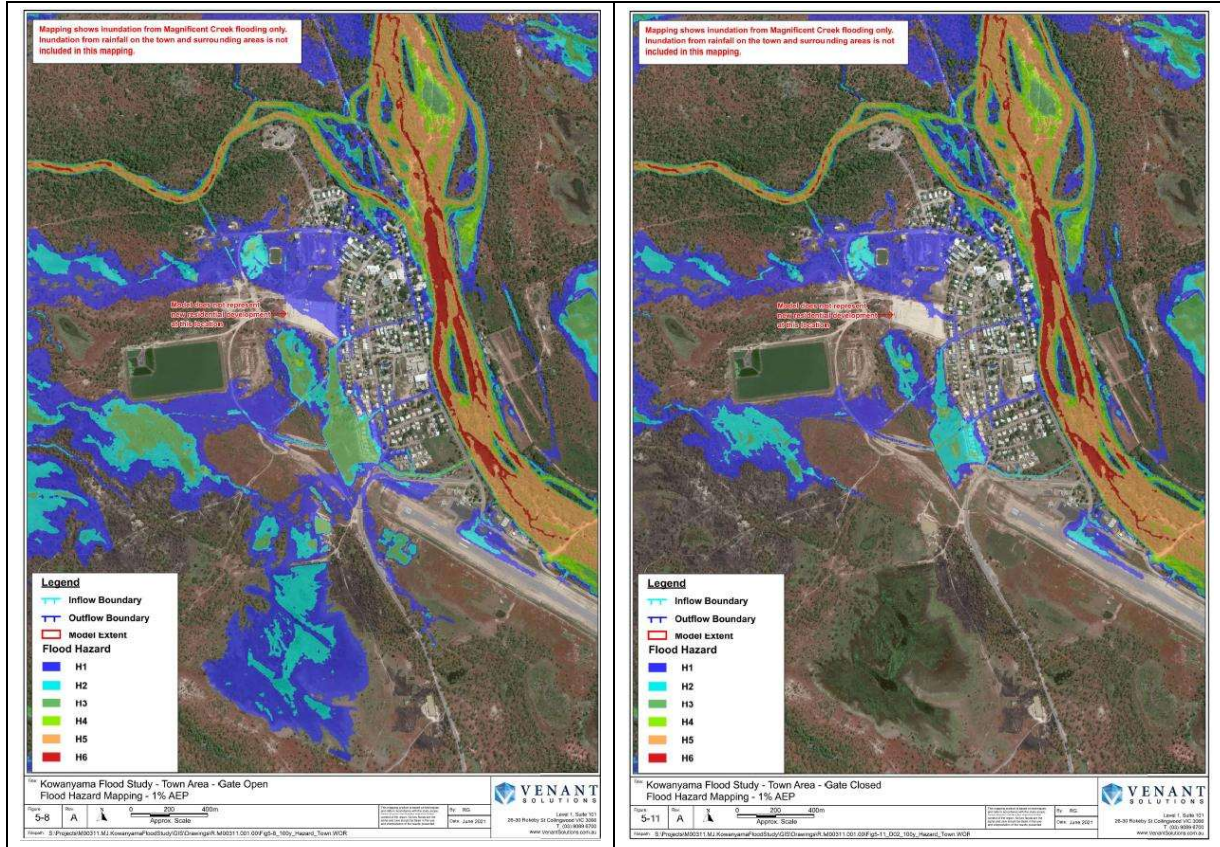
There are manually operated flood gates, which provide benefit to properties at the southern end of Kowanyama Street.

The flood hazard mapping is based on a hazard classification, described below and shown in **Figure 5-1**

- H1 – generally safe for people, vehicles and buildings;
- H2 – unsafe for small vehicles;
- H3 – unsafe for vehicles, children and the elderly;
- H4 – unsafe for people and vehicles;
- H5 – unsafe for vehicles and people. All buildings vulnerable to structural damage. Some less robust building types vulnerable to failure;
- H6 – Unsafe for vehicles and people. All building types considered vulnerable to failure.

Figure 5-1 Flood Hazard Mapping extract

Gate Open – Flood Hazard Mapping – 1% AEP	Gate Closed – Flood Hazard Mapping – 1% AEP
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Recommendation

Amend the Planning Scheme to address relevant outcomes of the Kowanyama Flood Assessment and Local Drainage Study.

5. Consultation

5.1 External community engagement

Community engagement was conducted as part of the preparation of the Master Plan (2019) and Corporate Plan (2025).

Issues raised during consultation on the Master Plan, that can inform the Planning Scheme Review include:

- resolving Katter Leases over time (i.e. facilitating the extinguishment of leases where owners are unable to be identified) will provide for additional housing;
- the land upon which the navigation beacon is located represented land that may be suitable for residential development;
- a mix of dwellings would assist to alleviate overcrowding;
- a substantial number of people and families on the waiting list for housing (95 persons/families on the 'register of need');
- industrial development may need to be relocated in the future to allow for additional urban development within the town centre; and
- solar farms may be established on flood prone land where these are demonstrated to be compatible with the flood hazard.

5.2 Internal community engagement

Internal consultation held in November 2025, identified the following issues and opportunities:

- the need for more diverse, well located and flood free housing opportunities;
- there is vacant, serviced land that is subject to tenure issues that are yet to be resolved e.g. Katter leases;
- ILUAs need to be considered as part of any future development of land;
- there are potential future areas for residential development including land south of Kowanyama Street;
- the non-directional beacon (NDB) for the airport has been upgraded and included on the airport land, freeing this land up for future development;
- there is recognition of the aspiration for greater home ownership, whilst acknowledging the difficulties for maintenance by individual owners;
- the need to address flooding as identified in the Flood Study undertaken in 2021;
- the need to update the Master Plan. Some sites identified in the Master Plan are subject to flooding or cultural complexities; and
- recognition and advocacy of cultural storytelling is important including articulation of why the story and areas are important.

Recommendation

Consider engagement and feedback to ensure the Planning Scheme amendment aligns with and incorporates the relevant local knowledge and feedback, and responds to current concerns and opportunities.

6. Gap Analysis and Technical Audit of the Planning Scheme

The Planning Scheme commenced on 13 July 2013 and was prepared under the superseded *Sustainable Planning Act 2009*. It was amended as follows:

- Amendment 1.1 - commenced on 29 May 2015 and involved minor amendments to update the Planning Scheme to reflect the QPP version 3.1 and changes to the State Planning Policy, including amendments to the provisions and mapping; and
- Amendment 1.2 - commenced on 3 July 2020 and was an alignment amendment to reflect the Act.

Consultation conducted through the Master Plan and internal discussions with Council officers have identified key emerging issues, constraints and opportunities that can be addressed in the Planning Scheme. The emerging issues have been grouped under the following key themes and are discussed in further detail below:

- cultural story telling;
- alignment with housing priorities;
- planning for flooding; and
- operation and implementation.

6.1 Cultural storytelling – places of voice

The intent of a Cultural Storytelling – Places of Voice Overlay in Kowanyama, is to recognise places that carry cultural memory, stories, knowledge and identity, which may be different to sites that are formally protected under cultural heritage legislation. The overlay would support the Planning Scheme’s emphasis on self-governance, cultural recognition and respect for Country, by identifying places that are important to community storytelling, cultural continuity and intergenerational knowledge sharing.

The overlay could include places within the township and surrounding landscape that are associated with community history, cultural practices, significant events, and traditional knowledge.

The overlay would not replace the statutory protection of cultural heritage under the Aboriginal Cultural Heritage Act 2003, it is a local planning mechanism to acknowledge and respect places of cultural voice and community storytelling. Mapping these places helps ensure that planning decisions consider cultural meaning and community identity, and supports the continuation of cultural knowledge and connection to Country for future generations.

The Planning Scheme currently contains provisions and mapping relating to special places and features. It also has a Care for Country Code. The purpose of the code is to protect environmental and natural resources that are important to the culture and the peoples’ connection to country. The code addresses important environmental area, views and landforms. Any drafting of Planning Scheme provisions must recognise and respect Aboriginal cultural heritage and can review and build on the current provisions.

There is an opportunity to further the acknowledgement of culturally significant places, to avoid development adversely affecting these areas. A potential opportunity to enhance this work in a non-statutory way and separate to the Planning Scheme process, is the development of a Digital Knowledge Centre associated with cultural mapping, that can tell the story in a meaningful and accessible way, particularly to younger generations.

Recommendation

Investigate opportunities to:

- further incorporate culturally relevant places in the Planning Scheme, to avoid development adversely affecting these areas.
- create a way to capture cultural knowledge in a non-statutory way such as partnering with the Digital Knowledge Centre to tell the stories in a meaningful and accessible way, particularly to younger generations.

6.2 Alignment with housing priorities

Key emerging issues include the need to:

- identify new areas for residential expansion;
- ensure adequate housing supply and diversity;
- provide housing that is climate responsive, sustainable and culturally appropriate;
- adjusting the levels of assessment for residential development;
- increasing land zoned for residential development;
- streamlining Tables of Assessment and refining assessment benchmarks;
- supporting development identified in the Kowanyama Master Plan; and
- investigating culturally appropriate mechanisms to support Living on Country outcomes.

A review of the Planning Scheme provides an opportunity to:

- refine natural hazard mapping to ensure residential development occurs in safe, low-risk areas; and
- align the strategic framework, zone codes, overlays and assessment benchmarks to streamline approvals and reduce unnecessary regulation.

A review of the Planning Scheme can result in the following benefits for housing:

- improved housing diversity;
- reduced overcrowding;
- enhanced community resilience (particularly in the face of natural hazards);
- climate responsive and culturally appropriate housing;
- tropically responsive development that maximises shade and soft landscape areas, ventilation, light, and effective shading on openings and outdoor living spaces; and
- cool, green and safe community-oriented streets.

The Strategic Framework with regard to housing seeks to ensure that the community has a choice of housing to suit their needs, overcrowding in the community is reduced, housing responds to climate and social needs and housing occurs where there are services and facilities.

The Tables of Assessment allow for a range of housing types as accepted or accepted subject to requirements, generally where not identified as a heritage place.

The Strategic Framework Map shows a New Urban Area in the vicinity of Pindi Street. The area within the Township Zone has now been subdivided. There is a small area to the west of the Township Zone that has not been developed. The Master Plan noted an area north of the existing lots as Residential Expansion Area 3.

The Flood Study did note local drainage issues in Pindi Street. However, potential for future residential development in this area could be investigated.

Key barriers to development of this land include flooding constraints and the provision of essential infrastructure.

There is an opportunity for the Planning Scheme Review to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.

Recommendation

Review the Planning Scheme to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.

6.3 Planning for flooding

The Kowanyama Flood Assessment and Local Drainage Study, (Venant Solutions, 2021) examined regional flooding and local drainage. The regional flood model mapping assessed the suitability of the proposed locations for future development in Kowanyama. Examination of future growth areas should be assessed against the findings of the updated flood model to determine their suitability for residential development.

Recommendation

Amend the Planning Scheme to incorporate relevant outcomes of updated flood modelling.

6.4 Operation and Implementation

The Planning Scheme sets a vision for achieving a cultural landscape, which is the ideal starting place for the Planning Scheme amendment i.e. to determine if the vision remains current, and that the Planning Scheme can continue to support this.

The current vision in the Planning Scheme speaks to themes of the importance of the land and sea to the culture and connection to Country.

The Planning Scheme includes the following sections:

Part 1 About the Planning Scheme

Part 1 describes the administrative aspects of the Planning Scheme.

Part 2 State Planning Provisions

Part 2 refers to integration of the State planning interests in the SPP current at the time. The Planning Scheme requires updating to reflect the current SPP. The Planning Scheme appropriately reflected the CYRP. Refer to Section 3.0 of this report.

Part 3 Strategic Framework

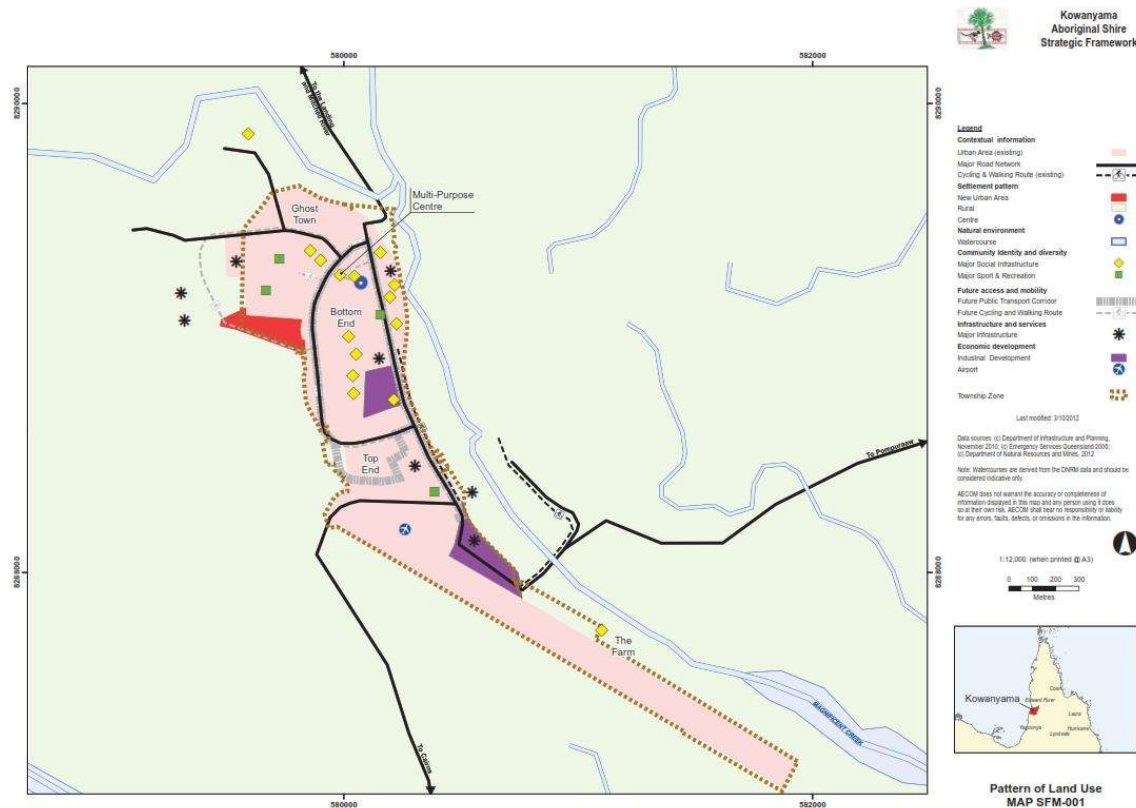
Part 3 the Strategic Framework is to enable the assessment of development applications in accordance with Council’s Strategic Intent. The intended land use pattern identified by the Strategic Framework for the Shire is shown in **Figure 6-1**.

Council’s vision is described in five themes which set the policy direction:

- (a) Our People
- (b) Our Country
- (c) Our land (and how we use it)
- (d) Our way (our economy)
- (e) Infrastructure and services;

A key observation arising from the review of the Strategic Framework is that it reflects the circumstances of Kowanyama at the time the first Planning Scheme was prepared. As the inaugural Planning Scheme for the local government area, the framework necessarily undertook significant foundational work, including describing the physical context, community characteristics, governance arrangements and the emerging land tenure environment. In this respect, the Strategic Framework functions as a baseline policy foundation and long-term vision. The framework establishes the policy direction and structure for land use planning through themes, strategic outcomes and land use strategies intended to guide development over the life of the Planning Scheme.

Figure 6-1: Strategic Framework Map extract



In undertaking the Planning Scheme amendment, there is an opportunity to build on this foundation by refining the Strategic Framework so that it more clearly articulates a forward-looking vision for Kowanyama’s growth, development and community aspirations over the next planning horizon.

Recommendation

That the Strategic Framework:

- vision be used as a starting point to determine if the vision remains current as a clear and contemporary long-term vision for Kowanyama.
- be reviewed and refined to continue to support the vision and strengthen the Planning Scheme

Part 4 Priority Infrastructure Plan (LGIP)

This local government infrastructure plan has been prepared for our community (the Kowanyama Local Government Area) in accordance with the requirements of the Act. The purpose of the local government infrastructure plan is to:

- join and organise land use planning and infrastructure planning in our local government area;
- make sure that trunk infrastructure is planned and provided in a well-organized manner.

As Council does not currently levy infrastructure charges and development demand remains low, the review and amendment of the LGIP is not considered essential at this time. However, Council should periodically review its infrastructure planning framework to ensure it continues to support land use planning, infrastructure coordination and future growth.

Recommendation

An amendment to the LGIP is not required as part of the proposed review. Council should periodically review its infrastructure planning framework to ensure it continues to support land use planning, infrastructure coordination and future growth.

Part 5 Tables of Assessment

The Tables of Assessment are a key mechanism within the Planning Scheme that determine whether development is accepted development, code assessable or impact assessable, and therefore have a significant influence on the efficiency, certainty and cost of the development assessment process.

A review of the Tables of Assessment provides an opportunity to streamline development processes by refining levels of assessment and simplifying associated assessment benchmarks where appropriate. Consideration should be given to reducing the level of assessment for development that is consistent with the intent of the relevant zone or strategic framework outcomes. This may include transitioning certain development types from impact assessment to code assessment where potential impacts are well understood and can be managed through clear and targeted code provisions.

The review also provides an opportunity to facilitate more efficient delivery of community infrastructure and services by adjusting levels of assessment for development undertaken by, or on behalf of, Council on land owned or controlled by Council. Where development supports Council’s strategic objectives and is consistent with the Planning Scheme intent, reducing regulatory requirements can assist in delivering community facilities, housing and infrastructure in a timely and cost-effective manner.

Refining the Tables of Assessment can improve the usability of the Planning Scheme, reduce unnecessary regulatory burden, provide greater certainty to applicants and decision-makers, and support the efficient delivery of development outcomes aligned with Council’s strategic priorities.

Recommendation

The Tables of Assessment be reviewed to ensure that the levels of assessment and associated assessment benchmarks remain appropriate, efficient and aligned with Council’s strategic intent.

Part 6 Zones

The Planning Scheme contains the following zones:

- Environmental Management and Conservation Zone; and
- Township zone.

Of specific interest to the Planning Scheme review and proposed amendment is the expansion of the township into what is currently the Environmental Management and Conservation zone.

Recommendation

- The zones be reviewed to ensure that there is land available for future development of housing and that the balance of the zones allow for appropriate land uses including industry and commercial.
- Review the Planning Scheme to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.

Part 7 Overlays, Other Plans and Maps

The Planning Scheme contains overlays intended to identify areas where specific environmental values, natural hazards or constraints require additional consideration during development assessment. These overlays operate in conjunction with the underlying zones and are supported by overlay codes which establish assessment benchmarks to manage potential impacts or risks associated with development in these areas.

The Planning Scheme contains a Flooding and Bushfire Hazard Overlay Code and associated.

The Planning Scheme contains overlay mapping for:

- Acid sulfate soils; and
- Coastal Environments and Hazards.

Other mapping includes;

- Non-directional Beacon; and
- Kowanyama Special Places and Features.

Overlays, plans and maps are an important component of the Planning Scheme as they identify matters that require additional assessment beyond the underlying zone intent. However, overlay mapping can become outdated over time as new information becomes available through State mapping programs, hazard studies or environmental assessments. In particular, the State Planning Policy (SPP) Interactive Mapping System now provides more current information relating to matters such as natural hazards, biodiversity and waterway corridors. As discussed in Section 3.2.3, these State mapping layers are regularly updated and are typically relied upon for referral triggers and development assessment considerations.

The Planning Scheme review provides an opportunity to consider whether the existing overlay mapping remains appropriate and whether the associated overlay codes and assessment benchmarks continue to reflect current State policy and available technical information. While the current review does not include funding to undertake detailed technical investigations or to comprehensively update overlay mapping, there may be merit in reviewing the structure and operation of overlay provisions to ensure they are clear, consistent and aligned with contemporary planning practice.

Recommendation

Review the overlay framework to improve clarity and alignment with current State policy settings. This should include reviewing the operation of existing overlay codes, other plans and maps and assessment benchmarks. While comprehensive updates to overlay mapping may not be feasible within the current project budget, the review should ensure that the Planning Scheme appropriately references and utilises the most current State Planning Policy mapping where relevant. Future Planning Scheme amendments may consider updating overlay mapping where new technical studies or State datasets become available.

Schedules

The schedules to the Planning Scheme provide supporting administrative information, definitions, mapping and guidance material that assist in the interpretation and implementation of the scheme. As part of the Planning Scheme review, the schedules should be reviewed to ensure they remain aligned with the current legislative framework under the Act, contemporary Queensland Planning Scheme practice, and any updates arising from amendments to the Strategic Framework, zones or overlays.

Schedule 1 definitions.	The Planning Scheme was prepared when standard land use definitions, administrative terms and zone structures were commonly embedded within Planning Schemes. Many of these definitions and core planning terms are now established through the Planning Regulation 2017 and related statutory instruments. As a result, contemporary Planning Schemes generally rely on the definitions contained in the Planning Regulation rather than reproducing them within the scheme. As part of the Planning Scheme review, consideration should therefore be given to updating the scheme's definitions, terminology and zone framework to align with the current legislative framework and contemporary Queensland Planning Scheme practice.
Schedule 2 Mapping	Mapping can be updated to reflect any changes to the Strategic Framework, zone and overlay mapping.
Schedule 2 Priority Infrastructure Mapping and supporting material	Mapping can be updated.
Schedule 4 Notations	This section contains notations required under the Act, and the section should be reviewed to ensure that it meets current requirements.
Schedule 5 Planning Scheme Policies	Planning Scheme Policies (PSPs) provide supporting guidance material to assist with the implementation of the Planning Scheme. The current PSPs are: <ul style="list-style-type: none"> • Kowanyama Heritage Places and Features;

- Land Office and Traditional Owner’s having a say; and
- Pests and Weeds Register.

PSPs can play an important role in providing practical guidance for applicants and Council. It is appropriate to review the existing PSPs to ensure they remain current and relevant. Consideration could also be given to whether additional PSPs may assist in supporting the operation of the Planning Scheme, particularly in areas such as housing delivery, development guidelines or infrastructure standards.

Recommendation

That all schedules be reviewed and updated as part of the Planning Scheme amendment to ensure consistency with the *Planning Act 2016*, the Planning Regulation 2017, and contemporary Planning Scheme practice.

7. Findings and Recommendations

The Kowanyama Aboriginal Shire Planning Scheme commenced on 13 July 2013. This review of the Planning Scheme has been undertaken in accordance with Section 25 of the Act and the relevant State guidance material. It considers the currency of the Planning Scheme and the extent of change experienced since its commencement.

The review of the Planning Scheme is being undertaken in two stages:

- Stage 1 – 10-year statutory Planning Scheme Review (the subject of this Report); and
- Stage 2 – Planning Scheme Amendment Preparation and Drafting (subject to the decision of Council on how they intend to proceed).

The Stage 1 – 10-Year Statutory Planning Scheme Review found that the Planning Scheme is generally operating well. However, it can be updated to improve:

- operational effectiveness and consistency with community, industry and Council expectations.
- alignment with current State and local policy;
- alignment with housing priorities; and
- planning for flooding.

This Planning Scheme Review Outcomes Report sets out recommendations to address current and emerging development trends. This is likely to involve amendments to the policy setting in the Strategic Framework, Tables of Assessment, zone codes, overlay codes, development codes and mapping.

A full list of recommendations from this report is provided as follows, for ease of reference:

Section	Recommendation
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- | | |
|-----|---|
| 2.2 | That the Planning Scheme amendment consider the strategic policy implications of major projects on the demand for housing, land and infrastructure. |
| 3.2 | Council: <ul style="list-style-type: none"> • propose to amend the Planning Scheme under section 18 of the Planning Act 2016 to facilitate better housing outcomes as a short term priority; • in conjunction with an amendment to the Planning Scheme, amend and update Planning Scheme Policies and prepare new Planning Scheme policies as needed; • in the long term, if required replace the current Planning Scheme and make a new Planning Scheme which includes commissioning studies such as Natural Hazards: Bushfire, Landslide, Flood, as well as relevant studies relating to matters such as Vegetation, Economic Development and Cultural Heritage. |
| 3.2 | That the Planning Scheme amendment: <ul style="list-style-type: none"> • align the Planning Scheme with the Cape York Regional Plan 2014 where relevant; and • inform the next Regional Plan, particularly in relation to the urban footprint and land use categories. |
| 3.2 | The Planning Scheme amendment incorporates: <ul style="list-style-type: none"> • SPP mapping; • recent studies undertaken by Council and DWATSIPM e.g. flood and bushfire; and • recommendations in Appendix 1: State Planning Policy Alignment Assessment. |

Section Recommendation

- 3.2 That areas intended for future residential development be:
- identified and appropriately zoned within the Planning Scheme; and
 - identified in the strategic framework and mapping to clearly identify future urban areas to be included in the urban footprint or urban designation at the time of the Regional Plan review.
- 3.2 Investigate the opportunities to further cultural storytelling in the Planning Scheme that tells the story of Kowanyama as well as landmarks and events that are able to be shared.
- 4.1 The Planning Scheme amendment ensures alignment between the Corporate Plan and Planning Scheme, as appropriate.
- 4.2 Review the provisions of the DATSIP Master Plan, and update and amend the Planning Scheme where relevant.
- 4.3 Amend the planning scheme to align with and incorporate the relevant themes and provisions of the Kowanyama Place-Based Housing Plan.
- 4.4 Amend the Planning Scheme to address relevant outcomes of the Kowanyama Flood Assessment and Local Drainage Study.
- 5 Consider engagement and feedback to ensure the Planning Scheme amendment aligns with and incorporates the relevant local knowledge and feedback, and responds to current concerns and opportunities.
- 6 Investigate opportunities to:
- further incorporate culturally relevant places in the Planning Scheme, to avoid adversely affecting these areas; and
 - create a way to capture cultural knowledge in a non-statutory way such as partnering with the Digital Knowledge Centre to tell the stories in a meaningful and accessible way, particularly to younger generations.
- 6 Review the Planning Scheme to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.
- 6 Amend the Planning scheme to incorporate relevant outcomes of updated flood modelling.
- 6 That the Strategic Framework:
- vision be used as a starting point to determine if the vision remains current as a clear and contemporary long-term vision for Kowanyama;
 - be reviewed and refined to continue to support the vision and strengthen the Planning Scheme.
- 6 The zones be reviewed to ensure that there is land available for future development of housing and that the balance of the zones allow for appropriate land uses including industry and commercial.
- 6 Review the Planning Scheme to address housing provision in terms of zoning, servicing, constraints, diversity of choice and design that is climate responsive, sustainable and culturally appropriate.

Section Recommendation

- 6 Review the overlay framework to improve clarity and alignment with current State policy settings. This should include reviewing the operation of existing overlay codes, other plans and maps and assessment benchmarks. While comprehensive updates to overlay mapping may not be feasible within the current project budget, the review should ensure that the Planning Scheme appropriately references and utilises the most current State Planning Policy mapping where relevant. Future Planning Scheme amendments may consider updating overlay mapping where new technical studies or State datasets become available.
- 6 That all schedules be reviewed and updated as part of the Planning Scheme amendment to ensure consistency with the *Planning Act 2016*, the Planning Regulation 2017, and contemporary Planning Scheme practice.

APPENDIX 1 – STATE PLANNING POLICY ALIGNMENT ASSESSMENT

Note: The Planning Scheme appropriately integrated the state interests in the superseded SPP (July 2014). The assessment below is against the current SPP (July 2017).

STATE INTEREST	PLANNING SCHEME PROVISIONS	MAPPING	ALIGNMENT
Planning for Liveable Communities and Housing			
<p>Housing supply and diversity</p> <p>Diverse, accessible and well-serviced housing, and land for housing, is provided and supports affordable housing outcomes</p>	<p>SF:</p> <ul style="list-style-type: none"> Development is contained within the Township Zone. Specific outcomes include different housing types and lot sizes to meet the needs of people in the community. Tenure issues including the Katter leases are noted. <p>The Township Zone Code allows for a range of dwelling types.</p>	Zone maps	<p>✓</p> <p>Whilst there is a high degree of alignment with this State interest in the Planning Scheme there are opportunities to improve outcomes for culturally appropriate, diverse and well-located housing.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> Review the Planning Scheme to provide opportunities for culturally appropriate, diverse and well-located housing.
<p>Liveable communities</p> <p>Liveable, well-designed and serviced communities are delivered to support wellbeing and enhance quality of life</p>	<p>SF:</p> <ul style="list-style-type: none"> Important natural and cultural places and artefacts are protected. <p>The Township Zone Code overall outcome:</p> <ul style="list-style-type: none"> Housing is designed and built for local climate and lifestyle. 	Zone maps	<p>✓</p>
Economic Growth			
<p>Agriculture</p> <p>The resources that agriculture depends on are protected to support</p>	<p>The SF seeks to protect Agricultural Land Class A and B in its natural state or used for cropping where it will not damage</p>	<p>Planning Scheme: SF maps Agricultural Land Class A and B</p>	<p>✓</p>

STATE INTEREST	PLANNING SCHEME PROVISIONS	MAPPING	ALIGNMENT
the long-term viability and growth of the agricultural sector.	<p>or remove important natural areas and natural processes.</p> <p>The Planning Scheme does not contain a Rural Zone. Rural activities in certain circumstances are allowed in the Environmental Management and Conservation Zone.</p>		
<p>Development and construction</p> <p>Employment needs, economic growth, and a strong development and construction sector are supported by facilitating a range of residential, commercial, retail, industrial and mixed use development opportunities.</p>	<p>SF supports business and industry opportunities.</p> <p>Addressed in Township Zone.</p>	Zone maps	✓
<p>Mining and extractive resources</p> <p>Extractive resources are protected and mineral, coal, petroleum and gas resources are appropriately considered to support the productive use of resources, a strong mining and resource industry, economical supply of construction materials, and avoid land use conflicts where possible.</p>	Mining and extractive industry is not anticipated	SPP IMS mapping does not map Key resource Areas within Kowanyama Aboriginal Shire.	N/A
<p>Tourism</p> <p>Tourism planning and development</p>	SF recognises the importance of tourism to the economy.		✓

STATE INTEREST	PLANNING SCHEME PROVISIONS	MAPPING	ALIGNMENT
opportunities that are appropriate and sustainable are supported, and the social, cultural and natural values underpinning tourism developments are protected.	Tourism is supported in the Care for Country Code which seeks as an overall outcome, development that is small in size and is only for uses that are important to tourism (such as a small campground), care for country, agriculture and traditional practices.		
Environment and Heritage			
<p>Biodiversity</p> <p>Matters of environmental significance are valued and protected, and the health and resilience of biodiversity is maintained or enhanced to support ecological processes.</p>	<p>The SF seeks to protect the natural environment.</p> <p>Zone codes address environmental attributes of the land in particular the Environmental Management and Conservation Zone.</p> <p>Environmental Significance Overlay Code.</p>	<p>SPP IMS maps biodiversity including MSES and the coastal environment.</p> <p>Planning Scheme: SF Environmental Significance Map.</p> <p>There is no overlay map.</p>	<p>Recommendation:</p> <ul style="list-style-type: none"> • update biodiversity provisions and mapping to further alignment with the SPP as needed.
<p>Coastal environment</p> <p>The coastal environment is protected and enhanced, while supporting opportunities for coastal-dependent development, compatible urban form, and maintaining appropriate public use of and access to, and along, state coastal land.</p>	<p>The SF, Environmental Management and Conservation Zone and Care for Country Code seek to protect the coastal environment and to ensure that development avoids areas affected by coastal hazard.</p> <p>The township of Kowanyama is located away from the coast and therefore the mapping of coastal environments and hazards does not affect the township.</p>	<p>SPP IMS:</p> <ul style="list-style-type: none"> • Coastal management district • High storm tide inundation area • Erosion prone area. <p>Planning Scheme includes Coastal Environments and Hazards Map.</p>	<p>Recommendation:</p> <ul style="list-style-type: none"> • Update coastal environment provisions in the Planning Scheme to further alignment with the SPP, only if needed.

STATE INTEREST	PLANNING SCHEME PROVISIONS	MAPPING	ALIGNMENT
<p>Cultural heritage</p> <p>The cultural heritage significance of heritage places and heritage areas, including places of Aboriginal and Torres Strait Islander cultural heritage, is conserved for the benefit of the community and future generations.</p>	<p>A central theme of the Planning Scheme is the strong connection to land and culture. This is expressed in the:</p> <ul style="list-style-type: none"> • Strategic Framework • Township Zone (including a table of indigenous and non-indigenous cultural heritage places and features • Care for Country Code – seeks to protect environmental and natural resources that are important to the culture and connection to Country. 	<p>Planning Scheme maps indigenous and non-indigenous cultural heritage places and features</p>	<p>✓</p> <p>Note: Aboriginal and Torres Strait Islander Cultural heritage is protected under the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p>
<p>Water quality</p> <p>The environmental values and quality of Queensland waters are protected and enhanced.</p>	<p>Addressed in the Care for Country code.</p>		<p>✓</p>
<p>Emissions and hazardous activities</p> <p>Community health and safety, and the natural and built environment, are protected from potential adverse impacts of emissions and hazardous activities. The operation of appropriately established industrial development, major infrastructure, and sport and recreation activities is ensured.</p>	<p>Addressed in Flooding and Bushfire Hazard Overlay Code.</p>		<p>✓</p>

STATE INTEREST	PLANNING SCHEME PROVISIONS	MAPPING	ALIGNMENT
<p>Natural hazards, risk and resilience</p> <p>The risks associated with natural hazards, including the projected impacts of climate change, are avoided or mitigated to protect people and property and enhance the community's resilience to natural hazards. Natural hazards include:</p> <ul style="list-style-type: none"> • Bushfire hazard • Flood hazard • Landslide • Storm tide inundation • Erosion. 	<p>Addressed in Flooding and Bushfire Hazard Overlay Code.</p> <p>Land slide provisions are based on limiting development on steep slopes.</p>	<p>Planning Scheme overlay maps:</p> <ul style="list-style-type: none"> • Bushfire hazard • Flood hazard <p>Council has undertaken updated flood modelling.</p> <p>The SPP IMS mapping of bushfire prone areas closely resembles the mapping in the Planning Scheme.</p> <p>Landslide hazard is not mapped.</p>	<p>Recommendation:</p> <ul style="list-style-type: none"> • Review alignment with the Natural hazards, risk and resilience state interest, including updated provisions in the Strategic Framework, overlay code and mapping. • Address updated Flood hazard mapping and provisions.
<p>Energy and water supply</p> <p>The timely, safe, affordable and reliable provision and operation of electricity and water supply infrastructure is supported and renewable energy development is enabled.</p>	<p>Provision of water supply is dealt with in the Township Zone Code and Infrastructure Code. Renewable energy is not addressed.</p>		<p>Recommendation:</p> <ul style="list-style-type: none"> • Update provisions relating to the energy and water supply state interest.
<p>Infrastructure integration</p> <p>The benefits of past and ongoing investment in infrastructure and facilities are maximised through integrated land use planning.</p>	<p>Dealt within in the SF and Infrastructure, Services Code.</p>		<p>Recommendation:</p> <ul style="list-style-type: none"> • Review provisions relating to key infrastructure and mapping.
<p>Transport infrastructure</p> <p>The safe and efficient movement of people and goods is enabled, and land use patterns</p>		<p>The Planning Scheme maps:</p> <p>Major Road network Cycling and Walking Route</p>	<p>Recommendation:</p> <ul style="list-style-type: none"> • Review and update (if required) transport infrastructure provisions and

STATE INTEREST	PLANNING SCHEME PROVISIONS	MAPPING	ALIGNMENT
that encourage sustainable transport are supported.		Future Public Transport Corridor Future cycling and walking route.	mapping in the Planning Scheme.
Strategic airports and aviation facilities	N/A	N/A	N/A
Strategic ports	N/A	N/A	N/A

Abbreviations:

SPP IMS: State Planning Policy Interactive Mapping System

SF: Strategic Framework

SO: Specific Outcome

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Attachment C: Planning Scheme Review Project Timeline



4.4.1 –Information Report

Title:	EMRIES Monthly Update
Author:	Executive Manager, Roads, Infrastructure and Essential Services
Meeting Date:	26 May 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 April 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.

There are currently 109 active jobs across all trades, down from 119 in the previous report. Invoice packages and contractor statements are up to date. The Building Services team continues to turn jobs around efficiently, with the Simpro workflow system reducing paperwork and improving the close-out of both contractor and Council jobs.

Exceptional Operational Expenditure – 22A Koltmomun St

Council engaged Cameron Herbert Constructions Pty Ltd (CHC) to undertake rubbish and vegetation cleanup works at the duplex located at 22A Koltmomun Street, Kowanyama.

The works included removal of rubbish from the dwelling and surrounding yard, vegetation clearing, waste transport and associated plant and labour requirements. Total expenditure amounted to \$26,730 including GST.

The works and associated expenditure were approved under operational delegations at the time due to the condition of the property and the need to restore the site to a safe and manageable condition.

At this stage, there is limited opportunity for Council to recover the associated costs. This update is provided to Council for information and transparency regarding the exceptional expenditure.

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 active in public spaces and Council facilities. The team have been trying to keep on top of mowing and open space maintenance.

P&G team being supported well by local businesses to keep on top of wet season mowing.

Airport**RPT Flight Movements**

25 Skytrans Flights – 3 late departures, nil cancelled flight.
42 Hinterland Flights – no late departures nor cancelled flight.

Charter

49 Flights; 3 after hours/weekend call out.

RFDS

18 Flights; 6 after hours/weekend callouts.

Fuel

14,264L dispensed during Apr 26. Average approx. 3221L per week.
30866L available as at COB 30/04/2026

Fuel restrictions are currently in place of May 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.

NOTAM #	Description	Raised by	date	Outcome
C16/26	Jet A1 not available exc RPT and RFDS (500L Max)	YKOW	03/04/26	Current/renewed until 22/5/26
C30/25	INCREASED BIRD HAZARD	YKOW Reissued by NAIPS	31/07/25	Current/renewed to 30/07/26

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.

Road Infrastructure

The Roads and Infrastructure Program has transitioned from wet season recovery into procurement and planning activities for the upcoming dry season delivery period. Major reconstruction packages are progressing through acquittal and procurement phases, including the Concrete and Stormwater Structures Program following QRA approval of updated market pricing submissions. Emergency Works planning is also underway in response to recent flooding impacts across sealed and unsealed road networks.

Subdivision Housing Program

The Housing Program continues progressing through the design and planning phase, with the first two priority housing typologies advancing through schematic design. Early Industry Engagement activities are currently pending executive review, with geotechnical investigations and flood assessments underway to support future construction readiness. Tender release for the first stage of construction planned targeted for June 2026, subject to Council approval and development requirements.

As part of the Kowanyama Housing Typologies Project, POD developed larger family housing concepts to directly address overcrowding, intergenerational living, cultural practices, and the need for more durable and adaptable housing outcomes within the community.

4 Bedroom Housing Provision

The 4-bedroom courtyard typology was developed in response to strong Community feedback around the importance of outdoor living, family gathering spaces, and connection to trees and Country. The design incorporates a central protected courtyard, screened breezeways, passive cooling principles, and strategically positioned wet areas to improve thermal performance. The layout also provides strong surveillance of the street and yard areas through centrally located living and kitchen spaces. This typology was identified as one of the preferred options by Council representatives during consultation activities.

**4 BED
COURTYARD**
KOWANYAMA
DWELLINGS
PRELIMINARY
CONCEPT



Design Attributes:

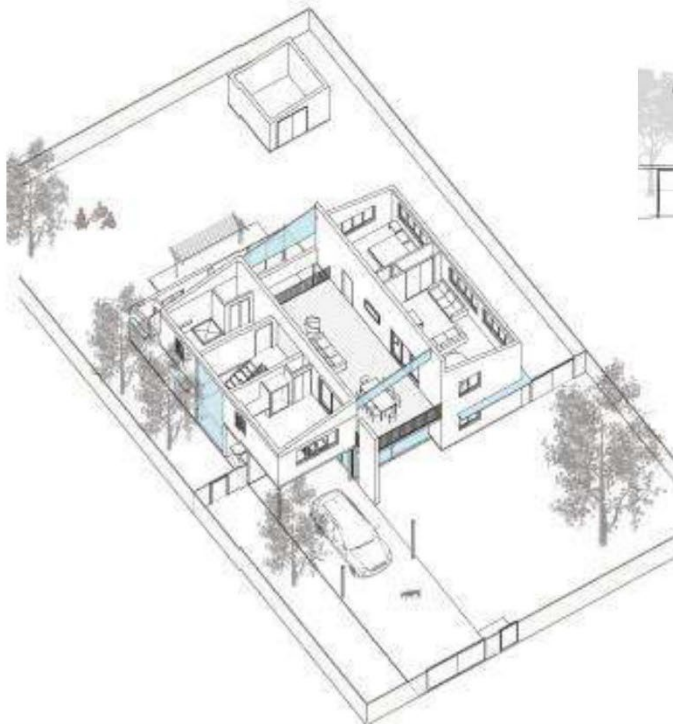
- Central Tree – Protected outdoor spaces with ceiling fans
- Breezeways and Windows for good air flow
- Lockable storage
- 2 toilets
- Ability to see visitors early
- Construction can be site built or transportable modules



4 Bedroom Two-Storey Housing Provision

The 4-bedroom two-storey highset design was specifically developed for larger and extended family groups requiring greater flexibility for cultural obligations, visitors, and generational living arrangements. The design includes secure covered communal areas on both levels, enhanced privacy for the primary leaseholder and multiple indoor/outdoor gathering spaces. The building orientation and screened stairwell act as a thermal chimney to improve ventilation and cooling performance in Kowanyama’s tropical climate.

4 BED
KOWANYAMA
DWELLINGS
PRELIMINARY
CONCEPT



Design Attributes:

- Protected outdoor spaces with ceiling fans
- Breezeways and windows for good air flow
- Lockable storage
- 3 toilets, 1 access. Shower, 1 shower/bath
- Ability to see visitors early
- Construction can be site built or transportable modules



5 Bedroom Housing Provision

Community consultation identified a need for larger 5-bedroom housing options to support extended family living and reduce overcrowding. While a standalone 5-bedroom dwelling was not strongly supported, a dual occupancy arrangement was preferred as a more suitable alternative. This would comprise a 2-bedroom and 3-bedroom dwelling on a single lot, delivering five bedrooms in total while providing improved separation, privacy and more appropriate family living arrangements.

2 BED
KOWANYAMA
DWELLINGS
PRELIMINARY
CONCEPT



Design Attributes:

- Protected outdoor spaces with ceiling fans
- Windows for good air flow
- Lockable storage
- 1 toilets, 1 shower/bath
- Ability to see visitors early
- Sense of identity
- Construction can be site built or transportable modules



3 BED COURTYARD
KOWANYAMA
DWELLINGS
PRELIMINARY
CONCEPT



Design Attributes:

- Central tree – Protected outdoor spaces with ceiling fans
- Breezeways and Windows for good air flow
- Lockable storage
- 2 toilets
- Ability to see visitors early
- Construction can be site built or transportable modules



6 Bedroom / Expanded Family Housing Opportunities

Community consultation indicated that a standalone 6-bedroom dwelling was not preferred due to concerns regarding overcrowding and privacy. The preferred option was a duplex arrangement comprising two separate 3-bedroom dwellings on a single lot, delivering six bedrooms in total while providing better separation and more suitable family living arrangements.

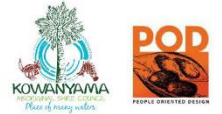
3 BED DUPLEX

KOWANYAMA DWELLINGS PRELIMINARY CONCEPT



Design Attributes:

- Protected outdoor spaces with ceiling fans
- Breezeways and windows for good air flow
- Lockable storage
- 2 toilets, 1 access, 1 shower/bath
- Ability to see visitors early
- Sense of identity
- Construction can be site built or transportable modules

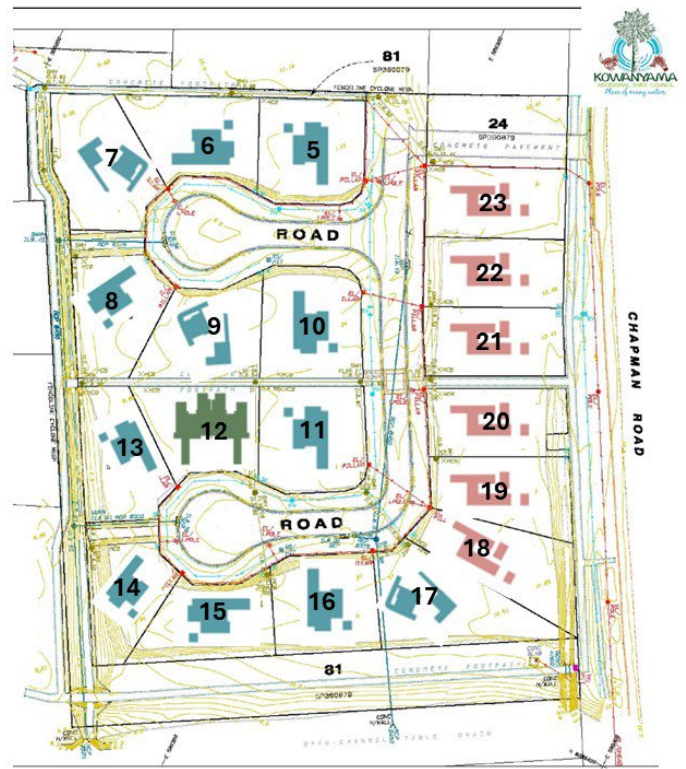


The proposed housing typologies collectively aim to provide culturally appropriate, climate-responsive, and durable housing solutions that support long-term community growth, reduce overcrowding, and improve living outcomes across Kowanyama.

TOTAL 19 DWELLINGS ON 19 LOTS
 *Final Layout & Dual Occupancy Configurations
 Subject to Development & Building Approvals

- 15 x 4-Bedroom Dwellings
- 3 x 5-Bedroom Dwellings
- 1 x 6-Bedroom Dwellings

- 4 Bedroom (Double Storey)
- 4 Bedroom (Single Storey)
- 5 Bedroom (2 + 3 Dual Occupancy)
- 6 Bedroom (3 Bedroom Duplex)



Community Hub

A design coordination meeting was held regarding the proposed Community Hub and broader precinct master planning. The key outcome was confirmation that the Community Hub remains the priority project, with available funding to be directed toward progressing the Hub design, approval, procurement and construction planning.

The Hub design is being reviewed to ensure it supports Council's operational requirements, including community meeting functions, disaster coordination/LDMG use, digital knowledge/IKC functions, communications infrastructure, hot desk capacity, and flexible multi-use spaces.

The design team will provide updated floor plans and layout information for internal review by Council's Executive Team and relevant operational staff. Further advice will also be sought regarding detailed survey requirements, floor level information, building siting and any program impacts before the design is progressed further.

LGGSP – Staff Housing Scheme Grant

Allocated Projects:

Refurbishment to Council Staff Allocated Residences:

- 21A Tulathulum Street – Works at 85% completion
- 21B Tulathulum Street – COMPLETED
- 21C Tulathulum Street – COMPLETED
- 45A, B, C Chapman Road –tenant relocation began and works to begin in late May/early June
- 523A Chapman Road – Works remains at 95% complete, with handrail delivery pending to finalise the remaining items

Note: \$33,702.00 of remaining budget is reserved for variation, nil variation spent to date.

W4Q Staff Housing Scheme Grant (Work 4 Queensland)

Allocated Projects:

Refurbishment to Council Staff Allocated Residences:

- 26A Tulathulum Street – COMPLETED
- 11A Wulerr Street – COMPLETED
- 22B Koltmomun Street –materials in community, currently on hold due to limited housing availability
- 50 Chapman Road –materials in community, currently on hold due to limited housing availability

Note: \$42,692.52 of remaining budget is reserved for variation, nil variation spent to date.

Administration Office Refurbishment

A 5% retention on the final claim is being held during the Defects Liability Period. Defect works remain outstanding pending the arrival of materials.

Water Treatment System Upgrades

The Kowanyama Water Supply Improvement Project was discussed with the Department of Local Government, Water & Volunteers and the project team. The project is funded through the Queensland Government's Closing the Gap program and includes upgrades to the water treatment, bore infrastructure, and a new treated water reservoir to improve water quality, reliability, and future water security.

Council raised concerns regarding the current design, operational costs, bore reliability, and long-term maintenance requirements. The Department acknowledged these concerns and confirmed they will be addressed through the 85% design review workshops and ongoing consultation with Council.

Detailed design is expected to be completed by June 2026, with reservoir construction planned to commence from Mid-June 2026 and broader treatment plant works continuing through to Mid-2027. Ongoing updates will be provided to Council and the community through projects meetings, newsletters, social media, and project signage.

Water Bore System Update

The bore pump was replaced; however, the bore did not return to service when re-energised. Further investigation identified failure of the variable speed drive (VSD), which controls pump start-up and flow regulation. The VSD may have been damaged as a consequence of the original pump failure. A replacement VSD is required and must be sourced through the SCADA provider. Once received, Council's contract electricians will undertake installation. The bore will then be recommissioned, subject to flushing and satisfactory water quality testing. Following replacement of the VSD, the bore is expected to return to operation. However, due to elevated fluoride levels, its use will remain limited, and the supply will need to be blended with water from other bores.

Drinking Water Quality Management

Council has received a formal warning letter from the Water Supply Regulator regarding non-compliance with the approved Drinking Water Quality Management Plan. The matters relate to missed verification monitoring samples, late submission of an amendment application, and delayed written notification following a reported incident in 2025. The regulator has clarified that this does not confirm that drinking water was unsafe, but that Council did not meet its statutory monitoring and reporting obligations. The immediate requirement is to update the DWQMP appendices by 29 May 2026, ensuring they align with the approved plan, including sampling locations and critical limits.

Council officers are now working to strengthen compliance controls, including tracking all regulatory due dates, ensuring future water sampling is completed as required, improving incident notification processes, and maintaining clearer records. Key upcoming dates:

- Registration details review by **11 August 2026**
- Performance reporting by **1 October 2026**
- Drinking Water Service Annual Report by **17 December 2026**

Magnificent Creek

License agreement settled and signed off by Council and PBC.

Revegetation works planned for World Environment Day June 5th (weather permitting).

Crucial Access Links (ORA)

Phase One aerodrome rehabilitation works has been completed, including runway, apron and taxiway upgrades, line marking and lighting repairs. Phase 2 works are now progressing through detailed design and procurement, with focus areas including fuel storage and delivery upgrades, stormwater drainage improvements, flood immunity works and associated concrete access sections. Preparation activities have also commenced for inspection and certification of the existing Avgas fuel storage infrastructure. Design and procurement activities are continuing, with construction targeted for completion by December 2026.

Ranger Program

Kowanyama Land and Sea Rangers recently completed an intensive welding and fabrication training course delivered by Civil Safety. Rangers Cassandra Bernard, Shernel Banjo, Anzac Frank and Larry Matthew gained practical skills in welding, metal cutting and fabrication, which will support a range of future ranger operations and maintenance activities. The training will immediately assist conservation efforts, with the rangers planning to fabricate turtle nest protection cages to help reduce predation from feral pigs and improve turtle hatchling survival rates across local nesting areas. The program also strengthened workplace safety knowledge, equipment handling and practical trade skills, providing long-term benefits for ranger infrastructure maintenance, fencing and equipment repairs while supporting positive environmental outcomes on Country.



Vet Services

The upcoming vet visit has been rescheduled to 15-18 June. Community notification of the date change is underway.

UPCOMING VET VISITS 2026

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

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

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

ALL COMMUNITY MEMBERS WELCOME

KOWANYAMA
ABORIGINAL SHIRE COUNCIL
Place of many waters

Attachment: KASC Housing Program Lackon Monthly Report – April 2026



Monthly Report

Kowanyama Aboriginal Shire Council L260206 - Housing Program April - 2026



Version:

Revision	Revision Date	Revised By	Description of Changes
0		Sophia Siqueira	Issued for Internal Review
1		Ben Gane	Final Internal Review

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1 Executive Summary

1.1 Summary Scope of works

- Develop concept designs for 9 multiple dwelling typologies, including plans, elevations, site layouts and 3D visuals, aligned with community, cultural and remote housing requirements.
- Prepare detailed design documentation (construction-ready drawings, schedules, specifications and compliance notes) in line with NCC and Remote Housing Standards.
- Provide quantity surveying and cost planning, including order-of-cost estimates and a consolidated final design and cost report.
- Support procurement and delivery readiness through tender documentation and staged program milestones leading to construction.

1.2 Achievements Summary - This Period

- KASC approval of design proposal - 20 March 2026
- Start-up meeting with Council - 27 March 2026
- Design Consultant Mobilisation - 25 March 2026
- Draft Schematic Designs (First 2 Topologies) - 08 April 2026
- KASC Design Review Workshop - 06 May 2026
- Development of Geotechnical Brief and Completion of RFQ Process - 08 May 2026

1.3 Planned Activities - Next Period

- Early Industry Engagement (EIE) Release to Market - Pending Executive approval.
- Geotechnical Investigations - Consultant Engaged for Soil testing and reporting to allow finalisation of structural and hydraulic design – Site investigation in progress.
- QS Order-of-cost estimates (First 2 Typologies)
- Tender for Construction - 4x 1-Bedroom Extension (Standalone) and 4x 2-Bedroom Extension (Standalone) on Lots 6,8,9,12,14,15,16,19 SP360879 – Subject to Council Approval.
- Continue design on remaining 7 Typologies (for tender readiness 2027 onwards).

2 Project Performance Dashboard

Project Area	Status	Summary Comments
Schedule	Yellow	<ul style="list-style-type: none"> • Subdivision Lot Registration – Waiting Plan registration to complete design and Ergon Energy Applications. • Geotechnical investigation required to inform design. • Remote Social Housing Design review comments • Executive Approval to Proceed to Tender
Financial	Yellow	<ul style="list-style-type: none"> • Geotechnical Investigations Required – Variation in progress • Compaction testing – potential variation due to no Level 1 • Compaction Certification available for subdivision (TBC) • Flood Impact Assessment / 1%AEP levels required for new lots.
Risk	Green	<ul style="list-style-type: none"> • Process timeline for Development & Building approvals and any required planning scheme exemptions requires clarification. • Ongoing wet weather delays and subsequent logistical constraints for construction phase. • Unable to confirm Level 1 Compaction of Subdivision which may impact footing design and building certification – May require further testing to confirm or adoption of P-Class classifications for design. • Current Habitable Floor Level being determined (requires additional consultancy for assessment)

Resources		<ul style="list-style-type: none"> Lackon Team - Sophia Siqueira and Ben Gane KASC Team – Eddie Ibal 			
<i>Red</i>	<i>Issue – requires escalating action</i>	<i>Amber</i>	<i>Requires monitoring</i>	<i>Green</i>	<i>On Track. Managed issues.</i>

3 Financial

3.1 Vendor Cost Performance

Work Package	Status	Vendor	Contract Value	Spent To Date \$	Remaining Budget \$
Design Works	Awarded	Lackon	\$712,500.0	\$46,428.58	\$666,071.42

3.2 Procurement Progress

Work Package	Status	Vendor	Contract Value	Spent To Date \$	Remaining Budget \$
Tender for Construction (8 Dwellings)	Planned 2026	TBC	TBC	N/A	TBA

3.3 Key Milestones

Key Project Milestone	Original Plan Date	Forecast Date
Detailed Design (8 Dwellings)	20/05/2026	27/06/2026
Release Tender for Construction (8 dwellings)*	28/05/2026	03/06/2026
Construction Award (LOA)**	23/07/2026	29/07/2026
Practical Completion	08/05/2026	20/11/2025
Final Completion	14/12/2026	18/12/2026
Remaining 7 Typology Design Completion)	16/12/2026	16/02/2027

*Approval to tender subject to Council Approval ** LOA subject to Development / Building Approvals and Council Approval

4 Scope

4.1 Scope Changes

- Lackon engagement of Contractor for additional Geotechnical Investigation.
- Pending – Flood Height Assessments.
- Pending – Lot Compaction Testing.

4.2 Variations

- Geotechnical investigation and reporting (Contractor Engagement)

4.3 General Comments

General Comments
The priority design (first 2 typologies) have progress well. Delays to design completion are expected due to insufficient geotechnical investigations and as-constructed information available

from the subdivision construction works. 1% AEP flood height are required to be established to set habitable building floor levels. Lackon will progress Tender for Construction and continue to refine design prior to award. Construction award for the 4x 1-Bedroom and 4x 2-Bedroom remains planned for July 2026

5 Risks and Opportunities

Refer Risk Register (Attached).

5.1 Risk Management

- Early Industry Engagements – EIE developed and pending KASC approval to distribute to market to reduce risk of market availability and supplier under preparedness.
- KASK Planning Team Engagement - The process for obtaining development approvals or the possibility of securing exemptions requires clarification, as the timeframes for these approvals remain uncertain at this point.
Logistics - The Wet weather delays and subsequent logistical constraints for construction phase

6 Sign Off

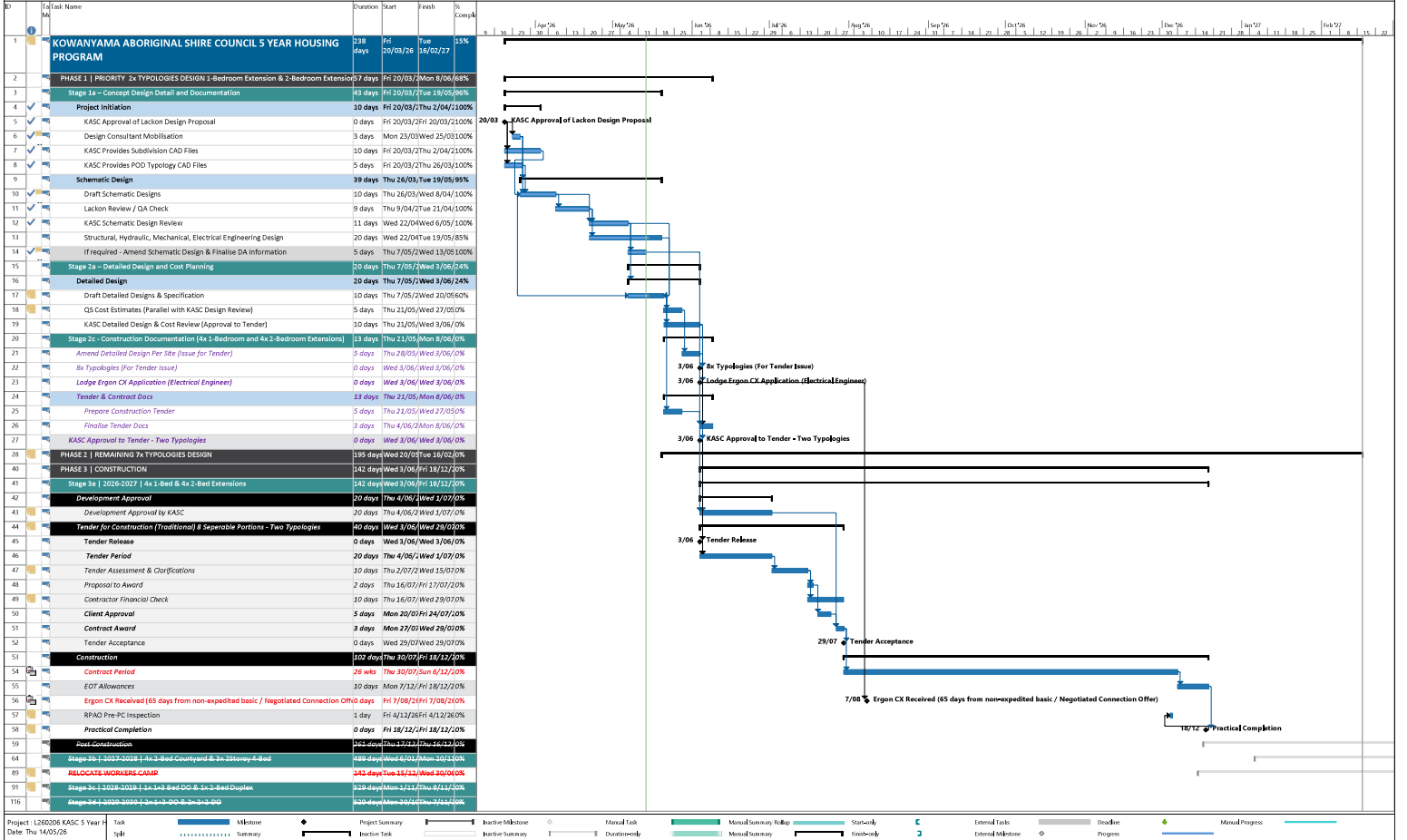
Sign Off	Sign Off
Project Manager:	Senior Project Manager:
Signature: <i>Sophia Siqueira</i>	Signature: <i>Ben Gane</i>
Date: 14 th May 2026	Date: 14 th May 2026

7 Appendices

- L260206 KASC Master Housing Program
- L26026 KASC Housing - Risk Register

KOWANYAMA ABORIGINAL SHIRE COUNCIL - 5 YEAR HOUSING PROGRAM

Thu 14/05/26



Monthly Report



Kowanyama Aboriginal Shire Council DRFA Project Management Services L240308

April-2026



Version:

Revision	Revision Date	Revised By	Description of Changes
0	14/05/2026	Lee Perkins	NA
1	14/05/2026	Tyrone McLean	Final

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1 Executive Summary

The Kowanyama Infrastructure Program continues to progress through the project close-out, acquittal and disaster recovery planning phase following the completion of the majority of reconstruction packages prior to the 2025–26 wet season.

Major DRFA reconstruction works across sealed and unsealed road networks have reached Practical Completion, with remaining activities focused on defects rectification, acquittals and preparation for the upcoming dry season construction period.

On May 8, the Queensland Reconstruction Authority (QRA) approved the updated market pricing submission associated with the 24-25 Concrete and Stormwater Structures Program. This approval enables Council and Lackon to progress into the next phase of procurement and contract finalisation activities for the proposed SP8 Bartos works package, which includes the reconstruction of priority drainage and concrete infrastructure assets identified across the Shire. Procurement and contract negotiations have commenced with Bartos and subject to KASC approval, the contract for Separable portion 8 is ready to execute.

In addition, Lackon has submitted an application under the Queensland Resilience and Risk Reduction Fund (QRRF) seeking approval for the scope and approximately \$272,000 in funding support for further resilience and flood mitigation initiatives. The submission aims to support Council’s broader strategy of improving long-term infrastructure resilience and reducing the impacts of future flooding events across the community.

The Magnificent Creek Stabilisation Project remains ongoing, with civil stabilisation works completed and revegetation activities scheduled to occur during June 2026. At the Kowanyama Aerodrome, Phase 2 works associated with the Crucial Access Links (CAL) funding program are progressing through design and procurement, including fuel infrastructure, stormwater drainage and flood immunity improvements.

Council and Lackon have also commenced planning and coordination activities for a range of Emergency Works (EWK) across the Shire in response to the Cyclone Koji event. Priority activities include temporary make-safe and restoration works along the Kowanyama–Dunbar Road corridor, which remains critical for regional access, freight and community connectivity. In addition, Contractors are now engaged to undertake street sweeping and clean-up activities across township roads to remove sediment, debris and flood-related material deposited during recent weather events. These activities are aimed at improving public safety, restoring road functionality and supporting ongoing community access while longer-term reconstruction scopes are developed under future DRFA submissions. For a summary of progress to date, please refer to *Table 1: April 2026 Progress*.

Table 1: April 2026 Progress

Program/Project Description	Progress	Status	Comments
<p><u>24-25 Concrete and Stormwater Structures</u></p> <p>Approved Funding (\$4.944m):</p> <ul style="list-style-type: none"> KASC.0080.2425L.REC <p>Design and Construction of RCBC culverts and concrete causeways damaged by latest event. 12 x sites impacted</p>	25%	On Track	<ul style="list-style-type: none"> 12 x sites approved for reconstruction Design complete Procurement of a Contractor commenced Market pricing lodged to QRA and approved on May 8 Aiming for construction completion by December 2026
<p><u>21-22 QRRRF & RMI – Magnificent Creek Stabilisation</u></p> <p>Approved (\$2.52m):</p> <ul style="list-style-type: none"> KASC.0033.2122L.RMI 	90%	On Track	<ul style="list-style-type: none"> QRA have issued an EOT for this project <ul style="list-style-type: none"> EOT for KASC.0033.2122L.RMI, KASC.0035.2122L.RMI and

<ul style="list-style-type: none"> • KASC.0035.2122L.RMI • KASC.0036.2122M.RFI <p>Stabilisation of the Magnificent Creek bank adjacent to residential property, essential services and suppliers</p>	<p>90%</p> <p>90%</p>		<p>KASC.0036.2122M.RFI approved to 31 Dec 2026</p> <ul style="list-style-type: none"> • Civil works are complete, revegetation seedlings have been ordered, due for delivery to Kowanyama when roads open – tentatively June 2026 • Revegetation and watering to be completed by 30 October 2026
<p><u>Aerodrome Rehabilitation and Upgrades (Crucial Access Links 2024-25)</u></p> <p>Approved (\$7.95m): Non-DRFA program Crucial Access Links 2024-25, administered by QRA in conjunction with RAUP R10. Upgrades to facilities and earthworks</p>	<p>55%</p>	<p>On Track</p>	<ul style="list-style-type: none"> • Phase 1: runway, apron and taxiway rehabilitation complete • Phase 2: <ul style="list-style-type: none"> ○ Fuel storage and delivery upgrades under development with planning commenced ○ Civil stormwater, flood immunity and concrete access sections under development with design commenced • Design and Procurement activities to be undertaken during the wet season • Construction completion by December 2026
<p><u>R2R (Roads to Recovery) Program</u></p> <p>Approved Funding (\$1.39m): - FY26-27 - FY27-28</p> <p>Currently used as a supplementary funding source for projects needing co-contribution</p>	<p>5%</p> <p>0%</p>	<p>On Track</p> <p>On Track</p>	<ul style="list-style-type: none"> • \$1,385,397 over four years • Additional stabilisation works, outside of the 24/25 Betterment scope funded by R2R • \$236,254.27 allocated for FY25/26 • Projects submitted to the Department of Infrastructure for review have been approved • Future projects yet to be determined, awaiting the outcomes the flood studies and LRAP
<p><u>Aboriginal and Torres Strait Islander (ATSI) Transport Infrastructure Development Scheme (TIDS)</u></p> <p>FY26-27 (\$363,680): • Construction – SW project</p> <p>FY27-28 (\$363,680): • Construction – SW project</p> <p>FY28-29 (\$363,680): • Construction – SW project</p>	<p>5%</p> <p>0%</p> <p>0%</p>	<p>On Track</p> <p>On Track</p> <p>On Track</p>	<ul style="list-style-type: none"> • Acquittal underway FY25-26, claim sent to TMR • Awaiting the outcome of active flood studies to inform future stormwater drainage projects in FY26-27, FY27-28 and FY28-29
<p><u>Queensland Resilience and Risk Reduction Fund Infrastructure</u></p>	<p>5%</p>	<p>On Track</p>	<ul style="list-style-type: none"> • Funding of \$273,249 approved • Scope update sent to QRA and awaiting approval • Once scope approved project can be completed by December 2026

Achieved this month:

During April, the Kowanyama Infrastructure Program continued transitioning from acquittal to disaster recovery planning for emergency works and dry season procurement phases.

Council and Lackon continued to coordinate Emergency Works (EWK) planning activities associated with the current flooding event, with particular focus on maintaining safe community access and restoring critical transport corridors impacted by prolonged wet season conditions. Planning activities have commenced for Emergency Works along the Kowanyama–Dunbar Road (KDR) corridor extending toward the Mareeba Shire boundary. These works are intended to support regional access and freight connectivity once mobilisation approvals are finalised. Coordination with Carpentaria Shire Council remains ongoing, with works currently awaiting the issue of a Purchase Order prior to commencement.

A significant milestone achieved during the month was the approval by the Queensland Reconstruction Authority (QRA) of the updated market pricing submission associated with the 24-25 Concrete and Stormwater Structures Program. This approval now enables Council and Lackon to progress toward procurement finalisation and contract award activities for the proposed SP8 Bartos construction package, which will reconstruct priority drainage and concrete infrastructure assets across the Shire. Final contract documentation is currently being prepared and will require CEO approval prior to execution.

At the Kowanyama Aerodrome, preparation activities have commenced for the inspection and certification requirements associated with the existing Avgas fuel storage infrastructure, while further detailed design activities continue for the proposed refuelling system upgrades under the Crucial Access Links (CAL) program. Design development is also progressing for associated stormwater drainage and flood immunity improvements across the aerodrome precinct.

Flood study investigations associated with the Flood Risk Management Program (FRMP) continue to progress and remain on track overall. Phase 1 and Phase 2 investigations are currently estimated at approximately 70% complete, with ongoing hydraulic modelling and data review activities continuing during the wet season period.

Council has also issued a Purchase Order to Bartos for township street sweeping and clean-up activities, which are expected to commence shortly to assist with the removal of sediment, debris and flood-related material from sealed roads and drainage paths throughout the community.

In parallel, planning has commenced for a community communications campaign associated with the upcoming Emergency Works program to ensure residents and the PBC are informed of anticipated works, access impacts and road safety considerations during delivery activities.

Look Ahead:

Over the coming month, Council and Lackon will continue progressing Emergency Works planning and delivery, flood damage assessments of structures and sealed roads. Procurement activities will commence in preparation for the 2026 dry season construction period.

A major focus will be the progression of procurement and contract finalisation activities associated with the Concrete and Stormwater Structures Program, including execution of the proposed SP8 Bartos construction package following internal and QRA approvals. Early contractor engagement activities will also continue to support timely mobilisation once weather and site access conditions improve.

Lackon is also preparing to release a Request for Quotations (RFQ) process aimed at engaging multiple local contractors to support Emergency Works activities across township streets and unsealed road

networks. This approach is intended to improve delivery flexibility, support local participation and increase Council's ability to respond efficiently to flood-related damage across multiple sites simultaneously.

At the Aerodrome, further detailed design activities will continue for the CAL refuelling infrastructure and associated stormwater drainage works. Planning for defect rectification works associated with the completed RAUP Round 10 rehabilitation package will also continue ahead of dry season mobilisation.

Flood study investigations and development of the Local Resilience Action Plan (LRAP) will continue during the coming month, with outputs intended to support future resilience funding opportunities and inform long-term infrastructure planning across the Shire.

Several delivery challenges continue to be monitored closely as Council prepares for the upcoming dry season construction window. These include uncertainty surrounding heavy vehicle access to the community, preparedness of the local concrete batching plant to support upcoming construction activities and the limited availability of Council road crews during concurrent disaster response and maintenance operations.

Despite these constraints, the program remains focused on ensuring procurement, planning and governance activities are sufficiently advanced to enable efficient delivery of reconstruction and resilience works once site access improves.

2 Community Benefit

2.1 Road Safety and Operation

Emergency response and recovery activities undertaken throughout the reporting period continue to support safe access across the Kowanyama road network and surrounding transport corridors.

Council and Lackon are coordinating Emergency Works (EWK) planning activities focused on restoring and maintaining safe road conditions following prolonged wet season impacts. Priority areas include the Kowanyama–Dunbar Road corridor in Carpentaria Shire and township streets affected by flooding, pavement damage and erosion.

Road inspections and condition assessments are continuing where access permits, with temporary make-safe measures, road closures and warning signage implemented where required to protect public safety during the wet season period.

Township street sweeping and clean-up activities are also scheduled to commence shortly following the issue of a Purchase Order to Bartos. These works will assist with the removal of sediment, debris and flood-related material from sealed roads, intersections and drainage paths throughout the community.

In parallel, Flood Studies and the Local Resilience Action Plan (LRAP) continue to progress and will support future infrastructure upgrades aimed at improving flood immunity, drainage performance and the long-term resilience of critical transport infrastructure across the Shire.

2.2 Economic

The Kowanyama Infrastructure Program continues to provide positive economic benefits to the local community through ongoing infrastructure investment, contractor engagement and procurement activities across the Shire.

Current and upcoming Emergency Works, reconstruction activities and aerodrome upgrade projects are supporting opportunities for local suppliers, plant operators and service providers to participate in project delivery where possible. Council is also preparing to release a Request for Quotations (RFQ) process aimed at engaging multiple local contractors to assist with Emergency Works across township streets and unsealed road networks.

The progression of major infrastructure programs, including the Concrete and Stormwater Structures package and Aerodrome upgrades, is expected to generate continued economic activity throughout the 2026 dry season through demand for labour, accommodation, **food**, freight **and** fuel.

In addition, Council's continued investment in road recovery and resilience infrastructure supports long-term economic outcomes by improving transport reliability, freight access and connectivity for the community and regional stakeholders.

2.3 Community and Cultural

Council and Lackon continue to work closely with the community, Traditional Owners and local stakeholders throughout the delivery of infrastructure and disaster recovery activities across the Shire.

Cultural heritage considerations remain an important component of project planning and delivery, with Traditional Owner engagement and Cultural Monitors continuing to be incorporated into relevant works packages where required.

Council is also preparing community communications associated with upcoming Emergency Works activities to ensure residents are informed of planned works, access impacts and road safety measures during the recovery period.

At present, Landing Road remains temporarily closed due to Sorry Business within the community. Council and project teams continue to respect these cultural obligations and will coordinate future access and construction activities in consultation with the relevant community representatives and stakeholders.

Ongoing collaboration between Council, PBC, community representatives and contractors continues to support respectful project delivery outcomes while maintaining community connectivity and cultural awareness across the program.

3 Grant Funding Update

All funding applications for programs approved by QRA and other state/federal departments have made the agreed upfront funds transfers to Council. The next round of claims are due to be lodged by the 14th of May.

3.1 Funding Applications in Progress

Table 2: Funding Application in Progress

Grant Administrator	Reference/Description	Status	Funding Requested	Comments
Queensland Reconstruction Authority (QRA)	EWK for All KASC Infrastructure	Pre-approval	TBD	Emergency Works (EWK) submissions currently being developed to support temporary make-safe activities and restoration of critical infrastructure assets impacted by the current flooding event.
Queensland Reconstruction Authority (QRA)	Unsealed Roads - Separable Portion A	Pre-approval	TBD	Damage assessments and scope development underway for reconstruction of priority unsealed road corridors impacted by flooding and prolonged wet season conditions.

Queensland Reconstruction Authority (QRA)	Unsealed Roads - Separable Portion B	Pre-approval	TBD	Additional unsealed road reconstruction package being prepared to support staged procurement and efficient delivery during the 2026 dry season construction window.
Queensland Reconstruction Authority (QRA)	Sealed Roads 25-26	Pre-approval	TBD	Scope development and condition assessments underway for sealed township roads impacted by flooding, pavement failures and stormwater related damage.
Total Requested Value			\$TBD	

4 Program Performance

The Kowanyama Infrastructure Program remains on track overall, with the majority of major reconstruction packages completed prior to the wet season and the program now transitioning into acquittals, Emergency Works planning and dry season procurement activities for the TC Koji event.

During the reporting period, the Queensland Reconstruction Authority (QRA) approved the updated market pricing submission associated with the 24-25 Concrete and Stormwater Structures Program. This milestone enables Council and Lackon to progress into procurement and contract finalisation activities for the proposed SP8 Bartos construction package, subject to final internal approvals.

Flood study investigations associated with the Flood Risk Management Program (FRMP) continue to progress and remain on track, with Phase 1 and Phase 2 activities currently estimated at approximately 70% complete. Additional hydraulic modelling associated with Magnificent Creek is expected to further strengthen future flood mitigation and resilience planning outcomes for the community.

Planning and coordination activities are also continuing for Emergency Works associated with the current flooding event, including the Kowanyama–Dunbar Road corridor and township road network.

Key delivery risks currently being monitored include heavy vehicle access to the community, preparedness of the local concrete batching plant and limited availability of Council road crews during concurrent disaster response activities.

Refer to **Attachment 1 – Master Program** for a whole of program record of progress to date.

Damage capture activities across the unsealed road network are ongoing following recent flooding events. Initial inspections have identified impacts including washouts, erosion, pavement damage and restricted access along key corridors including South Mitchell Road, Landing Road and Pormpuraaw Road. Access constraints remain due to flooding and community cultural obligations. Roads such as Topsy Road and Shelfo Road remain largely operational. Damage assessments will continue as access improves to support Emergency Works (EWK) and future QRA reconstruction funding submissions. Refer to Figure 1 – Unsealed Roads damage capture.

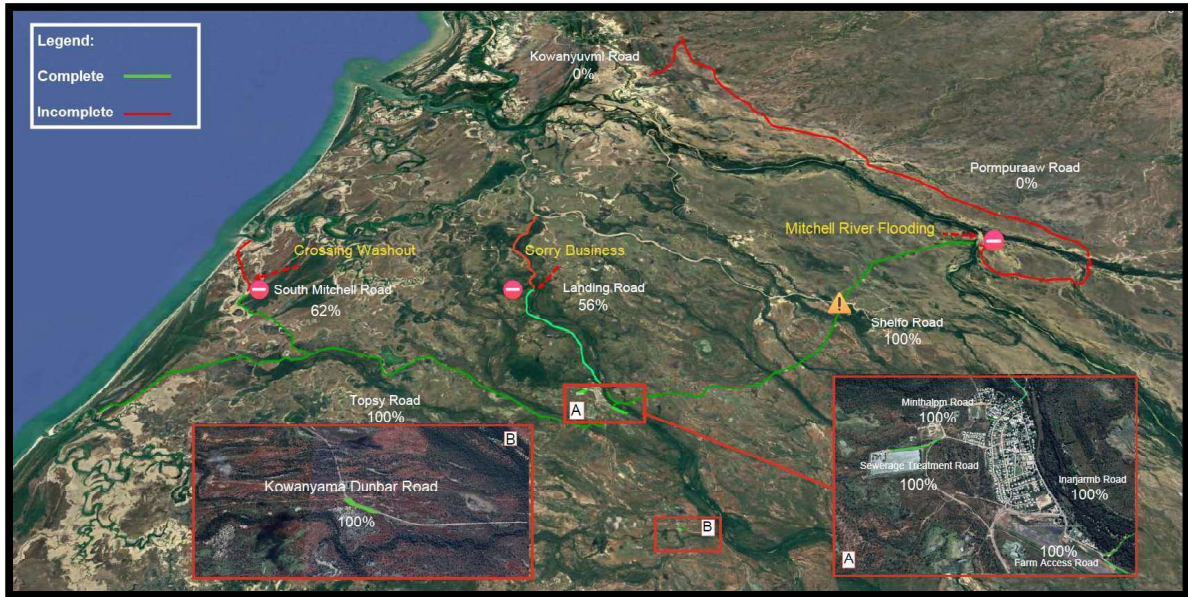


Figure 1 - Unsealed Roads Damage Capture

4.1 Extensions of Time – Approved

Summary of EOT's secured to date.

Table 3: EOTs Approved

Program # or Submission	Date EOT Approved	Program/ Project Name	No. Months	New Date for Project Completion	Reason/ Notes
KASC.0033.2122L.RMI KASC.0035.2122L.RMI KASC.0036.2122M.RFI	18/11/25	Magnificent Creek Stabilisation	12	31/12/2026	Delays in design, approvals and procurement
KASC.0067.2122D.WPF	15/5/2024	Flood Study	25	30/12/2026	QRA implemented – Inclusion of Mag Creek

4.2 Extensions of Time – Requested

Lackon has no current requested EOT's from Funding Administrators for programs with forecasted delays.

Table 4: EOTs Requested

Program or Submission Number	Date Requested	Program/ Project Name	No. Months	New Date for Project Completion	Reason/ Notes

5 Contract Management

All procurement activities will be carried out in accordance with Council's Procurement Policy

5.1 Active Works Packages

Current work packages awarded and active:

Table 5: Active work Packages

Work Package	Contractor	Service	Contract Value
FRMP WP3 – Flood Study	Lackon	Flood Study	\$690,000.00
Infrastructure and Capital Works Delivery Program (5 years)	Lackon	Project Management	\$19,026,389.87
Magnificent Creek Stabilisation	MPDT	Supply and delivery of vegetation stock	\$47,590.05
Concrete and Stormwater Structures 24-25 REPA	Lackon	Design	\$45,500.00
Concrete and Stormwater Structures 24-25 REPA	Bartos	Construction	\$4.9M

5.2 Upcoming Works Packages

Procurement packages under development or released to market.

Table 6: Upcoming works packages

Work Package	Service Need	Procurement Value	Comment
Emergency Works	Construction	\$900K	Select RFQ
Aerodrome Rehabilitation and Construction works	Design	\$100k	RFQ
Aerodrome Rehabilitation and Construction works	Construction	\$2.5m	RFQ
Concrete and Stormwater Structures	Construction	\$4.9m	Select Tender
25-26 DRFA Sealed Roads Package	Construction	TBC	Open Tender
25-26 DRFA Unsealed Roads Package	Construction	TBC	Open Tender

5.3 General Comments

General Comments
<p>Contract management and procurement activities continue to progress across the Kowanyama Infrastructure Program in accordance with Council’s Procurement Policy and relevant funding body requirements.</p> <p>Current efforts are focused on preparing construction and procurement activities ahead of the 2026 dry season to ensure contractors can mobilise efficiently once access conditions improve. Particular attention is being given to the sequencing of works packages, contractor availability and coordination of plant, materials and specialist services within the constraints of remote area delivery.</p> <p>During the reporting period, QRA approval was received for the updated market pricing associated with the Concrete and Stormwater Structures Program. This has enabled progression toward finalisation of the proposed construction contract package, subject to final internal approvals and execution.</p> <p>Procurement planning is also continuing for the Aerodrome Stage 2 works, including detailed design and future construction activities associated with fuel infrastructure upgrades, stormwater drainage and flood immunity improvements.</p> <p>Council and Lackon are additionally preparing procurement activities for upcoming 25-26 DRFA reconstruction packages, including open tender processes for sealed and unsealed road works. A Request for Quotations (RFQ) process is also being prepared to engage multiple local contractors for Emergency Works activities across township streets and local road networks.</p> <p>Given the anticipated compressed construction period during the 2026 dry season, early procurement and proactive contract administration remain critical to maintaining program delivery timeframes and reducing mobilisation delays.</p>

6 Quality, Safety and Environmental

6.1 Incidents

None to date for 2026.

Date	Category	Description	Root Cause(s)	Actions
-	-	-	-	-

6.2 General Comments

General Comments
<p>Safety and environmental performance across the program has remained satisfactory throughout the reporting period, with no incidents recorded for 2026 to date.</p> <p>Due to ongoing wet season conditions and recent flooding events, particular attention continues to be given to the condition and safety of sealed and unsealed road networks across the Shire. Council and Lackon are monitoring road conditions closely to identify hazards including washouts, pavement damage, erosion and restricted access.</p> <p>Where required, temporary traffic controls, warning signage and road closures are to be implemented to protect road users and maintain public safety. Information relating to road accessibility and changing</p>

conditions is also being monitored and updated to support Council's Disaster Dashboard and broader emergency management activities.

7 Other Matters

- **Road Crew Training and Availability:**

Council's road crews continue to play an important role in disaster response, road maintenance and infrastructure recovery activities across the Shire. Opportunities to support ongoing training, upskilling and workforce availability will remain important as Council prepares for an anticipated increase in construction and Emergency Works activities during the 2026 dry season.

- **Road Crew Plant and Equipment Maintenance:**

Ongoing maintenance and reliability of Council plant and equipment remains critical to supporting road maintenance and disaster recovery operations. Continued focus on servicing, repairs and operational readiness will assist in minimising downtime during peak delivery periods.

- **Accommodation Limitations:**

Accommodation capacity within the community will continue to present logistical challenges for contractors, visiting specialists and project personnel during periods of increased construction activity. Opportunities to improve utilisation, maintenance and long-term planning of accommodation facilities will continue to be explored collaboratively between Council and Lackon.


- **Alternate Mitchell River Crossing at Red Bank:**

Initial discussions have commenced regarding potential opportunities to investigate an alternate crossing location at Red Bank to improve flood resilience and regional connectivity during extended wet season events. Further investigations and stakeholder engagement may be required to assess feasibility and future funding opportunities.

- **Engagement with PBC Regarding Upcoming Works:**

Council and Lackon will continue engagement with the Prescribed Body Corporate (PBC) and Traditional Owner representatives regarding upcoming infrastructure works and procurement packages to ensure cultural considerations, community expectations and project coordination activities continue to be appropriately managed.

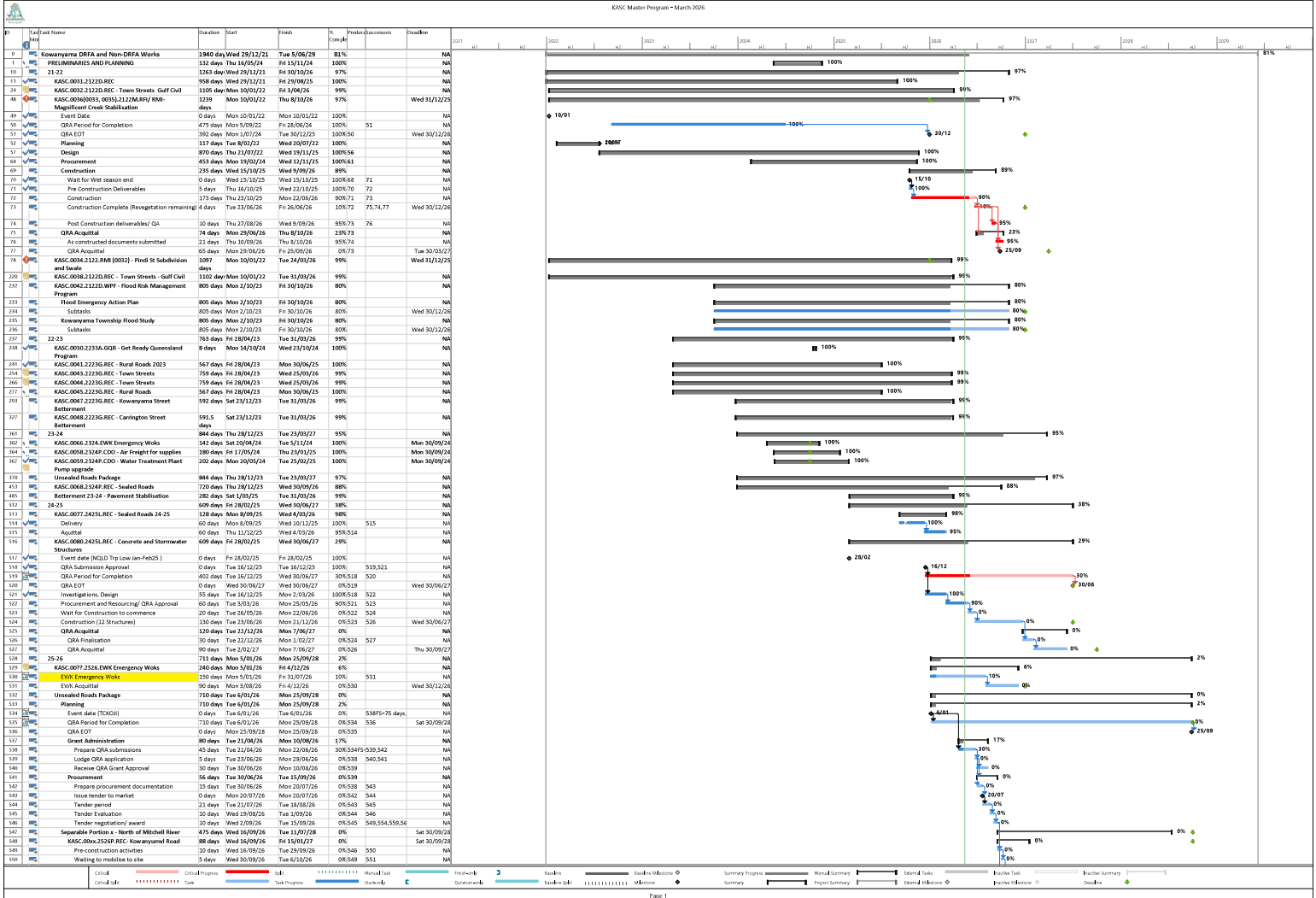
8 Sign Off

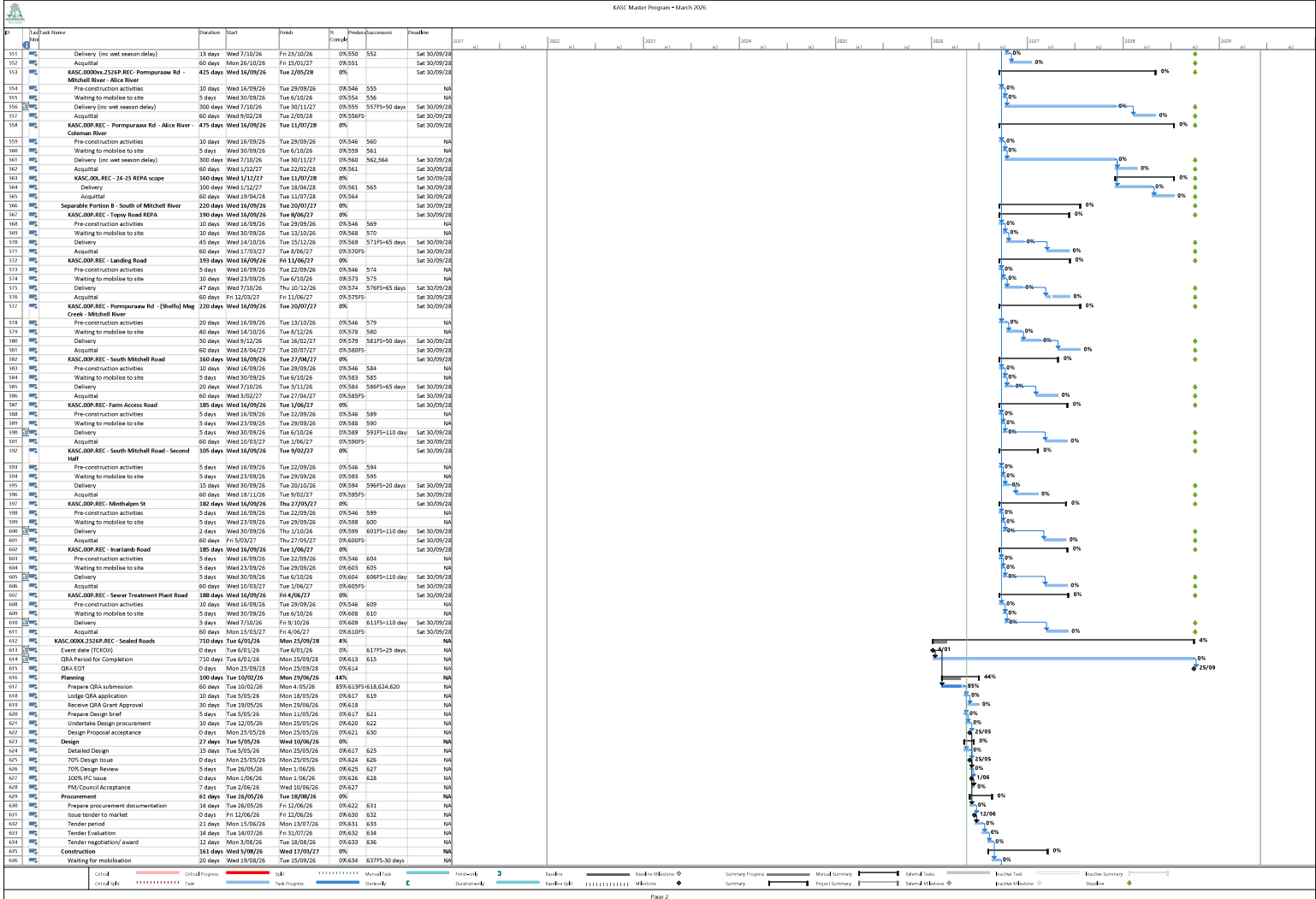
Sign Off
Program Manager: Lee Perkins
Signature: 
Date: 14 th May 2026

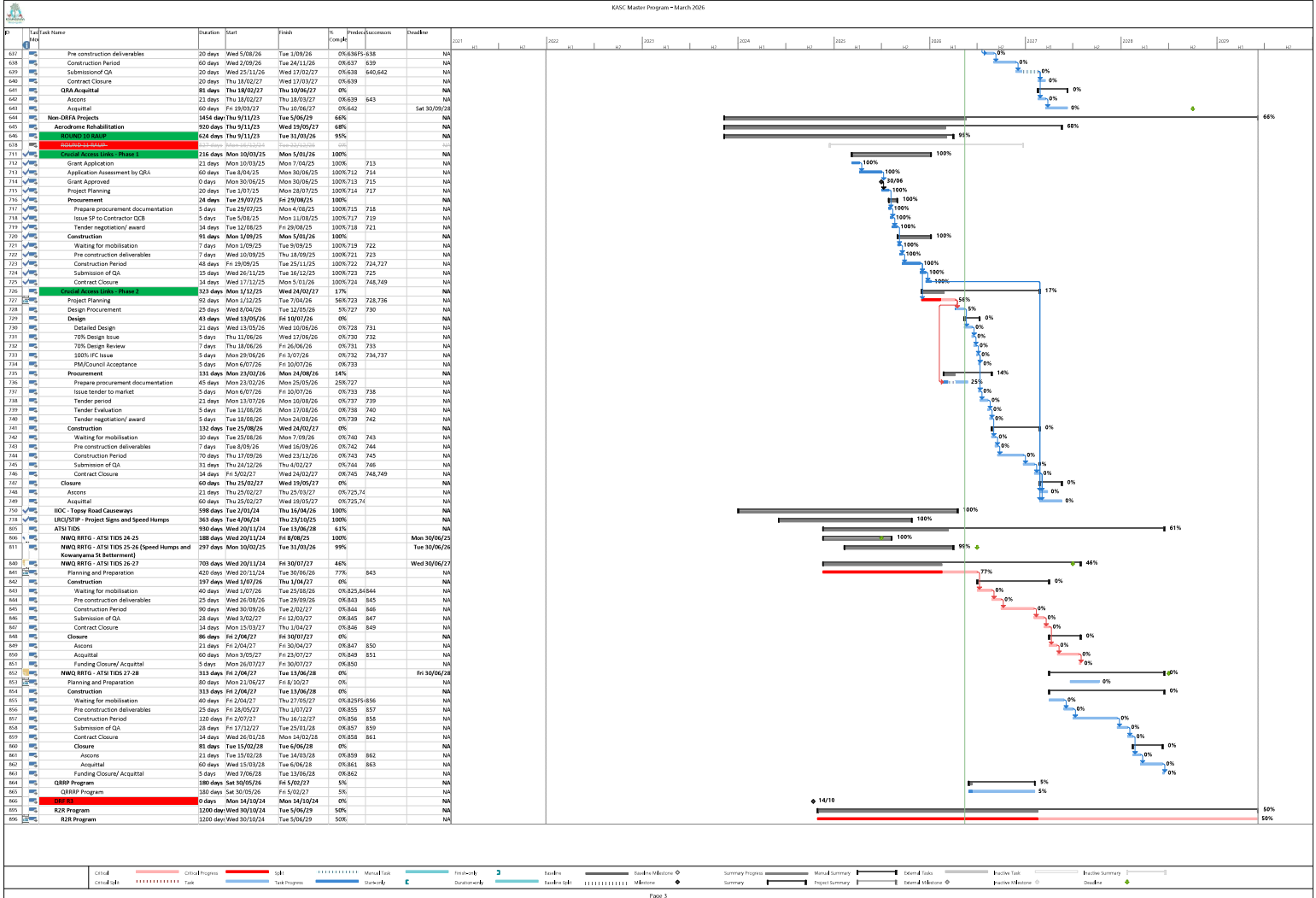
Monthly Report



9 Attachment 1 – Master Program







4.4.2 – Agenda Report

Title:	Approved Contractor List
Author:	Acting Executive Manager, Roads, Infrastructure and Essential Services
Meeting Date:	26 May 2026

Resolution:

- **That Council, in accordance with section 231(2) Local Government Regulation 2012, endorse V & J Beasley Civil Pty Ltd (ABN 32 649 306 909) as an Approved Contractor on Council’s Approved Contractor List (KASC_2025_037) for a period of two (2) years.**

Background:

An Expression of Interest (EOI) was advertised from 20 August 2025 seeking suitably qualified and experienced suppliers across the categories of Trade and Associated Services and Professional Services, to be selected for inclusion of a two (2) year Approved Contractor List. The list was resolved by Council at its 25 November 2025 Ordinary Meeting of Council.

Although officially closing 6 October 2025, whilst Council has a right under its advertised Conditions of Tendering (clause 8.4) to exclude a Late Tender, it is expressly not obliged to. This enables late consideration of eligible suppliers under express delegated authority of Council, at the Chief Executive Officer’s discretion (see Council to CEO Delegations Register 2025).

This report seeks to include one supplier on the Approved Contractor List (KASC_2025_037).

Supplier 1 – V & J Beasley Civil (ABN 32 649 306 909)

It was recently identified that a local Kowanyama supplier did not apply for the Approved Contractor List opportunity in 2025. While Council has the right under its advertised Conditions of Tendering (clause 8.4) to exclude a late tender, it is not obliged to do so.

In accordance with a directive from the CEO, VJB Civil was invited to submit an Expression of Interest for inclusion on the Approved Contractor List.

The submission was received on 18 May 2025 and assessed for eligibility by Danae Maltby, Governance Officer.

Status:

APPROVED for categories:

- Engineering Civil – unsealed road construction

The supplier meets the eligibility criteria for inclusion on the Approved Contract List.

4.4.1 –Information Report

Title:	Community Services Monthly Update
Author:	Executive Manager, Community Services
Meeting Date:	26 May 2026

Executive Summary

To provide Council with an update of activities undertaken by the Community Services Department within Council for the month of April 2026.

Women’s Shelter

Attendance statistics for March and April 2026.

March 2026	April 2026
Number of clients for the month	Number of clients for the month
12	13

Some clients for the month stayed longer than a day, so the Shelter was occupied everyday for the month of April, in total 47 days.

Shelter is to be closed from 25 May–8 June for renovations to the floor and bathroom.

A meeting was held with Police, Justice and Clinic on 19 May 2026 regarding the closure. Council does not have any suitable safe houses while the Shelter is closed, no other alternatives for safehouse options were provided by stakeholders present at the meeting. Police and Clinic staff will ask women if they have a safe place in community to go to, on call Women’s Shelter staff will assist women to contact DV Connect if they need to leave community.

Aged Care

Due to Aged Care Manager resigning and leaving her position from 11 May, statistics have not been uploaded on to portal.

New Temporary Contract Manager for Aged Care – Usha Thappa - commences Wednesday 20 May, induction to be undertaken in Cairns with Kowanyama Aged Care Consultant Barb Schmidt and Aged Care Coordinator Chenoa Gilbert for 2 days, flying out to Kowanyama on Friday afternoon. Usha’s Thappa’s contract is for three months.

Centrelink

Services Australia sent modem to Council to set up and fix current IT issues. Council staff spent 1.5 hours talking through installation with Services Australia IT department with no positive results. Services Australia have indicated they will need to send their staff out to look at the equipment, but no date has been confirmed.

Post office

Customers accessing services in the month of April was 2,176 down 2% from last month.

Women's Group

The Women's Group made a plan for combined meetings with Men's Group but couldn't proceed because of sorry business.

The ladies are assisting families with funeral arrangements and with the funeral on the day.

A very successful Mothers Day event was held on Tuesday 12 May at the Community Hall. A candle lighting and prayer was said for mothers that have passed and also for Kumanjayi baby girl. The ladies shared stories and paid respects to their own mothers. The Women's Group put together a video of women and children sharing Mothers Day messages to Kowanyama community. There were many activities organised for guests to be involved with.

Early Years

Playgroup has had 1-4 children in each day in April.

Childcare currently have 3 children enrolled.

Council has supported One Tree with some maintenance at the Centre and at the staff house.

Conversations have started with One Tree, to include kindy and playgroup;

- about having the Women's and Men's Groups doing some story time, and teaching Culture
- a visit from the Rangers to talk about animals the children might find in Kowanyama
- health visits etc

Radio Station

EMCS (Executive Manager Community Services) has had meeting with NIAA regarding the Broadcasting Improvement Plan. Jamie Santini from NIAA will be in Kowanyama in June to give advice regarding the upgrading of equipment. Council currently has an underspend which the department have indicated they may release that for the upgrades required. Business Case will need to be done before mid June 2026. The broadcasting unit will be located at the Community Hub.

Pool, Sport & Recreation

EMCS will be spending time with pool and sport & recreation council staff on 25 May. The meeting will be to discuss improvements to the programs. This will include better communication within the teams, feedback from staff and community participants regarding activities to run and a structured program established for each week.