



KOWANYAMA ABORIGINAL SHIRE COUNCIL
Council Meeting Minutes

16 May 2018 | 10:10am – 4:23pm

Cairns Board Room and Kowanyama
Chambers Room (via Videoconference)

Present:

Councillors

Mayor Michael Yam (Chair)

Deputy Mayor Territa Dick

Cr Aaron Teddy

Cr Wendy Wust

Cr John Fry

Executive

Fabian Williams

Chief Executive Officer (CEO)

Katherine Wiggins

Executive Manager Governance & Operations (EMGO)

Helen Taylor

Executive Manager of Finance (EMF)

Christine Delaney

Executive Manager of Human Resources (EMHR)

Michelle Vick

Executive Manager Community Services (EMCS)

Tom Corrie

Executive Manager Infrastructure, Works and Projects (EMIWP)

Guests

Nil

Apologies

Nil

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting.

2) Updates to Councillor Register of Interest or Related Parties

No updates.

3) Minutes from Previous Council Meeting

<p>RESOLUTION – Minutes</p> <p>Minutes for April 2018 Council Meeting</p> <p>That the minutes of the April 2018 Council meeting be adopted as true and accurate.</p>	<p>Moved Cr Teddy, Seconded Deputy Mayor Dick</p> <p>MOTION CARRIED, All in favour</p>
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4) Action Items from last Executive Meeting

Ms. Wiggins EMGO provided an overview of the Action Items from the last Council meeting.

5) Departmental Updates

a) CEO Update

Mr. Williams CEO presented an update:

Overview

May has continued to be a challenging month with the performance of the enterprises an ongoing concern. Labour costs continue to be high and actions are currently underway to reduce cost where possible.

Building Services review is underway to establish cost effective methods of operations.

The Topsy Creek tender will finalise this month.

The next 3 months presents some exciting opportunities for Council.

Green Fleet/Telstra Project

Preparation and planning is underway to plant 600 fruit trees in the Kowanyama Community Garden. This will provide fresh fruit of community for years to come. This project was initiated through the CEO/Telstra and Greenfleet on the back of the Telstra Technology visit in 2017. We will also have 400 trees to plant at Aged Care, Council and other identified areas in community. All trees to be donated free of cost to the value of \$15,000.

Thank you to Telstra and Greenfleet for working with the Kowanyama community to provide a brighter future.

Green Fleet/Telstra Project

Council has been successful in gaining support through green fleet and Telstra for a tree planting day in Kowanyama. The date has been scheduled for the 5th June 2018. The school and aged care centre will be involved. We are currently finalising the trees to be planted on the day and the logistics. We will receive approximately 1500 trees

Cr Fry requested approval from the CEO to speak directly to EMIWP and Grants and Business Development Manager to seek information on current infrastructure project outcomes. The CEO advised that Cr Fry was able to seek information from these employees.

The full council discussed the current issues in community with criminal offending, including vandalism and alleged gambling.

Action Item

EMCS to review the Terms of Reference of the Justice Group and advocate for amendments as required to reinvigorate the group to ensure there is a collaborative approach to reduce offending in the community

ACTION ITEM

CEO – To communicate the impacts of vandalism to community members – including a reduction of future project funding.

Action Item

EMCS to progress recruitment for a youth engagement officer

Action Item

EMIWP to review power options for the men's shed to reduce the capital works cost required. Review to also consider moving the men's shed operations to another site with power in the short term

b) Finance

Ms. Taylor, EMF, presented an update:

A monthly Finance report for the month of April 2018 has been prepared.

Key points from the report are as follows:

- The 17/18 year to date original budgeted (expected) net income was \$27,682,527
- The 17/18 year to date revised budgeted (expected) net income was \$22,725,185
- The 17/18 year to date actual net income is \$20,584,149
- The 17/18 year to date original budgeted (expected) expenditure was \$27,649,877
- The 17/18 year to date revised budgeted (expected) expenditure was \$24,695,367
- The 17/18 year to date actual expenditure is \$21,686,503

Our interim net result is a \$1,102,354 loss, which is \$1,135,004 variance behind the original budget and a \$867,829 variance ahead of the revised budget.

ACTION ITEM

EMF – To progress the preferred supplier list for trades as soon as possible prior to original September date.

ACTION ITEM

EMF – To include all portable and attractive items purchased in the monthly finance reports

The Mayor noted that this was Helen Taylor's last council meeting as she has accepted a position. Mr Mayor thanked Ms Taylor for all her hard work over the years, councillors and the CEO also thanked Ms Taylor.

c) Governance & Operations

Ms. Wiggins, EMGO, presented an update:

Governance

The Crime and Corruption Commission has highlighted that council is required to have a policy on the corrupt conduct of a Public Official (Chief Executive Officer). The policy has been drafted and is being presented today. The Queensland Audit Office and Department of Local Government have also highlighted the need for Council to have a complaints management process, this policy is also being presented today.

Audit and Risk Committee

The next Audit and Risk Committee is being held in Cairns on May 21st. Members (Mayor and Deputy Mayor) are encouraged to attend in person. The Queensland Audit Office External Report response will be discussed at that meeting.

Leasing

The Expressions of Interest for the Café and Bakery have closed. The assessment panels have provided an assessment, these will be presented at the council meeting today.

Operational Plan

Work is commencing on developing our 2018-2019 Operational Plan. As per the Local Government Regulation, this plan needs to be developed in line with the budget – essentially only the projects stated in an operational plan and budget should be actioned so it is important that we ensure the Operational Plan meets council's needs for the next 12 months. As many of the Operational Plan goals from 2017-2018 have not yet been completed it is recommended that we use the same Operational Plan goals for 2018-2019.

Telecommunications

4G update – connection to the community had been completed but the Council service had not yet been finalised.

Queensland Health Nurses Accommodation

The Department of Housing and Public Works are providing another opportunity for Council to provide comment on the new Queensland Health Nurses Accommodation. They have confirmed that 12 units will be built, not the original 6 (plus another potential 6).

As the Department of Housing and Public Works are not required to seek a Development Application from Council, this is Council's only chance to comment on the proposal.

ACTION ITEM

EMGO – To advise QHealth that Council is supportive of the nursing accommodation design.

Advocacy

The annual federal budget has been presented by Prime Minister Turnbull. There are no significant additional items for local council's and no new funding announced for Indigenous remote housing.

ACTION ITEM

EMGO – Add NPARIH to the advocacy list and lobby as an independent entity (rather than only through LGAQ)

ACTION ITEM

EMGO – To progress actions discussed with Warren Entsch MP

ACTION ITEM

EMGO – To organise a meeting with the Executive Team to review outstanding Action Items and Operational Plan KPIs

ACTION ITEM

EMGO – To send the vehicle use policy to Tom for further comments from his team

12.15pm CEO left the room and asked EMGO to take over.

ACTION ITEM

EMGO – To invite Department of Housing to a Council Meeting to discuss current concerns and challenges.

d) Infrastructure Works & Projects

Mr. Corrie, EMIWP, presented an update:

Executive Summary

There are been a number of projects that are almost at the commencement stage. The ICCIP Project, Topsy Barge Landing, Bore 3 and Footy Oval Bore. Projects to be addressed during this month include a Technical Working Group (24th May), Social Housing Repairs and Maintenance schedule, Katter Lease Upgrade schedule, Carpentaria Shire ATSI TIDS projects.

Key Details

ICCIP Project

Scope is in finalization stage. Agreement to be forwarded to CEO for approval and signing and first release of grant to be initiated for tendering, procurement and commencement.

Carpentaria Shire (ATSI TIDS)

Coordinating with Carpentaria Council to work collaboratively on targeted road upgrades.

ACTION ITEM

EMIWP – With EMCS, review the outsourcing options for the Post Office and Workshop.

ACTION ITEM

EMIWP – To support community to understand animal ownership responsibilities through posters and education campaigns.

Council stopped for morning tea 12.20pm

Council resumed at 12.45pm

e) Community Services

Ms. Vick, EMCS, presented an update:

Overview

This has been a busy time period with many changes across the services.

Aged Care

Wednesday 2nd May – Mayor, HR Manager and EMCS attended a staff and residence meeting to discuss changes at Aged Care.

Kowanyama aged care was given a notice of non-compliance – *See Notice of Non Compliance*

Aged Care underwent a Quality Review on the 9th and 10th of May – exit meeting indicated that while outcomes are still not met they are very pleased with progress and changes will continue to support us moving forward.

Monday 14th May 2018 response to Notice of Non Compliance completed and sent. Acknowledgement received.

Cooks will benefit from ongoing training and support both across nutritional meal preparation and implementation of an accredited food safety program.

We are currently in discussion with QLD Health to undertake a partnership as outlined in.

The services of an aged care consultant are being sought to assist with achieving a positive outcome.

Position Description for Aged Care Manager has been reviewed and will be advertised urgently. This is a complex position with a high understanding of Quality Framework a necessity.

Playgroup

All reporting obligations are complete at this time.

Centrelink

Monthly Reporting has been undertaken.

Women's Shelter

Overall the staff has now settled with new changes and they have taken on more responsibility within their roles.

The Coordinator meets weekly with EMCS to develop the framework and move towards a successful Quality review in late June.

All reporting obligations are complete at this time.

Sport and Recreation

The MPC Manager has resigned his role. The Position Description has been updated and the role will be advertised shortly.

All reporting obligations are complete at this time.

Community Policing

Community is currently awaiting the arrival of a new Officer in Charge. EMCS plans to meet with OIC shortly after their arrival to plan a collaborative approach to the Community Policing program.

Post Office

Considerable cash transfers are being made to ATM to keep well it well stocked and without banking being undertaken by local business at the post office we continue to have to bring cash in. Merchandise has been ordered for the Post Office and a meeting will be held on Thursday with David Jack and Morgan Roddick whom we plan to have involved in a project to improve the business outcomes of the Post Office.

Disaster Management Coordination

On the 31st of May EMCS will attend training in Advanced Meteorology to assist in Disaster Management and on 12th of June a Debriefing for TC Nora will be held in Cairns at the DDMG with CEO and EMCS planning to attend at this time.

f) Human Resources

Ms. Delaney, EMHR, presented an update:

Executive Summary

Staff numbers: 121

Current advertised Vacancies: 5

Current Workers Compensation Claims: NIL

Key Details

- Current vacancies:
 - Carpenter
 - Workshop Manager
 - Accounts Receivable
 - Executive Manager Finance
 - Aged Care Services Manager
- Appointments:
 - Animal Control/Environmental Health – Nigel Coleman
 - Administration Traineeship (Cairns Office) – Lynell Richards
- Training:
 - Fraud and Corruption Awareness – on-line to commence May 2018
 - Cert III Environmental Health – June 2018
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	6 (1)	Airport	3
Kowanyama Admin	9	Batching Plant	1
Cairns Admin	7 (1)	Post Office	2
Building Services	9 (1)	Accommodation	7
Parks And Roads	5	Radio Station	2
Centrelink	1	Women's Shelter	5
Community Police	2	Child Care	6
Electrical	1	Multipurpose Centre	13
Essential Services	5	Aged Care Facility	15 (1)
Purchase Store	4	Environmental Health/Animal Control	2
Workshop	5 (1)	Land And Sea Office	11

- Policies due for review
 - Code of Conduct: review date 17 May 2018

6) Agenda Reports

a) Complaints Policy

Ms. Wiggins, EMGO, presented the Complaints Policy.

<p>RESOLUTION – Complaints Policy</p> <p>That Council adopts the Complaints Policy as presented.</p>	<p>Moved Cr Fry</p> <p>Seconded Cr Teddy</p> <p>MOTION CARRIED,</p>
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	All in Favour
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7) Closed Business

<p>RESOLUTION – Closed Business</p> <p>Move into Closed Business 2:40pm</p> <p>That in accordance with s275 of the Local Government Regulation 2012 it is resolved for the meeting to go into closed session to discuss:</p> <ul style="list-style-type: none"> • Bakery Expression of Interest • Café Expression of Interest • Freight Expression of Interest 	<p>Moved Cr Teddy, Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Moved Out of Closed Business at 4:03pm</p> <p>The Council resolve to move out of Closed Business.</p>	<p>Moved Cr Fry, Seconded Deputy Mayor Dick</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Bakery Expression of Interest</p> <p>The Council endorse the Bakery Tender Report and award the lease to Don Stephens, giving CEO authority to negotiate the terms of the lease.</p>	<p>Moved Mayor Yam, Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Café Expression of Interest</p> <p>The Council endorse the Café Tender Report and award the lease to Kowanyama Sport and Recreation Association, giving CEO authority to negotiate the terms of the lease.</p>	<p>Moved Mayor Yam, Seconded Cr Teddy</p> <p>* A MPI was declared by Deputy Mayor Dick and she left the room for the duration of the discussion.</p> <p>** Cr Fry declared a conflict of interest and remained in the room.</p> <p>MOTION CARRIED, 4 in favour, 1 abstained</p>
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<p>RESOLUTION – Freight Expression of Interest</p> <p>The Council endorse the Freight Tender Report and award the lease to Tuxworths, giving CEO authority to negotiate the terms of the lease.</p>	<p>Moved Mayor Yam, Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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8) Other Business

Council Meeting Closed 4:23pm