



**DOOMADGEE ABORIGINAL
SHIRE COUNCIL
BUDGET
2018-2019**

Adopted 28th June 2018

Doomadgee Aboriginal Shire Council - Budget 2018/19 - One Page Summary

Consolidated Budget Summary	Adoted Budget 2017/18	Adopted Budget 2018/19
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Operational Revenue

Rates and Utility Charges	550,977	622,829
Contributions from Developers	0	0
Fees and Charges	370,949	360,122
Rental Income	655,846	655,846
Interest Received	274,334	216,000
Grants and Subsidies	3,603,477	5,011,632
Sales Revenue	7,233,780	5,084,277
Other Income	147,139	203,121
Total Operational Income	12,836,502	12,153,828

Operational Expenses

Employee wages	(3,552,630)	(4,022,129)
Materials and Services	(9,115,053)	(6,672,113)
Finance Cost	(12,371)	(12,371)
Depreciation	(3,902,213)	(3,492,434)
Total Operational Expense	(16,582,267)	(14,199,047)

Operational Surplus / (Deficit) for the Year

(3,745,765) (2,045,219)

Cash Flow impacts resulting from Budgets

Operational Surplus / (Deficit)	(3,745,765)	(2,045,219)
Capital Revenue	4,941,000	9,206,000
Cashflow advantage from Depreciation	3,902,213	3,492,434
Total funding available for Capital Works Programme	5,097,448	10,653,215
Expenditure as per detailed Works Programme	(6,071,000)	(10,646,000)
Cash & Investment movement for year: (decrease)/increase	(973,552)	7,215

Doomadgee Aboriginal Shire Council - Capital Works Budget 2018/19

Activity	Description	Total Expenditure	External Funding	Council funding portion	Comments	Carry-over status
Renewal	NDRRA	1,000,000	(1,000,000)	0	Partial carry-over of work commenced 2017/18	partial
Renewal	Water Treatment Plant Upgrade	400,000	(400,000)	0	Carry-over from 2017/18 with slight increase in budget	partial
New	Workshop	500,000	0	500,000	Estimated carry-over portion of \$1,476,000 million project - funding complete	partial
New	Animal Pound	20,000	0	20,000	Carry-over from 2017/18	100%
New	Two New Staff Houses	300,000	(300,000)	0	Carry-over of total \$650,000 project - funding 40% Council, but estimated to be cost / revenue neutral 18/19	partial
Renewal	Waste Water Upgrade	500,000	(500,000)	0	Planned works for 2018/19	
New	Regional Waste Facility	5,800,000	(5,800,000)	0	Planned works for 2018/19	
New	Water Park	486,000	(486,000)	0	Planned works for 2018/19	
Renewal	Plant Purchases	200,000	0	200,000	Partial carry-over from 2017/18 (Foxing machine \$10k, RAV DCS \$35k, Landcruiser Mayor \$70k)	partial
Renewal	Various Works	1,440,000	(720,000)	720,000	W4Q2 Program 50% of funding received 2017/18	
	Urban Street Roadworks	1,380,000				
	New Toilet Block	60,000				
		10,646,000	(9,206,000)	1,440,000		

New totals 7,106,000 (6,586,000) 520,000

Renewals totals 3,540,000 (2,620,000) 920,000

10,646,000	(9,206,000)	1,440,000
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Doomadgee Aboriginal Shire Council - Operational Budget 2018/19

1. Operational Income	Budget 2017/18	2017/18 Actuals as at 8 May	2016/17 Actuals	Budget 2018/19	Comments
Rates, Levies and Charges					
70 Water Infrastructure		39,360	300,219		
80 Sewerage & Waste Management Infrast		25,368	307,419		
Total Rates, Levies and Charges	550,977	64,728	607,638	622,829	Actuals 2016/17 plus 2.5%
Grants, Subsidies and Contributions					
11 Governance Services		11,698	86,494		
12 Corporate Services		3,277,177	3,518,902		
20 Community Services		364,437	564,862		
30 Engineering Services		1,527,906	1,024,815		
60 Transport Infrastructure		443,570	488,879		
70 Water Infrastructure		465,000	1,263,512		
80 Sewerage & Waste Management Infrast		330,000	0		
98 Redundant Program		0	12,158		
Total Grants, Subsidies and Contributions	3,603,477	6,419,787	6,959,622	5,011,632	Budget & actuals 2017/18 combination
Rental Income					
50 Housing		145,896	644,342		
Total Rental Income	655,846	145,896	644,342	655,846	
Fees & Charges					
12 Corporate Services		34,953	167,825		
30 Engineering Services		252,490	341,054		
Total Fees & Charges	370,949	287,443	508,880	360,122	2017/18 actuals for full year
Interest Earnings					
12 Corporate Services		(42)	150,997		
30 Engineering Services		0	2,143		
Total Interest Earnings	274,334	(42)	153,140	216,000	Average \$9 million at 2.4%
Other Revenue					
11 Governance Services		1,500	2,000		
12 Corporate Services		153,472	(216,801)		
30 Engineering Services		6,047	5,290		
50 Housing		84,447	3,349		
60 Transport Infrastructure		13,636	1,124		
Total Other Revenue	147,139	259,103	(205,038)	203,121	Budget & actuals 2017/18 combination

Sales Revenue					
12 Corporate Services		324,287	414,514		
30 Engineering Services		107,410	37,307		
50 Housing		2,503,078	0		GEH project \$1,154,484, Dept Housing \$1,348,593
Total Sales Revenue	7,233,780	2,934,775	451,821	5,084,277	Budget & actuals 2017/18 combination
Total for Income	12,836,502	10,111,690	9,120,404	12,153,828	
2. Operational Expense					
Employee Costs					
11 Governance Services		660,525	607,363		
12 Corporate Services		762,608	1,535,707		
20 Community Services		361,989	168,370		
30 Engineering Services		645,118	618,633		
50 Housing		7,472	3,076		
60 Transport Infrastructure		631,445	536,697		
70 Water Infrastructure		106,691	90,793		
80 Sewerage & Waste Management Infrast		175,926	102,992		
Total Employee Costs	3,552,630	3,351,774	3,663,631	4,022,129	2017/18 actuals for full year
Materials & Contracts					
11 Governance Services		168,695	122,891		
12 Corporate Services		1,400,125	1,696,336		
20 Community Services		184,474	262,514		
30 Engineering Services		321,178	228,269		
50 Housing		1,151,787	102,453		
60 Transport Infrastructure		200,471	266,562		
70 Water Infrastructure		135,446	251,781		
80 Sewerage & Waste Management Infrast		49,217	56,524		
98 Redundant Program		0	(7,466)		
Total Materials & Contracts	9,115,053	3,611,392	2,979,862	6,259,464	62% of Grants, Subsidies, Sales revenue
Utilities					
12 Corporate Services		0	1,026		
20 Community Services		32	132		
30 Engineering Services		1,390	272		
50 Housing		0	1,355		
60 Transport Infrastructure		104,782	102,199		
70 Water Infrastructure		163	0		
Total Utilities	0	106,367	104,983	127,641	2017/18 actuals for full year

Depreciation On Non-Current Assets					
12 Corporate Services		0	784,371		
30 Engineering Services		0	204,195		
50 Housing		0	206,282		
60 Transport Infrastructure		0	1,233,462		
70 Water Infrastructure		0	360,054		
80 Sewerage & Waste Management Infrast		0	117,093		
Total Depreciation On Non-Current Assets	3,902,213	0	2,905,456	3,492,434	Budget 17/18 plus 10% - includes fair amount of uncertainty - still in process of importing asset data into 2016/17
Other Expenditure					
11 Governance Services		1,726	9,746		
12 Corporate Services		200,423	33,506		
20 Community Services		5,787	3,021		
30 Engineering Services		8,829	8,510		
50 Housing		11,143	3,475		
60 Transport Infrastructure		318	210		
70 Water Infrastructure		9,281	13,238		
80 Sewerage & Waste Management Infrast		0	1,950,864		
Total Other Expenditure	0	237,507	2,022,570	285,008	2017/18 actuals for full year
Finance Costs					
12 Corporate Services		1,288	10,890		
30 Engineering Services		0	124		
Total Finance Costs	12,371	1,288	11,014	12,371	
Reallocation Codes Expenditure					
11 Governance Services		13,636	147,104		
12 Corporate Services		57,323	(862)		
20 Community Services		122,738	26,683		
30 Engineering Services		(1,079,670)	(452,165)		
50 Housing		6,606	2,965		
60 Transport Infrastructure		484,547	(91,169)		
70 Water Infrastructure		86,439	89,217		
80 Sewerage & Waste Management Infrast		170,597	120,692		
Total Reallocation Codes Expenditure		(137,784)	(157,536)	0	
Loss On Asset Disposal		(90,000)	0	0	
Total Operational expense	16,582,267	7,080,544	11,529,981	14,199,047	
Operational Surplus	(3,745,765)	3,031,146	(2,409,577)	(2,045,219)	

DOOMADGEE ABORIGINAL SHIRE COUNCIL - June Budget Adoption Meeting

Budgeted Income and Expenditure Statement

For the periods ending 30 June 2019 to 2028

	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Revenue										
Net rates and utility charges	622,829	657,160	676,874	697,181	718,096	739,639	761,828	784,683	808,223	832,470
Fees and charges	360,122	355,280	365,938	376,917	388,224	399,871	411,867	424,223	436,950	450,058
Operating grants, subsidies and cont	5,011,632	5,161,982	5,316,841	5,476,347	5,640,637	5,809,856	5,984,152	6,163,676	6,348,587	6,539,044
Interest revenue	216,000	219,240	222,529	225,867	229,255	232,693	236,184	239,727	243,322	246,972
Sales contract & recoverable works	5,084,277	3,135,120	3,229,173	3,326,049	3,425,830	3,528,605	3,634,463	3,743,497	3,855,802	3,971,476
Rental Income	655,846	675,521	695,787	716,661	738,160	760,305	783,114	806,608	830,806	855,730
Other income	203,121	209,215	215,491	221,956	228,614	235,473	242,537	249,813	257,308	265,027
TOTAL OPERATING REVENUES	12,153,828	10,413,517	10,722,634	11,040,975	11,368,817	11,706,442	12,054,145	12,412,227	12,780,998	13,160,778
Expenses										
Employee benefits	4,022,129	4,122,682	4,225,749	4,331,393	4,439,678	4,550,670	4,664,437	4,781,047	4,900,574	5,023,088
Materials and services	6,672,113	5,072,276	5,224,445	5,381,178	5,542,613	5,708,892	5,880,159	6,056,563	6,238,260	6,425,408
Depreciation and amortisation	3,492,434	3,470,972	3,453,617	3,436,349	3,419,167	3,402,071	3,385,061	3,368,136	3,351,295	3,334,538
Finance costs	12,371	12,742	13,124	13,518	13,924	14,341	14,772	15,215	15,671	16,141
TOTAL OPERATING EXPENDITURE	14,199,047	12,678,673	12,916,935	13,162,438	13,415,382	13,675,974	13,944,428	14,220,961	14,505,800	14,799,176
Operating Surplus (Deficit)	-2,045,219	-2,265,155	-2,194,301	-2,121,463	-2,046,565	-1,969,532	-1,890,282	-1,808,734	-1,724,802	-1,638,398
Capital income and expenditure:										
Capital grants and subsidies	9,206,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
Other capital income	-	-	-	-	-	-	-	-	-	-
Less capital expenditure	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL	9,206,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
Net result	7,160,781	534,845	605,699	678,537	753,435	830,468	909,718	991,266	1,075,198	1,161,602

Budgeted Statement of Financial Position

For the periods ending 30 June 2019 to 2028

	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Current assets										
Cash and deposits	9,432,215	9,438,031	9,497,348	8,100,000	8,307,227	8,493,418	8,658,678	8,803,112	8,926,823	9,029,916

DOOMADGEE ABORIGINAL SHIRE COUNCIL - June Budget Adoption Meeting

Receivables	920,000	920,000	920,000	920,000	920,000	920,000	920,000	920,000	920,000	920,000
Inventories	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000
Other financial assets	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000
	11,110,215	11,116,031	11,175,348	9,778,000	9,985,227	10,171,418	10,336,678	10,481,112	10,604,823	10,707,916
Non-Current assets										
Property, plant and equipment	98,500,000	99,029,028	100,648,555	102,285,350	102,866,183	103,464,112	104,079,051	105,784,059	107,505,908	108,171,370
Intangible Assets	160,000	140,000	120,000	100,000	80,000	60,000	40,000	20,000	-	-
Other non-current assets	21,859,999	21,964,135	22,029,135	21,860,000	21,860,000	21,860,000	21,860,000	21,860,000	21,860,000	21,860,000
	120,519,999	121,133,163	122,797,690	124,245,350	124,806,183	125,384,112	125,979,051	127,664,059	129,365,908	130,031,370
TOTAL ASSETS	131,630,214	132,249,195	133,973,038	134,023,350	134,791,410	135,555,530	136,315,729	138,145,171	139,970,731	140,739,286
Current liabilities										
Trade and other payables	820,000	820,000	820,000	820,000	820,000	820,000	820,000	820,000	820,000	820,000
Interest bearing liabilities	-	-	-	-	-	-	-	-	-	-
Provisions	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000
	874,000	874,000	874,000	874,000	874,000	874,000	874,000	874,000	874,000	874,000
Non-Current liabilities										
Provisions	1,950,864	2,035,000	2,080,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000
Other	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000
	1,976,864	2,061,000	2,106,000	506,000	506,000	506,000	506,000	506,000	506,000	506,000
TOTAL LIABILITIES	2,850,864	2,935,000	2,980,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000
NET COMMUNITY ASSETS	128,779,350	129,314,195	130,993,038	132,643,350	133,411,410	134,175,530	134,935,729	136,765,171	138,590,731	139,359,286
Community equity										
Asset revaluation surplus	42,925,754	42,925,754	43,998,898	45,098,870	45,098,870	45,098,870	45,098,870	46,226,342	47,382,000	47,382,000
Retained surplus	85,853,596	86,388,441	86,994,140	87,544,480	88,312,540	89,076,660	89,836,859	90,538,830	91,208,731	91,977,286
TOTAL COMMUNITY EQUITY	128,779,350	129,314,195	130,993,038	132,643,350	133,411,410	134,175,530	134,935,729	136,765,171	138,590,731	139,359,286

DOOMADGEE ABORIGINAL SHIRE COUNCIL - June Budget Adoption Meeting

Budgeted Statement of Cash Flow

For the periods ending 30 June 2019 to 2021

	18/19	19/20	20/21
	(\$'000)	(\$'000)	(\$'000)
Cash flows from operating activities:			
Receipts from customers	11,937,828	10,194,277	10,500,106
Payment to suppliers and employees	(10,694,242)	(9,194,959)	(9,450,194)
Interest revenue	216,000	219,240	222,529
Interest expense	(12,371)	(12,742)	(13,124)
Net cash inflow (outflow) from operating	1,447,215	1,205,817	1,259,316
Cash flows from investing activities:			
Proceeds from sale of capital assets	-	-	-
Grants and contributions for capital expen	9,206,000	2,800,000	2,800,000
Payments for property, plant and equipme	(10,646,000)	(4,000,000)	(4,000,000)
Net cash provided by investing activities	(1,440,000)	(1,200,000)	(1,200,000)
Cash flows from financing activities			
Proceeds from borrowings	-	-	-
Repayment of borrowings	-	-	-
Net cash provided by financing activities	-	-	-
Net Increase (Decrease) in cash held	7,215	5,817	59,316
Cash at beginning of reporting period	9,425,000	9,432,215	9,438,031
Cash at end of reporting period	9,432,215	9,438,031	9,497,348

DOOMADGEE ABORIGINAL SHIRE COUNCIL - June Budget Adoption Meeting

Budgeted Statement of Changes in Equity

For the periods ending 30 June 2019 to 2021

	Total	Retained Surplus	Asset Revaluation Surplus
	(\$'000)	(\$'000)	(\$'000)
Balance at 30 Jun 2018	121,868,569	78,942,815	42,925,754
Net result for the period		7,160,781	-
Transfers to reserves	-	-	-
Transfers from reserves	-	-	-
Asset revaluation movements	-	-	-
Balance at 30 Jun 2019	129,029,350	86,103,596	42,925,754
Net result for the period		534,845	-
Transfers to reserves	-	-	-
Transfers from reserves	-	-	-
Asset revaluation movements	-	-	-
Balance at 30 Jun 2020	129,564,195	86,638,441	42,925,754
Net result for the period		605,699	-
Transfers to reserves	-	-	-
Transfers from reserves	-	-	-
Asset revaluation movements	1,073,144	-	1,073,144
Balance at 30 Jun 2021	131,243,038	87,244,140	43,998,898



1. Revenue Statement 2018/19

This Revenue Statement is based on the principles set out in Council's Revenue Policy and has been formulated in accordance with Section 172 of the *Local Government Regulation 2012* and Section 104 (5)(a)(iv) of the *Local Government Act 2009*

2. General Principle

As Council is unable to levy rates on properties in the Doomadgee Aboriginal Local Government area all references to "rates and charges" in this policy shall mean the provision of utility charges only. Doomadgee Aboriginal Shire Council Revenue will be raised from the following sources:- Utility charges, accommodation charges, other fees, grants & subsidies, administrative services (photocopying etc.), interest, recoverable works (private & Main Roads Department), business operations, subsidies and donations.

3. Rates and Charges

The general principle adopted by Council in determining rates and charges for this financial year, shall be that wherever possible, charges will relate directly to the services provided. Services include water supply, sewerage and garbage collection. Whilst Council attempts to implement a policy of full cost recovery of services wherever possible, given the small population base within the Shire full cost recovery may not always be possible.

4. General Rates

Council is unable to levy general rates based on the unimproved capital value of land as it controls all land in the Shire under the provisions of the Aboriginal Land Lease.

5. Waste management utility charges

Pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy waste management utility charges, for the supply of waste management services by the Council, as follows:

Garbage Collection

The Doomadgee Aboriginal Shire Council levies a Garbage Service Charge on occupied premises (domestic and commercial) on a unit basis. The rates in 2018/19 are: -

Per House	\$1,146.00
Per Duplex	\$2,239.00
Commercial	\$3,938.00
Replacement Wheelie Bin	\$110.00

1 unit of cleansing per annum will be charged for a weekly collection of one 240 litre wheelie bin. If a property has more than one 240 litre wheelie bin charges will be made for additional collection from domestic or commercial properties.

When there is more than one structure or land capable of separate occupation a charge will be made for each structure.

Charges for the collection of industrial and bulk waste will be based on type of waste, volume and frequency of collection. Charges will be determined on a cost recovery basis as required.

The proceeds from the charges will be utilised in funding the costs incurred in the operation of the service.

Doomadgee Aboriginal Shire Council



Council recognises the fact that the township of Doomadgee requires a contribution towards the costly operations of a small garbage removal operation, and this contribution is made from general funds.

6. Sewerage utility charges

Pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

The Doomadgee Aboriginal Shire Council levies a sewerage charge on each property (domestic and commercial), that Council has or is able to provide with sewerage services.

The 2018/19 charges are: -

Per House	\$1,310.97
Per Duplex	\$2,621.95
Commercial	\$2,621.95
Sewerage Connection Charge – 1st pedestal	\$2,027.62
Sewerage Connection Charge – Each additional pedestal	\$1,018.50
Sewer & Grease Trap Pump Outs	\$ 263.55

Residential house blocks shall be charged per connection to the sewerage scheme.

Commercial properties are charged based on a comparison to a standard house block, dependent on its size, use and impact on these services.

The proceeds from the charges will be utilised in funding the costs incurred in the operation of the service.

Council recognises the fact that the township of Doomadgee requires a contribution towards the costly operations of a small sewerage scheme and this contribution is made from general funds.

7. Water utility charges

(a) Pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy water utility charges, for the supply of water services by the Council, as follows:

The Doomadgee Aboriginal Shire Council levies a water charge on each rate-able property (domestic and commercial), that Council has or is able to provide with a water connection.

The 2018/19 rates are:

Water Service Charge	\$1,748.00
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The following is a schedule of water charges for users in the Doomadgee Aboriginal Shire Council: -

User	Units	Charge
Dwelling House	1	\$1,748.00
Dwelling duplex	2	\$3,412.00
Commercial Business	3	\$5,244.00

Residential house blocks shall be charged per connection to the water supply scheme. When there is more than one structure or separate unit capable of separate occupation a charge will be made for each structure or unit.

Commercial properties are charged based on a comparison to a standard house block, dependent on its size, use and impact on these services.

Doomadgee Aboriginal Shire Council



The proceeds from the charges will be utilised in funding the costs incurred in the operation of the service.

Council recognises the fact that the township of Doomadgee requires a contribution towards the costly operations of a small water supply, and this contribution is made from general funds.

8. Commercial charges and regulatory fees

Commercial charges are reviewed annually and are fixed by resolution of the Council. These charges are subject to the provisions of the Commonwealth Government's Goods and Services Tax.

Section 97 of the Local Government Act 2009 provides that a local government may, by local law or resolution, fix a regulatory fee. The Doomadgee Aboriginal Shire Council fixes the regulatory fees by resolution and they are identified as such in Council's Fees and Charges Schedule and have been determined with reference to the relevant legislation and where applicable recover the cost of providing the service or facility.

The proceeds of a regulatory fee are used to provide the particular service or facility, to which the fee relates, to the community.

9. Interest

Pursuant to section 133 of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of eleven percent (11%) per annum is to be charged on all overdue rates or charges.

10. Levy and payment

(a) Pursuant to section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:

for the full year 1 July 2018 to 30 June 2019

(b) Pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 30 days of the date of the issue of the rate notice.

(c) Remission requests, or rate deferral requests, will be assessed on a case by case basis.

(d) Council will allow property owners who are unable to pay their rates by the due date to enter into an arrangement to make regular payments according to an agreed schedule, with no recovery action being taken while the arrangement is being maintained.

(d) Council accepts payments in advance by lump sum or by instalments. Interest is not payable on any credit balances held.

11. STATEMENT OF ESTIMATED FINANCIAL POSITION

Pursuant to section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.

12. Adoption of budget

Moved Councillor Jason Ned, Seconded Councillor Scharrayne Foster

Pursuant to section 170A of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the * financial year, incorporating:



- i. The statements of financial position;
- ii. The statements of cash flow;
- iii. The statements of income and expenditure;
- iv. The statements of changes in equity;
- v. The long-term financial forecast;
- vi. The revenue statement;
- vii. The revenue policy (adopted by Council resolution on 14 June 2018.
- viii. The relevant measures of financial sustainability; and
- ix. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled, be adopted.

13. OTHER MATTERS CONCERNING RATES AND CHARGES

Collection of outstanding charges

Council requires payment of charges within the specified period and it is Council's policy to pursue the collection of outstanding charges diligently but with due concern for the financial hardship faced by some members of the community.

To this end Council has established administration processes that allow for the payments of rates and charges by instalment and for the selection of various options (including legal action) for the recovery of debt.

Limitation on increases in rates and charges

Council does not intend making a resolution to implement rate capping or limiting the increase in rates and charges.

14. OPERATING CAPABILITY

The change in operating capability of the local government is disclosed in the Statement of Income and Expenditure. It reflects the change in total wealth of the Council. The operating capability of Council is to be maintained through the adoption of this Revenue Statement and 2018/2019 Budget.

15. FUNDING OF DEPRECIATION AND OTHER NON-CURRENT ASSETS

Council considers that current ratepayers should pay for the services they are receiving and that future ratepayers should not have to pay for what has previously been consumed. Council elects to ensure where possible, that operating revenues each year cover total operating expenses, including depreciation.

However, Council may elect not to fund depreciation expenses in circumstances where the respective assets will not be replaced or external funding sources other than loans will be obtained to fund their replacement.

If insufficient funds are available, the Council may recover the shortfall in the next year's budget allocation or resolve to unfund that portion of the depreciation expense. Such a resolution will include the proposed steps that will be taken to correct the shortfall in depreciation funding.



FEES & CHARGES

2018-2019

Adopted 28th June 2018

Details		2018-19 Fees		GST	Legislation	Section	Fee Type	GL#
		Including GST where applicable						
FINANCE PROGRAM								
REPORTS								
	Annual Report, Budgets & Financial Statements per printed copy	\$60.00	per publication	No GST	Local Govt Act 2009	Part 2 s97	Regulatory	
	Council Minutes & Business Papers - printed copy	free	Per mailing	No GST	Local Govt Act 2009	Part 2 s97	Regulatory	
	Council Minutes & Business papers - emailed copy	free						
LOCAL LAWS								
	Council local laws - fully copy	\$165.00	per set	No GST	Local Govt Act 2009	Part 2 s97	Regulatory	
	Freedom of Information Application (non personal) plus associated cost		per application	No GST	Freedom of Information Regulation 1992	s6(a)	Regulatory	
PHOTOCOPYING								
	A4 Sheet (Black & White) - Per Sheet	\$0.50	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	
	A4 Sheet - Colour copying - Per Sheet	\$0.70	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	
	A3 Sheet - (Black & White) - Per Sheet	\$0.70	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	
	A3 Sheet - Colour copying - Per Sheet	\$0.80	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	
	<i>NB: Photocopying on both sides of a single sheet of paper is the equivalent of 2 sheets of paper.</i>							
LAMINATING								
	A4 Sheet	\$3.30	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	
	A3 Sheet	\$3.85	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	
FAX SENDING SERVICE								
	Fax Per page	\$3.00	per sheet	GST	Local Govt Act 2009	Part 6 s262 (3) (c)	Commercial	

Details		2018-19- Fees		GST	Legislation	Section	Fee Type	GL#
		Including GST where applicable						
AERODROME OPERATIONS								
AIRPORT LANDING FEES								
	Doomadgee Airport – per movement		Collected by Avdata	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
	Minimum Landing Fee – any aircraft	\$80.00 per movement						
	Aircraft 2 – 7 Tonne	\$160.00 per movement						
	Aircraft over 7 tonne	\$640.00 per movement						

Details		2018-19 Fees		GST	Legislation	Section	Fee Type	GL#
		Including GST where applicable						
ACCOMMODATION								
DOOMADGEE GUEST HOUSE								
	Single Room	\$128.00	Per Night	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
	Twin Room	\$164.00	Per Night					
	Single with Ensuite	\$180.00	Per Night					
	Meals	\$39.00	Per meal					
WORKERS CAMP								
	Single with Ensuite	\$180.00	Per Night	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	

Details	2018-19 Fees		GST	Legislation	Section	Fee Type	GL#
	Including GST where applicable						
RECOVERABLE WORKS & PLANT HIRE							
PRIVATE WORKS - Labour							
Labour – Trade Qualified	\$150.00	per hour	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Labour – other	\$80.00	per hour					
Other Services – Quoted on Application							
Private Works – Mechanical Workshop							
Labour – Mechanical fleet rate – ½ hr min charge	\$160.00	per hour	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Labour – Mechanic Private Rate – ½ hr min charge	\$155.00	per hour	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Labour – Apprentice – ½ hr min charge	\$ 85.00	per hour	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Private Works – Mechanical Workshop - Other							
Tyre Repair - Patches	\$43.00	Each	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Mechanical /Parts – Cost plus freight			GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Materials							
River Sand	\$59.00	Per cubic meter	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Road Base Gravel	\$59.00	Per cubic meter	GST	Local Government Act 2009	Part 6 s262 (3) (c)	Commercial	
Plant Hire							
Grader	\$288.00	Per hour					
Vibrator Roller	\$256.00	Per hour					
Loader/Multi Tyre Roller	\$230.00	Per hour					
10 M3 Truck	\$177.00	Per hour					
10 M3 Truck – Water Truck	\$160.00	Per hour					
Tractor – with Boom	\$85.00	Per hour					
Forklift	\$75.00	Per hour					
Water Pump – 4 Inch	\$22.00	Per hour					
Backhoe	\$165.00	Per hour					
5 Ton Excavator	\$132.00	Per hour					
Telehandler	\$165.00	Per hour					
Skid Steer Loader	\$105.00	Per hour					

Details	2018-19 Fees		GST	Legislation	Section	Fee Type	GL#
	Including GST where applicable						
ENVIRONMENTAL HEALTH							
FOOD BUSINESS LICENCE IN PERMANENT PREMISES							
Application fees		Applicable to all new Food Business License/Amendment applications. Annual License fee to be invoiced with issue of license	No GST	Local Govt Act 2009	Part 2 s97	Regulatory	
Annual License Fee		per annum - Pro-rata for new businesses after 31 December	No GST	Food Act 2006	s52(1) (a)	Regulatory	
Annual Hawkers License		per annum - Pro-rata for new businesses after 31 December	No GST	Food Act 2006	s52(1) (a)	Regulatory	

Doomadgee Aboriginal Shire Council - Capital Works Budget 2018/19

Activity	Description	Total Expenditure	External Funding	Council funding portion	Comments	Carry-over status
Renewal	NDRRA	1,000,000	(1,000,000)	0	Partial carry-over of work commenced 2017/18	partial
Renewal	Water Treatment Plant Upgrade	400,000	(400,000)	0	Carry-over from 2017/18 with slight increase in budget	partial
New	Workshop	500,000	0	500,000	Estimated carry-over portion of \$1,476,000 million project - funding complete	partial
New	Animal Pound	20,000	0	20,000	Carry-over from 2017/18	100%
New	Two New Staff Houses	300,000	(300,000)	0	Carry-over of total \$650,000 project - funding 40% Council, but estimated to be cost / revenue neutral 18/19	partial
Renewal	Waste Water Upgrade	500,000	(500,000)	0	Planned works for 2018/19	
New	Regional Waste Facility	5,800,000	(5,800,000)	0	Planned works for 2018/19	
New	Water Park	486,000	(486,000)	0	Planned works for 2018/19	
Renewal	Plant Purchases	200,000	0	200,000	Partial carry-over from 2017/18 (Foxing machine \$10k, RAV DCS \$35k, Landcruiser Mayor \$70k)	partial
Renewal	Various Works	1,440,000	(720,000)	720,000	W4Q2 Program 50% of funding received 2017/18	
	Urban Street Roadworks	1,380,000				
	New Toilet Block	60,000				
		10,646,000	(9,206,000)	1,440,000		
	New totals	7,106,000	(6,586,000)	520,000		
	Renewals totals	3,540,000	(2,620,000)	920,000		
		10,646,000	(9,206,000)	1,440,000		

Details	2018-19 Fees		GST	Legislation	Section	Fee Type	GL#
	Including GST where applicable						
SEWERAGE							
SEWERAGE CONNECTIONS							
Connection to Sewerage - House	POA	per connection	No GST	Local Government Act 2009	Part 2 s97	Regulatory	
Connection to Sewerage - Commercial	POA	per connection	No GST	Local Government Act 2009	Part 2 s97	Regulatory	
WATER							
WATER CONNECTIONS							
20mm Water Connection	POA	per connection	No GST	Local Government Act 2009	Part 2 s97	Regulatory	
25mm Water Connection	POA	per connection	No GST	Local Government Act 2009	Part 2 s97	Regulatory	
Other Water Connections	POA	per connection	No GST	Local Government Act 2009	Part 2 s97	Regulatory	



Doomadgee Aboriginal Shire Council Policy

Policy Name:	Investment Policy
Policy Number:	2
Policy Type:	Statutory
Link to Corporate Plan	Key Governance – Financial Management
Date Approved:	28/06/2018
Resolution Number:	SM6-06/16
Approving Officer:	Council Adoption

Section 1 – Introduction

Context

This policy applies to the investment of all surplus and operating cash held by Doomadgee Aboriginal Shire Council.

Purpose

The intent of this policy is to detail the Doomadgee Aboriginal Shire Council's investment policy and guidelines regarding the investment of surplus funds and operating funds, with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

Scope

Doomadgee Aboriginal Shire Council is required under *Local Government Act 2009* to have an Investment policy. For the purpose of this policy, investments are defined as arrangements that are undertaken or acquired for producing income and apply only to the cash investments of Doomadgee Aboriginal Shire Council.

Doomadgee Aboriginal Shire Council has been granted authority to exercise Category 1 investment power under Part 6 of the *Statutory Bodies Financial Arrangement Act 1982* (the Act). Category 1 investments include a range of investments either at call or for a fixed term of not more than one year. At call refers to simple investments where the investment can be redeemed and the monies invested can be retrieved by the investor from the financial institution within thirty days without penalty.

Section 2 – Policy

Principles

The Doomadgee Aboriginal Shire Council Investment Policy and the following procedures is committed to, and guided by the principles of:

- Doomadgee Aboriginal Shire Council is risk averse and therefore adopts a passive investment approach where the overall objective is to ensure a return on capital commensurate with the risk taken. In priority, the order of investment activities shall be preservation of capital, liquidity and return. Doomadgee Aboriginal Shire Council investments shall be reported to Council via the Operational Plan and breaches of policy shall be reported to Chief Executive Officer (CEO) or Director of Corporate Services (DCS) immediately.
- Council may invest surplus funds in a capital guaranteed cash fund or any approved cash management product which it deems will provide the greatest benefit. Surplus funds are the cash balance that is in excess of operating cash requirements. Operating cash not required for immediate use can also be invested in at call deposits to maximise returns in the short term.



Doomadgee Aboriginal Shire Council Policy

Operating cash is the cash required to fund operating activities for the immediate short term (less than one month).

- It takes into account cash inflows (e.g. debtor and other receipts) and outflows (e.g. creditor payments, wages etc.) for that time. For the purposes of this policy, investable funds are the surplus monies available for investment at any one time and currently include Doomadgee Aboriginal Shire Council's CBA General Account and QTC Capital Guaranteed Cash Fund. Council may also from time to time make use of a CBA Investment Account.

Investment Objectives and Expectations, Authorised and Prohibited Investments and Delegation of Authority

Authorised Investments:

Without specific approval from Council or CEO as delegated by Council, investments are limited to –

- QTC Cash Fund;
- QTC Capital Guaranteed Cash Fund, debt offset facility, fixed rate deposit (up to 12 months and QTC Working Capital Facility);
- CBA Term Deposits (up to 12 months); and
- CBA at call deposits.

Prohibited Investments:

The following investments are prohibited by this investment policy:

- Commercial paper;
- Bank accepted/endorsed bank bills;
- Bank negotiable certificates of deposit;
- Short term bonds
- Floating rate notes;
- Derivative based investments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
- Securities issued in non-Australian dollars.

Delegation of Authority

The Chief Executive Officer (CEO), Director of Corporate Services (DCS) and Finance Manager are to ensure that this policy is understood and adhered to by relevant Council employees.

The activities of the CEO, DCS, Finance Manager or other staff so delegated responsible for stewardship of Doomadgee Aboriginal Shire Council's investments will be measured against the standards in this Policy and its objectives.

Activities that defy the spirit and intent of this Policy will be deemed contrary to the Policy. Financial delegation is the power to authorise the investing of money, by signing and authorising electronic transfers of money as authorised by Council.

Transfers to/from the CBA Investment may be authorised by the CEO or DCS. Transfers to/from QTC must be authorised with any two signatories one of which must be the CEO, DCS or Mayor.

The Finance Manager may sign the QTC letter as a secondary signatory.



Doomadgee Aboriginal Shire Council Policy

Section 3 – Procedure

When making a decision to invest funds in a term deposit, a cash flow analysis should be prepared to separate surplus and operational funds to ensure the investment will agree with the cash flow needs of Council.

Commonwealth General Account:

The CBA account is a cheque account. It is necessary that the balance of this account is checked each day and any excess funds in excess of daily operating funds be transferred to the CBA Investment account by the close of business.

If there has been a substantial deposit of more than \$400,000, it would be preferable to transfer the funds direct to a CBA Investment Account or QTC Cash Fund account.

Commonwealth Investment Account:

Funds are transferred to and from the CBA Investment Account via the CBA General account regularly to maximise the return on operating funds. Any surplus funds should be transferred to the QTC or a CBA Term Deposit depending on the amount. Preference is given to the QTC as the interest rate is higher.

A minimum balance of \$40,000 is to be maintained in this account. It is preferable that a balance of up to \$800,000 is maintained in this account for operational purposes. Once the balance exceeds \$1,000,000 the excess should be held in QTC.

It is quicker to do an internal transfer between the BCA General Account and the CBA Investment Account, as the QTC has a 10:00am cut off to draw down the funds.

Queensland Treasury Corporation (QTC)

If investing or drawing funds from the QTC they must be notified by 10:00am. The funds can be withdrawn as a real time payment to Council or the next day for the same fee.

QTC can offer a higher rate of interest than the CBA, therefore if there is more than \$1,000,000 in the CBA General or CBA Investment Account that is not required for operational use, the excess should be invested in QTC.

Section 4 – Internal Controls

All transfers between CBA Accounts are processed electronically. The file is uploaded by Finance staff and must be approved by 2 approving officers – Chief Executive Officer, Director of Corporate Services, or Finance Manager before the transaction is processed.

User accounts with the CBA Connect Module are controlled by user permissions enabling staff to process certain transactions delegated to them. These permissions can only be changes by the security officers (CEO/DCS) and are usually made on the Finance Manager's recommendations.

QTC transfers require a prior phone call to QTC and a faxed letter with two signatures before the transaction is processed. Authorised signatures for QTC are CEO, DCS or Mayor. Hard copies of all bank transfers are kept in the Investment register.

Section 4 – Reference and Supporting Information

Supporting documentation

Links to supporting documentation	



Doomadgee Aboriginal Shire Council Policy

Section 5 – Governance

Policy is governed by the following legislation

Name	Link
<i>S104 Local Government Act 2009</i>	www.legislation.qld.gov.au/LEGISLTN/CURRENT/L/LocalGovA09.pdf
<i>S191 Local Government Regulations 2012</i>	www.legislation.qld.gov.au/LEGISLTN/CURRENT/L/LocalGovR12.pdf
<i>Part 6 Statutory Bodies Financial Act 1982</i>	www.legislation.qld.gov.au/LEGISLTN/CURRENT/S/StatutryBodA82.pdf

Responsibility

Responsible Department:	Corporate Services
Policy Administrator:	Chief Executive Officer

Review

Review Period:	Annually
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Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review
17/05/2012	1	10-5/2012	17/05/12		17/03/2013
18/06/2013	2	47-06/2013	27/06/2013	References to Accountant changed to Finance Manager	18/06/2014
15/05/2014	3	50-05/2014	15/05/2014	Annual Review – No Changes	15/05/2015
21/04/2016	4			Annual Review	21/04/2017
17/03/2017	5			Annual Review – Updated Format – draft	01/03/2018
31/07/2017	6	SM8-07/17	31/07/2017	Annual Review – Adopted	01/06/2018
	7		14/6/2018	Annual Review – Adopted	June 2019



Doomadgee Aboriginal Shire Council Policy

Policy Name:	Debt Policy
Policy Number:	3
Policy Type:	Statutory
Link to Corporate Plan	Key Governance – Financial Management
Date Approved:	28/06/2018
Resolution Number:	SM5-06/18
Approving Officer:	Council Adoption

Section 1 - Introduction

Context

This policy should be read in conjunction with the Queensland Local Government Act 2009 and Doomadgee Aboriginal Shire Council's Mission and Vision statements.

Purpose

The intent of this policy is to detail the Doomadgee Aboriginal Shire Council Debt Policy and Guidelines regarding the use of debt, with the objective to ensure that Doomadgee Aboriginal Shire Council remains compliant with the Queensland Local Government Act 2009.

Scope

This policy applies to all Doomadgee Aboriginal Shire Council Councillors and Officers.

Section 2 – Policy

Principles

The Debt Policy and Procedure is committed to and guided by the principles of zero borrowings and debt.

Policy

Borrowings and Debt

Doomadgee Aboriginal Shire Council Councillors and Officers will not enter into borrowings or debt of any nature.

There are no new borrowings planned between:

- 2017-2018 Financial Year
- 2018-2019 Financial Year
- Any of the following 9 Financial Years
- Council does not have any debt and there is thus no repayment requirement or schedule

Section 3 – Procedure

Nil



Doomadgee Aboriginal Shire Council Policy

Section 4 – Reference and Supporting Information

Supporting documentation

Links to supporting documentation	
Doomadgee Aboriginal Shire Council Corporate Plan 2014-2019	www.doomadgee.qld.gov.au

Section 5 – Governance

Policy is governed by the following legislation

Name	Link
<i>S104 Local Government Act 2009</i>	www.legislation.qld.gov.au/LEGISLTN/CURRENT/L/LocalGovA09.pdf
<i>S192 Local Government Regulations 2012</i>	www.legislation.qld.gov.au/LEGISLTN/CURRENT/L/LocalGovR12.pdf

Responsibility

Responsible Department:	Corporate Services
Policy Administrator:	Chief Executive Officer

Review

Review Period:	Annually
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Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review
17/05/2012	1	11-05/2012	17/05/2012		01/05/2013
17/04/2013	2	46/06/2013	27/06/2013	Annual Review	01/05/2014
15/05/2014	3	49-05/2014	15/05/2014	Annual Review	01/05/2015
15/05/2015	4				
21/06/2016	5			Annual Review – addition of 1.1 (b) in line with Regulations s192	01/05/2017
17/03/2017	6			Annual Review	
31/07/2017	7	SM7-07/17	31/07/2017	Annual Review – Adopted	01/06/2018
	8		14/6/2018	Annual Review – Adopted	June 2019

Doomadgee Aboriginal Shire Council Policy



Policy Name:	Revenue Policy
Policy Number:	4
Policy Type:	Statutory
Link to Corporate Plan	Key Governance – Financial Management
Date Approved:	28/06/2018
Resolution Number:	SM7-06/18
Approving Officer:	Council Adoption

Section 1 – Introduction

Objective

In accordance with Section 193 of the Local Government Regulation 2012, Council is required to prepare a Revenue Policy each financial year. The Revenue Policy is intended to be a strategic document. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue.

The revenue policy sets out the principles used by Doomadgee Aboriginal Shire Council, in 2018/2019 for:

1. the levying of rates and charges;
2. the granting of concessions for rates and charges; and
3. the recovery of overdue rates and charges; and
4. the cost recovery methods

As Council is unable to levy rates on properties in the Doomadgee Aboriginal Local Government area all reference to “rates and charges” in this policy shall mean the provision of utility charges only.

Scope

This policy applies to all DASC Councillors and Officers.

Section 2 – Policy

Provisions

1. Levying of rates and charges

Council is responsible for ensuring that funds levied for a specific purpose such as water supply, sewerage or garbage disposal are expended for these purposes. Council’s responsibility also extends to ensuring that all funds levied are expended in a cost efficient, effective and appropriate manner.

To assist with service continuity and with regard to capacity to pay, Council rates annually, and will do so as soon as practicable in each financial year.

Council offers a variety of payment methods for ratepayers, including payment by cash, credit card (in person or by phone), via internet banking facilities, cheque or money order. Ratepayers may also make payments in advance.

2. Granting of concessions for rates and charges

Requests for remission of rates and charges will be assessed on a case-by-case basis.

Doomadgee Aboriginal Shire Council Policy



In considering the application of concessions, Council will be guided by the principles of:

- Equity - by having regard to different levels of capacity to pay within the local community;
- Consistency - the same and consistent treatment for ratepayers with similar circumstances;
- capacity to pay - in determining appropriate arrangements for different groups within the community;
- transparency - by making clear the requirements necessary to receive concessions; and
- Flexibility - to allow Council to respond to local economic issues.

Council on the request of a ratepayer may also offer other flexible payment arrangements as appropriate. This may be appropriate in times of economic downturn, drought, flood, or when other factors affect individual ratepayers.

3. Recovery of overdue rates and charges

Rate payers are responsible for ensuring rates and charges are paid by the due date, to ensure Council is able to continue to provide the level of service to which rate payers are accustomed.

Amounts outstanding 30 days after the due date will incur interest daily at the rate detailed in the Revenue Statement. This is in accordance with s133 of the Local Government Regulation 2012.

Council exercises its recovery powers pursuant to the provisions of Chapter 4 Part 12 of Local Government Regulation 2012, in order to reduce the overall burden on ratepayers. Council will pursue the collection of outstanding rates and charges diligently but with due concern for the financial hardship faced by some members of the community.

To this end Council will establish administrative processes, which allow for the payment of rates and charges by instalment and for the selection of various options (including legal action) for the recovery of debt.

4. Cost recovery methods

Section 97 of the Local Government Act 2009 allows Council to set cost-recovery fees.

Council recognises the validity of fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Council's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognisant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which, the fee applies.

Section 3 – Governance

Policy is governed by the following legislation

Name	Link
S193 Local Government Regulations 2012	www.legislation.qld.gov.au/LEGISLTN/CURRENT/L/LocalGovA09.pdf

Responsibility

Responsible Department:	Corporate Services
Policy Administrator:	Chief Executive Officer



Doomadgee Aboriginal Shire Council Policy

Review

Review Period:	Annually
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Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review
17/05/2012	1	12-05/2012	17/05/2012		
17/04/2013	2	48-06/2013	27/06/2013	Annual review – No Change	
15/05/2014	3	51-05/2014	15/05/2014	Annual review – No Change	
21/04/2016	4			Annual review – addition 2.2	
15/09/2016	5	128-09/16	15/09/16	Annual review – Policy Manual	
31/07/2017	6	SM6-07/17	31/07/2017	Annual review – Adopted	01/06/2017
	7		17/5/2018	Annual review – Adopted	June 2018

Doomadgee Aboriginal Shire Council

Operational Plan 2018/19

Strategies	Activity	Performance Target	Link Budget	Department
Governance				
Goal 1: Financial Management				
<i>Indictor: To achieve maximum community benefit from available financial resources</i>				
1.1 - Effective and efficient management of all financial matters	Audit Committee to be established	Audit Committee to be established	Reporting only	Corporate Services
1.1 - Effective and efficient management of all financial matters	Facilitate Sustainable Financial Management	Internal Audit Completed – Risks to be Identified and Resolved	Reporting only	Corporate Services
1.2 - Effective grants management	Source additional funding opportunities	Monthly report to Council on outcomes	Reporting only	Governance
1.3 - Accurate and timely financial reporting	Facilitate Sustainable Financial Management	Timeliness, Quality, Free from Error Reporting	Reporting only	Corporate Services
1.4 - Maximise revenues in accordance with Council's Revenue Policy	Effective Policy and Revenue Raising Strategy	Monthly report to Council on outcomes	Reporting Only	Corporate Services
1.5 - Effective management of the replacement and expansion of Council service	Review all services and charges to ensure correct cost recovery	Completed by August 2018	Reporting Only	Corporate Services
1.6 - Effective and appropriate Council enterprises	Review all leasing arrangements to ensure they are in order	Completed by September 2017	Reporting Only	Corporate Services
Goal 2: Administration and Corporate Services				
<i>Indictor: To provide timely, quality services to customers through effective and efficient administration of Council affairs</i>				
2.1 - Review Council's Policies and Procedures and ensure they meet community expectations and legislative requirements	Review all Council's Policies and Procedures as required	Ongoing review to be completed. Report to Council each Quarter	Reporting Only	Governance
2.2 - Effective policy implementation	Implementation of Council's Policies and Procedures	Policy and Procedure Manuals to be distributed to all staff and Councillors by September 2018	Reporting Only	Governance
2.3 - Decisive Councillor Leadership	Monthly sessions to be held for Councillors	Councillors to attend 70% of internal training sessions	Reporting Only	Governance
2.4 - Effective legislative requirements	Complete Internal Audit on Legislative Requirements	Completed by October 2017 Monthly reports to Council	Reporting Only	Governance

Strategies	Activity	Performance Target	Link Budget	Department
2.5 - Enhance Council's communication and decision making through appropriate public relations and community consultation process	Newsletters to inform Community of Councils processes and projects	Quarterly Newsletter	Reporting Only	Community Services
2.6 - Review and enforce Local Laws and Regulations to address local issues	Summarise Local Laws Implementation of Local Laws	Local Laws Summarised and distributed throughout the Community – Completed by December 2017 Implementation of Local Laws through the Community - Ongoing	Budget Item	Governance
Goal 3: Human Resources				
<i>Indictor: To maximise Council's human resource potential</i>				
3.1 - Ensure workforce make-up best fits Council's priorities, workloads and budget	Complete full review of Corporate Structure	Completed by August 2017	Reporting Only	All Departments
3.2 - Endorse and foster cross skilling in order to minimise need for specialists and to ensure full utilisation of staff	Performance Appraisals completed for all staff	Completed by June 2018	Reporting Only	All Departments
3.4 - Maintain accurate and confidential staff records	Human Resources Officer engaged	Human Resources Officer on site at Doomadgee Office by September 2017	Budget Item	Corporate Services
3.5 - Ensure all staff have access to appropriate training	Training Needs Analysis Completed	Analysis Completed by December 2017 Training Needs Identified	Reporting Only	Human Resources
3.6 - Maintain a safe and healthy workplace for all employees and other persons affected by Council operations	Engage Work Place Health and Safety Consultant	Council Safe Plan commenced by December 2017	Budget Item	Governance
Community				
Goal 4: Arts and Culture				
<i>Indictor: To create opportunities through Arts and Culture to enhance individuals skills, bolster community pride and quality of life</i>				
4.1 - Develop an Arts and Cultural Policy	Develop Council Arts and Cultural Policy	Completed by June 2018	Reporting Only	Community Services
4.2 - Facilitate the establishment and maintenance of an appropriate library service	Continual improvement of Library Service	Ongoing	Reporting Only	Community Services
4.3 - Support artistic and community involvement in the arts	Source Funding Opportunities	Completed by June 2019	Budget	Community Services
4.4 - Effective administration of the Regional Arts Development Fund (RADF)	Continual Improvement of RADF Administration	Monthly reporting to Council	Budget	Community Services
4.5 - Facilitate, in partnership with the community and key stakeholders, the preservation of the history of the Shire	Source funding opportunities to develop a program for preservation of Shire History	Completed by June 2019	Budget	Community Services
4.6 - Provide space, time and resources for the purpose of exhibition/sale of local art	Source funding opportunities for an Arts and Culture Centre	Completed by June 2019	Budget	Community Services

Strategies	Activity	Performance Target	Link Budget	Department
4.7 - Support and promote appropriate events and festivals within the Shire	Continue to support events and festivals in line with Budget availability	OngoingReport to Council on requests	Budget	Community Services
4.8 - Encourage and support the development of programs for traditional language teaching and use	Source funding opportunities	OngoingReporting to Council on availability of funding	Budget	Community Services
4.9 - Facilitate programs/projects for recording of local languages and personal stories	Source funding opportunities	OngoingReporting to Council on availability of funding	Budget	Community Services
4.10 - Facilitate the development of support programs/projects for preservation of traditional culture	Source funding opportunities to develop a program for preservation of Shire History	Completed by June 2019	Budget	Community Services

Disaster Management

Goal 5: Disaster Management

Indictor: To limit the impact of natural and man- made disasters

5.1 - Ensure that there is sufficient funding for emergency services	Develop Budget for Emergency Services in line with funding	Budget Develop Ongoing Support	Budget	Governance
5.2 - Facilitate effective counter disaster planning in conjunction with the community, emergency service organisations and other stakeholders	Annual Review of DMP Local DisasterManagement Committee formed and established	DMP Reviewed by September 2017 LDC established by September 2017	Reporting	Governance
5.3 - Counter disaster and other emergency contingency plans promoted to the community and visitors to the Shire	Community Clean Up of hard Materials prior to Cyclone Season	Completed by December 2017	Reporting	Governance
5.4 - Ensure airport security in compliance with Aviation Transport requirements	Airport Upgrade	Completed by December 2017	Budget	Engineering

Economic Development

Goal 6: Economic Development

Indictor: To increase the overall strength and diversity of the Shire's economic base, create jobs and actively promote the Shire's tourism potential

6.1 - Encourage private enterprise development to maximise employment opportunities and development in the Shire	Establishment of a Sport and Recreation Club	Community Survey completed by August 2017Consultation with Departmental Stakeholders completed by December 2017	Reporting Only	Community Services
6.2 - Facilitate the development of a Council website	Temporary Website Closed New Website developed	Completed by December 2017	Budget	Corporate Services / IT
6.3 - Facilitate the preparation of a scoping study for a Shire Tourism Development and Promotion Plan	Source Funding Opportunities	Completed by June 2019	Budget	Community Services
6.4 - Facilitate liaison/consultation with educational institutions and other stakeholders to support initiatives that will enhance the employability of local people, including the provision of appropriate training, education and employment networking initiatives that support existing and future industries	Facilitate ongoing relationship with My Pathway to enhance the employability of local people	OngoingQuarterly Meetings with My Pathways Quarterly reports to Council	Reporting Only	Governance

Strategies	Activity	Performance Target	Link Budget	Department
Environment				
Goal 7: Environmental Protection				
<i>Indictor: To conserve and the natural and built environments to achieve ecologically sustainable development</i>				
7.1 - Facilitate the development of a Shire Environmental Development Plan	Develop Environmental Development Plan	Completed by June 2018	Reporting Only	Community Services
7.2 - Facilitate the formation of an Environmental Action Group	Formation of an Environmental Action Group	Completed by June 2018	Reporting Only	Community Services
7.3 - Develop and promote policies to preserve and promote the natural environment while increasing local community involvement in its management	Develop policies and appropriate local laws to ensure the coverage of noxious and environmental weed are contained in the Shire	Ongoing Commencing the Post State Review of the Plan	Reporting Only	Community Services
7.4 - Continually update, with partners, a Pest Identification and Management Plan, and action recommendations of that plan	Develop a Pest Identification and Management Plan	Implementation following State Review	Reporting Only	Community Services
7.8 - Develop policy to ensure that development is designed to meet user needs and cause minimal impact upon others and the environment	Ensure Planning Scheme takes into account impact upon others and the environment	Ongoing	Reporting Only	Community Services Engineering
Goal 8: Waste Management				
<i>Indictor: To prove and sustain an effective and disposal service</i>				
8.1 - Maintain high standards to ensure public facilities, houses and streets are clean and healthy	Development of Town Beautification Program	Funding secured through DATSIP Timelines achieved	Budget	Governance
8.1 - Maintain high standards to ensure public facilities, houses and streets are clean and healthy	Purchase of Vacuum (Sullage) Truck	Ongoing	Budget	Engineering
8.2 - Ensure waste is disposed of in approved dump	Ensure the Shire Dump complies with regulatory standards	Ongoing	Budget	Engineering
8.3 - Ensure the Shire dump complies with regulatory standards	Ensure the Shire Dump complies with regulatory standards	Ongoing	Budget	Engineering
8.4 - Initiate a recycling regime	Commence agreements for site for future relocation of tip	Ongoing	Budget	Engineering
Infrastructure				
Goal 9: Development, Maintenance and Replacement				
<i>Indictor: To Maintain and upgrade essential infrastructure to maximise the utility of existing assets and provide for their long term improvement and / or replacement</i>				
9.1 - Develop and implement programs for the design, construction and maintenance of roads, streets, footpaths, Council buildings, public conveniences, bridges and related drainage systems	Works Plan Developed	Completed by June 2019	Budget	Governance

Strategies	Activity	Performance Target	Link Budget	Department
9.2 - Maintain clean, safe, secure and adequate water supply ensuring that all legislative requirements are met	Develop and Implement Drinking Water Quality Management Plan	Completed by June 2018	Budget	Engineering
9.4 - Manage the operation of associated activities such as work depots, workshops and plant fleets to facilitate efficient and effective provision and maintenance of Shire infrastructure	Works Plan Developed	Completed by June 2018	Budget	Engineering
9.5 - Facilitate the development of flood mitigation plans and the provision and maintenance of necessary flood mitigation works	Flood Mitigation Study	Commence by June 2018	Budget	Engineering
9.8 - Ensure workplace health and safety obligations are monitored and met	Policies and Procedures are in place	Ongoing	Reporting	All Departments

Community and Human Services

Goal 10: Community and Human Services

Indictor: To encourage and participate in the continuing development of community to service and foster a safe, harmonious community with a strong community spirit

10.1 - Ensure Council is always an effective advocate for the community	Storage Shed for Community Services Equipment	Completed by June 2018	Budget	Community Services
10.2 - Facilitate public access to a swimming pool	#Deleted	Completed by December 2017	Reporting	Community Services
10.3 - Facilitate the provision of television, telephone and radio communication services in response to community needs	Development of Plan	Completed by June 2018	Reporting	Community Services

Public Health

Goal 11: Public Health

Indictor: To create and foster a dynamic ongoing relationship with all relevant health policy departments and health service providers to ensure that operational programs are coordinated, focused and effective, in contributing to and enhancing, the health and well being of the whole community

11.1 - Develop a Health Portfolio link with Qld Health CEO	Engage with Qld Health	4 meetings a year	Reporting	Elected Members
11.2 - Work with partners to ensure that adequate health programs, inspections and education are focused on lifting overall community health standards	Involvement in stakeholder discussions by Council Officers and Elected Members	Ongoing	Reporting	All Departments Elected Members
11.3 - Facilitate the development of a Disabilities Action Plan	Work with partner agencies	Ongoing Support	Reporting	Elected Members

Planning and Development

Goal 12: Planning and Development

Indictor: To develop and implement planning controls that ensure and encourage balanced and sustainable development and to promote the Shire as a desirable place to live, work, invest and visit

12.1 - Facilitate, in conjunction with partners, the continued development of the Doomadgee Town Plan	Finalise Town Planning Scheme in partnership with State	Community Consultation State Review Completed by June 2018	Budget	Engineering
12.3 - Promote orderly development of the Shire to support employment and economic prosperity in keeping with infrastructure capacity and environmental considerations	Develop an Open Spaces Strategy	Completed by June 2019	Budget	Engineering

Strategies	Activity	Performance Target	Link Budget	Department
12.4 - Implement, through the Shire Planning Schemes, appropriate controls over development to foster land uses and attitudes that enhance the quality of the natural and built environment	Finalise Town Planning Scheme in Partnership with State	Community Consultation State Review Completed by June 2018	Budget	Engineering