



KOWANYAMA ABORIGINAL  
SHIRE COUNCIL

**Council Meeting Minutes**

17 April 2019 | 10.02am –  
2.00pm

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Kowanyama Chambers Room  
and Cairns Board Room

**Present:**

**Councillors**

Mayor Michael Yam (Chair)

Cr Aaron Teddy

Cr Wendy Wust

Cr John Fry

**Executive**

Katherine Wiggins, A/CEO and Executive Manager Governance and Operations (EMGO)

Andrew Hay, Executive Manager Finance (EMF)

Tom Corrie, Executive Manager Infrastructure, Works and Projects (EMIWP)

Chris Delaney, Executive Manager Human Resources (EMHR) departed at approx. 10.30am.

**Apologies**

Deputy Mayor Territa Dick

Michelle Vick, Executive Manager Community Services (EMCS)

**1) Welcome & Apologies**

The Mayor welcomed Councillors to the meeting.

**2) Presentation by Beasley Civil and Training, Gavin Wright, Vandy Beasley and Janelle.**

**3) Updates to Councillor Register of Interest or Related Parties**

Nil

**4) Minutes from Previous Council Meetings**

Ms Wiggins presented the previous minutes and relayed the actions to the Councillors.

<p><b>RESOLUTION – Minutes</b></p> <p><b>Minutes for March 2019 Council Meeting</b></p> <p>That the minutes of the March 2019 Council meeting be adopted as true and accurate with changes to be made regarding the apologies.</p>	<p><b>Moved Cr Fry</b></p> <p><b>Seconded Cr Yam</b></p> <p><b>MOTION CARRIED,</b></p> <p><b>All in favour</b></p>
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Mr Corrie provided an update regarding the swimming pool and stated that there have been issues with the infrastructure due to the structure being old. Mr Corrie stated that he will approach a consultant to gain details on what is required to bring the asset to a usable condition.

Ms Wiggins stated that the scope of works should be added to the Project Assessment Tool for further consideration, and if that is needed, council could consider funding the repairs prior to the 2019-2020 budget due to the community need for a pool. Ms Wiggins also stated that if the swimming pool is closed that the community is informed.

Cr Fry asked Mr Corrie to ensure that the internal fence is secure around the perimeter. Mr Corrie advised Cr Fry that he would ensure it is secure ASAP.

**Action Item**

EMIWP to ensure the fence at the swimming pool (external & internal) is fixed and secure as a matter of urgency

**5) Action Items from Council Meeting**

- a) Ms Wiggins presented the actions from the February Council meeting.
- b) Ms Wiggins presented the "All Current Action Items".

**6) Information Reports**

**a) CEO Update**

**Advocacy**

- Mr Mayor, Cr Fry and A/CEO met with Minister Ryan (our Government Champion) and police representatives on Tuesday 9 April. The following items were discussed:
  - Men's Shed Power – A funding gap has been identified between our original scope of works for solar power and the required mains power connection. The Minister will raise further with our government Champion Damien Walker to review whether Ergon would consider reviewing the cost of mains power.

• **Action Item** Office of the CEO to ask other organisations within community for letters of support in regards to additional funding for Men's shed power.

- Alcohol Management Plan (AMP) – Council stated that a review of the AMP was required as the current plan criminalizes community members, stunts the economy and provides a demand for sly groggers. It was agreed that council will work with the Justice Group to develop alternative models for further consideration.
- Housing – Council stated that there were frustrations due to the ongoing delay with the funding required for housing and the stalemate between the state and federal government.
- Pama Futures – Council stated the concerns in regards to the Pama futures model bypassing local government.
- One Claim – Council stated concerns with the One Claim matter and the threat to our local PBC.
- A/CEO Wiggins and Cr Wust attended the Torres and Cape Indigenous Council Alliance in March. Minutes to follow once issued by the TCICA.

## **RISE Memorandum of Understanding (MOU)**

Following the discussions at the March 2019 Council Meeting a partnership Memorandum of Understanding (MOU) was endorsed with RISE in late March. The A/CEO has agreed a review of the MOU with RISE within three months to ensure it meets council and community needs.

## **Executive Team update**

An Executive Team meeting was held on Tuesday 9 April. The following matters were discussed at the meeting:

- Budget Development 2019-2020 – It was agreed that there would be further opportunities for input from the Executive Team and Councillors. Key dates:
  - 24th May 2019 Finance completes Draft and Review
  - 31th May 2019 Executive Review of Draft Budgets Complete.
  - 7th June 2019 Budget workshop with Mayor/Deputy Mayor & CEO/Executives
  - 21st June 2019 Endorsement by the Mayor to the Council Meeting for Endorsement
- Operational Plan development 2019-2020 – The Operational Plan will need to link to the budget and endorsed at the same time. Executives will be provided an opportunity to review the KPIs in the Operational Plan
- Iterra System – To provide telecommunications during outages. Possibility to link to ATMs to allow community members to withdraw money during outages. Grant submission will be completed for the system.
- Capital Budget Requests – Project Assessment Tool to be completed prior to any Capital Works being undertaken to ensure meets needs of council
- Swimming Pool – A priority to ensure swimming pool maintenance needs are incorporated into budget discussions.
- Swimming pool hours also need to be publicised.

Cr Fry queried the Parks and Gardens funding. EMIWP stated that the current funding is restricted to a short term grant and we may need to look at other grant opportunities.

### **Action Item**

EMIWP review grant funding for the Parks and Gardens workers.

## **b) Finance**

Mr Hay presented the finance report.

Key points from the February 2019 YTD report are as follows:

- net result is a \$464k deficit, this is \$634k less than budget
- actual net income is \$28,321, this is \$2,190k lower than budget

- actual expenditure is \$28,695, this is \$1,555k lower than budget
- Untied Cash Funds balance is \$5,171k

Mr Hay also noted that the auditors will be onsite in late April and August 2019.

Ms Wiggins queried whether council wished to purchase a new batching plant for the new financial year or whether council would be keen to tender for a supplier to provide batching plant requirements. Mr Mayor stated that ideally council should purchase a batching plant, but that this could be reviewed in the 2020-2021 financial year. It was agreed that for this 2019-2020 financial year council will tender for a supplier to provide batching plant works.

**Action Item**

EMIWP to progress tender of the batching plant ASAP.

**Action Item**

EMIWP to work with EMGO regarding the feasibility of moving the batching plant away from Magnificent Creek and purchasing our own equipment for the 2020-2021 financial year.

Cr Fry raised the potential issue regarding the need for contractors to have access to concrete in the next two weeks.

**Action Item**

EMIWP to contact Wren Constructions to confirm whether they can meet the immediate concrete needs.

**c) Infrastructure Works & Projects**

Thomas Corrie provided an update on Infrastructure Works and Projects. Mr Corries stated that all departments within the Infrastructure Portfolio are continuing to implement improved productivity strategies with outstanding results. The wet season has impacted the Departments reliant upon regular supply of materials and spare parts. Implement an ongoing monthly Line Managers meeting to address and/or inform each Departments weekly tool box meeting.

**Works -Roads**

Planning for the 19/20 Roads program needs to commence, JRG still have complete the carry-over from 16/18. Council were notified by the Commonwealth of any increase for our Roads to recovery funding of \$157k for the new allocation of \$787154k for the 19/20-23/24 financial years.

Mr Corries stated that Council will need to look increasing its plant and machinery to include a Multi-tyre combination roller and possibly a 30-40t excavator to meet the full needs of road work within the region. These outlays can be built into the forward program. Planning needs to reflect this capacity.

Mr Corrie provided an update regarding the excavator and that we need to look at a trade in for a more suitable piece of equipment. Mr Mayor agreed on this in principle with Mr Corrie.

Training of local workers/operators needs to be undertaken before KASC can undertake works on its own, partnerships with local and external contractors will facilitate this skills and knowledge transfer to Council staff.

### **Works - Building Services**

Building Services team have made outstanding progress on the BAS responsive maintenance,

Responsive Maintenance - 25-30 new jobs on BAS portal per week, KASC building team and external contractor completing works, propose KASC explore employment of another full time qualified carpenter to assist Supervising Carpenter with R&M and Council building works. Provides capacity for another supervisor for a local apprentice.

17/18- 18/19 LHA upgrades - 6 to complete, possible carryover 3 upgrades into 19/20

16/17-17/18 NAPARI upgrades - completed, program finalised.

Ms Wiggins stated that there have been marked improvements in the building team and that this had been noted by Building and Asset Services. Ms Wiggins thanked the building team with special thanks to Acting Building Services Manager,.

#### **Action Item**

EMIWP to begin recruitment with EMHR for an additional carpenter.

**Training Centre Accommodation** – 90% complete, internal kitchen and laundry to complete

**Men's Shed** – 80% complete, plumbing septic tanks outstanding, mains power review continues

**Airport Terminal Stage 2** - concept drawings presented, surveyor attended and completed

**Indigenous Communities Critical Infrastructure Program** - Project Manager and KASC are working with the Department for clarification, new quotes to be provided for Council review. Department have provided new Contract Manager for KASC to submit Project management Plans.

Andrew Healey, Essential Services Manager/Internal Project Manager liaising with Paul Cleminson (DLGRMA) in relation to submitted Project Management Plans.

**Workshop** – booking calendar and work flow chart developed, parts availability impacting on work and turnover in workshop, Workshop Manager Position needs to be finalised.

**Airport** – Airport team currently servicing on average 7-8 aircraft per day, Aircraft refuel truck is ageing and requires major fit-out and service, maintenance around runway and apron needs to be undertaken on weekends (no scheduled flights) to minimise bird hazards.

Fit for purpose vehicles required to service airport include Safety Vehicle (4WD twin Cab Tray Back) can utilized as emergency passenger assist (departure gate to plane vice a versa) requires UHF & VHF radios, full length hazard lights (flashing orange and white), light bar, spotlights and search light, multi squelch bird siren, tow bar and bull bar.

Foreign Object Debris – attached for review is a report and quote to obtain a FOD BOSS for the airport. The current procedure uses a stiff bristle street sweeper operated by a tractor

PTO, this process is causing damage to the runway and apron by lifting the blue metal off the sealed areas, thus weakening the sealed sections and leaving small loose gravel in the take-off and landing zones. This is a hazard for all aircraft which could cause damage to planes, tarmac and possible accidents. The FOD BOSS completely reduces the damage to the sealed sections as it does not sweep the surface with stiff bristles but removes all loose stones and other FOB capturing it in the secure unit.

**Cr Aaron Teddy left the room at 11.24am.**

**Lands Office/ Carbon Project** – We have been working on a concept that will provide capacity for the Carbon Project to purchase another vehicle for the project. The process was to reallocate one of the ranger roles to the Lands Office and those wage savings will have generated the value for the vehicle. The position had been reallocated in October and as such the savings in the Carbon budget should provide for the vehicle. We are currently searching for appropriate vehicles sourcing quotes.

28<sup>th</sup> April 2019 the mapping carbon meeting will occur.

**Action Item**

EMIWP to increase the security at the Contractors Camp, for example installing motion sensing lights.

**Action Item**

EMIWP to chase up with JRG Civil regarding the maintenance to roads especially Topsy and South Mitchell.

**Action Item**

EMGO to work with EMIWP regarding the leasing of land to Thomas Hudson and the fee involved.

**Action Item**

EMCS to work with community regarding NAIDOC event and collaborate with other Executive managers as required.

Ms Wiggins enquired whether the contractors had sufficient accommodation in the coming weeks. Mr Corrie stated that HC construction and Barto's do not require additional accommodation but Keiza do as they are accommodated in a two bedroom donga.

**Action Item**

EMIWP to work with EMF including Building Services Manager to raise a report for a Special Council Meeting on 24<sup>th</sup> April 2019 regarding the accommodation location for contractors.

Cr Fry stated to Mr Corrie that the Building Services Team has done a great job regarding the BAS jobs and finance team in processing payments and to convey his remarks.

**Mr Corrie left the room at 11.43am.**

#### **d) Community Services**

Ms Wiggins presented the community services report on behalf of Mrs Vick. Ms Wiggins stated that the Community Services Team is working well together. March saw the kickoff of monthly team meetings for the Line Managers. This is an opportunity for Line manager to share experiences, provide support and knowledge to each other and to collaborate and intertwine services to identify and close gaps for members of community.

Aged Care – Aged Care has seen considerable growth and request for services with 16 new admissions to date this year. A further Aged Care Quality and Safety Commission will attend Kowanyama Aged Care to undertake a contact visit to our service to review ongoing compliance. We foresee a new aged care cook and mentor to our staff has commenced he has 15 years previous remote indigenous experience.

NDIS application has been submitted through Human Services Quality Framework and we are awaiting for formal approval. Collaborations have commenced with NDIA as they provide formal support during transition process from QCCP to NDIS.

Centrelink – Services continue to be provided as per service agreement.

#### **Action Item**

EMCS to provide a report regarding Centrelink, regarding staffing, issues and progress.

Women's Shelter and Play Group – In addition to normal Play Group operations staff are busy running the School Holidays Program in Partnership with our Sports and Recreation Program.

First Aid & CPR Training with TAFE has been arranged for staff in May.

1 Womens Shelter Staff Member travelled to Cairns to undertake safe TALK Suicide Awareness Training in March. Womens shelter is preparing to be audited for Quality Review under the Human Services Quality Framework in June – This is a busy time for the Coordinator and the Community Services Team is working collaboratively with her to support this important undertaking.

#### **Womens Meeting Place**

Council has negotiated with DATSIP to project manage the construction of the Women's Meeting Place. They will undertake project management in consultation with community and council. This is due to the high volume of works being undertaken in this financial period and the expectation that work will continue to grow as the roads open up.

Post Office – Post Office Position interviews undertaken 10 April 2019 Successful candidate to be advised. Update – Teddy Bernard was the successful candidate and starts 17<sup>th</sup> April 2019.

Sport and Recreation and Youth Engagement – Eight men from community attended for some QRL/NRL training courses in Cairns and all men completed the training making us the only community in the Cape/gulf self-equipped to host and facilitate its own rugby league clusters/carnivals. All participants enjoyed the training and this was a huge step in building sustainable rugby league programs in Kowanyama.



Service delivery of planned sessions was affected due to a large amount of Sorry Business.

Pool Closure - At this time the pool has had to be closed until further notice due to failing and aged infrastructure.

**Action Item**

Executive Managers to ensure there are two people within the Post Office at all time.

**Action Item**

EMCS to ensure that Post Office Manager notifies when staff have not arrived so that EMCS can find a replacement.

**Action Item**

EMHR to work with EMCS to provide Post office training to additional staff that can be utilised on an on call basis.

**Action Item**

EMCS to work with Sport and Recreation Manager regarding scheduling, communication of events and rostering of staff.

Ms Wiggins stated that, to ensure council and contractors have the capacity to undertake activities, capital works should be scheduled in a calendar throughout the year so that high activity times could be identified.

Cr Wust expressed her concern regarding no priest in Kowanyama, Ms Shaw then provided correspondence to Ms Wiggins regarding a new priest being provided to Kowanyama. No name or start was advised in the correspondence.

**Action Item**

EMGO to review lease of Coffee Shoppe and also employment clauses.

**Action Item**

EMCS to follow up with Sport and Recreation Manager regarding the new date of the football carnival.

**Action Item**

EMCS to provide an update regarding the naming options of the football field.

**Action Item**

EMHR to work with EMIWP to follow up with RISE regarding the entrance of the cemetery and ensuring it is secure from livestock.

**Mayor Yam left the room at 12.06pm and returned at 12.08pm.**

**e) Human Resources**

Ms Delaney provided the following update:

Staff numbers: 135

Current advertised Vacancies: 7

Current Workers Compensation Claims: nil

**Key Details**

- Current vacancies:
  - Chief Executive Officer – negotiations in place
  - Groundsperson – Swimming Pool and Recreation Precinct – *interviews scheduled*
  - Community Police – *awaiting interviews*
  - Post Office Assistant – *interviews conducted 10/04/19, recommendation made*
  - Bakery Assistant – *On Hold until Bakery Manager commences*
  - Traineeship – Essential Services Officer – *interviews scheduled for 15/04/2019*
  - Animal Management Officer
- *New Appointments:*
  - Bakery Manager – Friedrich Wipker commencing 6 May 2019
  - Aged Care Cooking & Food Safety Mentor – Paul Weiser commenced 08 April

EMHR stated the hurdles involved with providing training to the community such as attendance at training and low standards of numeracy and literacy.

**Action Item**

EMGO to advocate with the Department of Education regarding the low standards of numeracy and literacy of school leavers.

**Lunch pm**

**Council meeting resumed at pm**

**7) Agenda Reports**

**a) 2019 Operational Plan Quarter 3 Review**

Ms Wiiggins presented the review of the Operational Plan. Ms Wiggins stated that the purpose of an Annual Operational Plan is to set the projects that Council employees will be working on during the year to ensure that employees can effectively plan projects and to ensure council employees use resources as agreed by the Council. The projects contained

in the Operational Plan are linked to the annual budget (which also needs to be approved by council).

As per the Local Government 2012 Regulations, every three months (a quarter) the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan.

Self-assessment updates from the Executive Managers have been provided and averages have been calculated, as below:

Office of the CEO - Department Average	67%
Community Services - Department Average	66%
Finance - Department Average	66%
Governance and Operations - Department Average	76%
Human Resources - Department Average	76%
Infrastructure, Works and Projects -Departmental Average	58%
<b><u>Whole of Organisation Average</u></b>	<b>68%</b>

<b>RESOLUTION - That Council endorse the 2018-2019 Operational Plan Quarter 3 (Q3) review (1 January – 31 March 2019)</b>	<b>Moved Cr Yam</b> <b>Seconded Cr Wust</b>  <b>MOTION CARRIED,</b> <b>All in Favour</b>
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## 8) Closed Business

<b>RESOLUTION – The Council moves into Closed Business.</b>	<b>Moved Cr Teddy</b> <b>Seconded Cr Yam</b> <b>MOTION CARRIED,</b> <b>All in Favour</b>
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<b>RESOLUTION – The Council moves out of Closed Business.</b>	<b>Moved Cr Yam</b> <b>Seconded Cr Teddy</b> <b>MOTION CARRIED,</b> <b>All in Favour</b>
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**8a) Prequalified Supplier – Occasional Plant Hire 2019-2021**

<p><b>RESOLUTION – That Council resolve to enter into Prequalified Supplier Arrangements for the following suppliers for a period of two (2) years:</b></p> <p><b>Wet Hire:</b></p> <table border="0"> <thead> <tr> <th><b>Rank</b></th> <th><b>Supplier</b></th> </tr> </thead> <tbody> <tr><td>1</td><td>Kowanyama Hire Pty Ltd t/as Hudson Hire</td></tr> <tr><td>2</td><td>N J Curnow</td></tr> <tr><td>3</td><td>Al's Grader Hire</td></tr> <tr><td>4</td><td>Arkey Haulage Pty Ltd</td></tr> <tr><td>5</td><td>Griffith Patrick</td></tr> <tr><td>6</td><td>Civil Teknix Pty Ltd</td></tr> <tr><td>7</td><td>RC &amp; KR Mahoney</td></tr> <tr><td>8</td><td>DJ &amp; DS McLean</td></tr> <tr><td>9</td><td>Gregg Construction</td></tr> <tr><td>10</td><td>Wren Construction</td></tr> <tr><td>11</td><td>ALJ &amp; CA Evans</td></tr> <tr><td>12</td><td>Tom's Tonkas Pty Ltd</td></tr> </tbody> </table> <p><b>Dry Hire:</b></p> <table border="0"> <thead> <tr> <th><b>Rank</b></th> <th><b>Supplier</b></th> </tr> </thead> <tbody> <tr><td>1</td><td>Kowanyama Hire Pty Ltd t/as Hudson Hire</td></tr> <tr><td>2</td><td>Al's Grader Hire</td></tr> <tr><td>3</td><td>Tutt Bryants</td></tr> <tr><td>4</td><td>Hastings Deering</td></tr> <tr><td>5</td><td>Coates Hire</td></tr> <tr><td>6</td><td>Wren Construction</td></tr> <tr><td>7</td><td>Brooks Hire</td></tr> </tbody> </table>	<b>Rank</b>	<b>Supplier</b>	1	Kowanyama Hire Pty Ltd t/as Hudson Hire	2	N J Curnow	3	Al's Grader Hire	4	Arkey Haulage Pty Ltd	5	Griffith Patrick	6	Civil Teknix Pty Ltd	7	RC & KR Mahoney	8	DJ & DS McLean	9	Gregg Construction	10	Wren Construction	11	ALJ & CA Evans	12	Tom's Tonkas Pty Ltd	<b>Rank</b>	<b>Supplier</b>	1	Kowanyama Hire Pty Ltd t/as Hudson Hire	2	Al's Grader Hire	3	Tutt Bryants	4	Hastings Deering	5	Coates Hire	6	Wren Construction	7	Brooks Hire	<p><b>Moved Cr Fry</b> <b>Seconded Cr Wust</b></p> <p><b>MOTION CARRIED,</b> <b>All in Favour</b></p>
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**8b) Occasional Plant Hire Tender Report 2016-2018**

<p><b>RESOLUTION – That Council endorse the extension of the occasional Plant Hire Tender Report 2016-2018 to 30 June 2019.</b></p>	<p><b>Moved Cr Yam</b> <b>Seconded Cr Fry</b></p>
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	<b>MOTION CARRIED,</b>
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**8c) Wren Construction Contracts Exceeding \$200,000**

<b>RESOLUTION – That in line with Council’s financial delegations Council endorse payment of \$265,744.21 to Wren Construction for works undertaken in 2018.</b>	<b>Moved Cr Fry</b> <b>Seconded Cr Yam</b>  <b>MOTION CARRIED,</b> <b>All in Favour</b>
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**Action Item**  
Office of the CEO to review the reporting structure of the Contractor Camp bookings and determine, as it is an enterprise, whether it would be beneficial for it to report to Finance or Office of the CEO

**Action Item**  
EMF to review the outstanding Contractors Camp debtors and liaise with the Office of the CEO with the next steps

**8d) CEO Appointment**

Nil resolution – will be added to the agenda to the Special Council Meeting Wednesday April 24<sup>th</sup> 2019.

**9) Other Business**

**Cr Wust raised whether it was known if the Safe House is to continue to be managed by an external organisation.**

**Action Item**

EMCS to identify the current funding arrangements for the safe house

**Council Meeting Closed at xx pm**