



KOWANYAMA ABORIGINAL SHIRE
COUNCIL

Council Meeting Minutes

18 January 2022 11:43am – 2:42pm

Kowanyama Chambers Room and
Cairns Board Room

Present:

Councillors

Mayor Robbie Sands (Councillor) – Cairns Boardroom

Deputy Mayor Cameron Josiah (Councillor) – Cairns Boardroom

Cr Teddy Bernard (Councillor) – Cairns Boardroom

Cr Jacob Elroy Josiah (Councillor) – Cairns Boardroom

Cr David Jack (Councillor) – Kowanyama Boardroom

Executive

Jacqui Cresswell, Chief Executive Officer (A/CEO) – Kowanyama Boardroom

Chris McLaughlin, Acting Executive Manager Governance and Operations (A/EMGO) – Cairns Boardroom

Kate Hams, Acting Executive Manager Community Services (A/EMCS) – Kowanyama Boardroom

Jacqui Cresswell, Executive Manager Roads, Infrastructure & Essential Services, (EMRIES) – Kowanyama Boardroom

Nicola Strutt, Acting Executive Manager Finance (A/EMF) – Cairns Boardroom

Caroline Smith, Acting Executive Manager Human Resources (A/EMHR) – Cairns Boardroom

Apologies:

Kevin Bell, Executive Manager Community Services – on leave

Meeting Commenced: 11:43am

1) Welcome

The Mayor welcomed Councillors and Executive Team to the January Council Meeting. Mayor Robbie Sands acknowledged David Jack as the incoming new councillor for Kowanyama Aboriginal Shire Council and welcomed him to the team.

2) Declaration of Office – New Councillor – Cr. David Jack

As per the Local Government Act 2009, a councillor needs to make a declaration of office within 1 month of being elected. David Jack was successfully elected on Saturday 15 January 2022.

Lead by the acting CEO (Jacqui Cresswell), David Jack stated the following words:

I, David Jack, having been elected as a Councillor of the Kowanyama Aboriginal Shire Council, declare that I will faithfully and impartially fulfil the duties of the Office, in accordance with the local government principles under the Local Government Act 2009, to the best of my judgment and ability.

David Jack will also be required to complete the register of interest form and provide a brief bio for the Council website.

3) Minutes from previous Council meeting (December)

RESOLUTION – Minutes Minutes from Ordinary Council meeting 16 December 2021 be adopted as true and accurate	Moved: Cr Jacob Elroy Josiah Seconded: Cr Cameron Josiah All in favour MOTION CARRIED:
---	---

A/EMGO advised applications for the community forum is on the Council website.

4) Action Items

Action Items register was noted and tabled. All OK – keep progressing on the “in progress” actions.

5) Reports

a) Chief Executive Officer (Acting)

i) Information Report

Jacqui Cresswell, A/CEO presented a verbal information report:

- Monsoon trough – Kowanyama had a lot of rain. The cyclone passed community with no impact.
- 2 positive CoVid19 cases in community – Rapid Antigen Tests (RAT) are required to be sourced.
- Damien Walker Director General (DG) has given \$10k for care packages in community
- Vaccine updates – 94% double vaccinated and 83% 1st dose. 200 vaccinations in the last week.
- Kevin Bell, EMCS will be back from leave next week.

ii) Agenda Report – Contracts Exceeding \$200k

Jacqui Cresswell, EMRIES/A/CEO presented Agenda Report to Council:

As per Council’s Procurement Policy, the Chief Executive Officer’s financial delegation is \$200,000 and transactions that total in excess of \$200,000 for a particular company, over a year, require Council’s endorsement.

Council has requested Barto’s Constructions, CHC Constructions and Kieza Constructions to supply quotes for the construction of a new concrete driveway, and pads at the dump Council has received notification from DLGRMA that this project is fully funded under ICCIP. In servicing the needs of the community, the construction of a concrete circular driveway is to be constructed at the dump for ease of access for community members, as part of the dump refurbishment program, along with concrete pads for future transfer station items. The \$229,240.00 quoted by Kieza Constructions is the cheapest quote and is fully compliant with the design drawings. The costs of the project is fully funded.

RESOLUTION – Contracts Exceeding \$200,000 That in line with Council’s financial delegations Council endorse payment of \$229,240.00 to Kieza Constructions (Preferred Supplier – Concrete).	Moved: Cr Robbie Sands Seconded: Cr Jacob Elroy Josiah All in favour MOTION CARRIED:
--	---

b) Executive Manager Governance and Operations (Acting)

i) Information Report

Chris McLaughlin, A/EMGO presented EMGO information report:

- Executive Manager Corporate Services and Finance – recruitment is ongoing – expected to be filled Feb/March 2022.
- Community Forum – memberships now advertised – closes 28 January 2022
- Canteen Lease – KSRA lease has been signed
- Anglican Church Leases – deferred to community forum. Likely to come to the March 2022 Trustee Meeting.
- Cattle Company – Cattle muster 2022 Preferred Supplier Arrangement to soon be advertised Q2 2022.
- Audit & Risk Committee – A draft Audit & Risk committee calendar 2022 was developed between the committee Chair, A/EMGO, A/EMF in November 2021 for the 2022 calendar year. Five (5) meetings are planned for 2022 (Feb/May/Jun/Aug/Oct 2022).
- Carbon Farming Audit – Auditor appointed in December 2021. Audit expected to be complete in Feb 2022. Extension of time requested from Clean Energy Regulator from due date 01 Jan 2022 to 28 Feb 2022.
- Cairns Office Renewal – Cairns office has been renewed for a further 5 years from March 2022.
- ASA Lease – monthly update meetings ongoing. Expected relocation date June/July 2022.
- Business Continuity Management Framework – A Business Management Framework has been developed, comprising so far:
 1. Business Continuity Policy
 2. Business Continuity Plan – Pandemic
 3. Business Impact Assessment – Pandemic
 4. Risk Register
 5. Organisational Structure
- Operational Plan update – all Executive’s and Councillors were issued with a copy – report has been noted and tabled and open to questions.
- Community Safety Plan – changes to carriage limit within community. Chris McLaughlin summarised plan in presentation to Council (Content draft presented Vol. 2). Councillors to consider over the next month with a view to endorsement at the Feb OM. Following endorsement of a consultation draft. the next step would be the graphic design stage and then to be put on Council website and social media for 30 days.

Mayor said that Council need to engage with KSRA regarding “social reinvestment” into the community.

Mayor asked for more information/detail on Carbon Farming Audit.

A/EMGO advised that audits are done every couple of years. Photographs etc. are required to be kept. An audit has not been done for years – 30/6/22 was the deadline. Data to be gathered and will be completed by the end of February 2022.

Mayor would like to meet with the A/EMGO regarding the Community Forum.

Mayor would like to re-engage with the PBC. A meeting to be organised.

A/EMGO advised that the last letter was sent from the CEO mid-December 2021.

Action item: A/EMGO to set up meeting with Mayor re: Community Forum framework

Action item: A/EMGO to email PBC to set up meeting with Council

Report was noted and tabled.

ii) Agenda Report – Business Continuity Policy

Chris McLaughlin, A/EMGO presented Agenda report to Council:

Following conclusion of the Risk Register update in 2021, Council requires to have a Business Continuity Management Framework in place to help manage and mitigate HIGH to EXTREME risks identified in the Risk Register.

As part of that Business Continuity Management Framework, the Business Continuity Policy 2022 has been developed, under which individual Business Continuity Plans and Business Impact Assessments will be developed by administration to help manage and mitigate priority risks.

RESOLUTION – Business Continuity Policy That Council endorse the Business Continuity Policy 2022	Moved: Cr Robbie Sands Seconded: Cr Teddy Bernard All in favour MOTION CARRIED:
--	--

c) Executive Manager Finance (Acting)

i) Information Report

Nicola Strutt, A/EMF presented EMF information report to Council:

Key points from the December 2021 YTD report are as follows:

- net operating result (before depreciation) is a \$4,293K profit, this is \$1,848K better than budget
- actual net operating income is \$13,073K this is \$1,328K better than budget
- actual operating expenditure is \$8,780K this is \$519K better than budget
- Net Profit is \$45K, this is \$1,713K better than budget
- Untied Cash Funds balance is \$5,072K

Please note these comparisons are to the Budget 2021-22 as adopted at the June 2021 Special Meeting.

- New report has been developed for Capital Projects – A clearer and simpler spreadsheet summary for financial information.

Lunch Break: 12:56pm to 1:45pm

d) Executive Manager Roads, Infrastructure and Essential Services

i) Information Report

Jacqui Cresswell, EMRIES presented information report to Council:

- Roads – Emergency works and pre-cyclone cleanup continuing, road damage photos being stored ready for submission to QRA.
- Building & Essential Services - Plumbers and carpenters are continuing with BAS maintenance works, although timeframes are still problematic.
- Capital Projects – Duplex Construction – Both tenders have now been issued with works to commence in the dry.

- Major Projects – Family Bistro / Canteen renovation: Completed except for powder coated mesh to fencing and old air conditioning/plumbing cages (external to building, waiting for road opening)
- 27 Kowanyama St (Staff Housing) – Fencing and carport still to be done, on track for completion the start of 2022.
- Wet season Planning: Oriner’s Shelter, New social houses – awaiting on funding agreement, Women’s meeting place stage 2.

ICCIP:

- The redesign of the dump is now complete, wet season impacts are being monitored to see what further works may need to be undertaken.
- Award for access road construction is recommended later in this meeting.
- Tender closed 14 January for lining of sewage ponds, recommendation to be put forward in February meeting after assessment.
- Request for a design and construct of a new water testing lab at the water tower will be issued shortly so we can do more comprehensive water testing.
- Electrical – All generator servicing has been completed ready for storm season
- Airport – ARO and re-fuelling training completed with 5 new staff now being qualified to work airside. Airport Manager is currently on Annual leave with temp Chris Bernecic relieving in the position. Quotes are being sourced for fuel farm upgrade for submission to LGGSP funding round.
- Workshop – Contractor returned to community yesterday after Christmas break. Decision to be made whether to go for Expression of Interest to lease out the building and equipment or retain contract labour.

Mayor stated that the town roads are breaking up again after some wet weather.

Mayor advised that payments for private vehicles at the workshop should be paid upfront.

Cr Bernard asked what was happening with the wi-fi at the airport.

EMRIES advised that the wi-fi can’t be connected and IT are trying to sort a solution to be able to connect wi-fi at the airport.

e) Executive Manager Community Services (Acting)

i) Information Report

Kate Hams, A/EMCS presented EMCS information report to Council:

- Identified a systematic approach for better management of grants and budgets across Community services portfolio to be implemented by 1st Quarter 2022
- During this reporting period a key focus has been on Disaster Management – weather events and COVID 19
- Reduction of casual staff due to grant over expenditures
- Business continuity planning for Christmas Closure
- Offer received for 6-month extension of the Indigenous Sports and Recreation Funding provided prior to Christmas Closure
- NIAA Rangers grant received and executed prior to Christmas closure, agreement to commence 1st Jan 2022. The NIAA funding agreement secured a 7year investment of the program with capacity to deliver income generated activities.
- NIAA playgroup funding agreement received and executed prior to Christmas closure. The final 12-month commitment through NIAA for playgroups nationally.
- Aged Care – New Co-Vid19 public health directives were implemented to the aged care service and facilities during this period:

- Mandatory masks for all service delivery to aged care clients
- Mandatory Double vaccination compliance for all aged/disability staff
- Centre based large group services indoors suspended
- Entry restrictions to office, centre, and kitchen areas
- Sport & Recreation - The ISROP funding agreement was scheduled to cease 31st dec 2021. Planning had commenced prior to school holiday commencement for staff to take all leave entitlements before the contract ceased, however an offer from the Department was received to extend the ISROP service agreement until 30 June 2022.
- Implemented and delivered Christmas break school holiday programs extending the delivery from 10am-10pm.
- All staff had applied for leave in advance due to contractual end and school holiday program suspended from Christmas to new years.
- Recruitment of Playgroup services Team Leader
- Women's Services - This month, Kowanyama Women's Services and Kowanyama Community Cultural Support – Women's Group continued to work in partnership with the Youth services team to deliver a range of school holiday period activities with the aim to increase young women's attendance at the activities.
- Over expenditure identified and a reduction of casual workforce not required to deliver effectively on the service agreement was reduced to decrease the ongoing risk of over expenditure for the next reporting period.
- The Women's Shelter - Kowanyama Women's Shelter contract has been forced into over expenditure due to the misleading information by department of Child safety. Clients were referred to the services under false pretenses and extended accommodation of a family resulted in staffing levels for 2 months 24hour staffing.
- Centrelink - Two additional Centrelink support officers from the Cairns regional office attended the community to support Kowanyama residence access proof of COVID Vaccination. Workshops were hosted with workforce to assist with ongoing support at a community level.
- Contractual budget over spends were identified with a renewed focus for the contract in 2022 to grow the capacity of community members to utilize the self-service portals to reduce the staffing level to meet contractual obligations of part time.

ii) Briefing – COVID19 Quarantine Emergency Packs

Kate Hams, A/EMCS presented Agenda Report to Council:

As a critical response to ensuring the public health directive of Isolation post a positive rapid antigen or point of care test for COVID 19 (see below in italics), the KASC would like to donate 150 emergency packs to the household to limit the risk of a positive case entering the local retail shops to get emergency supplies before isolating. There are a number of support agencies designed to provide additional supports over the first 24hours that will ensure food, medical and social supports.

DIRECTION –ISOLATION FOR DIAGNOSED CASES OF COVID-19

Subject to paragraph 8, a **diagnosed person** must immediately upon being **informed** of their positive **COVID-19 test** result, travel by **private transport** or by transport arranged by government authority directly to **isolate** for a period of 7 days from the date of undertaking the test, or as otherwise directed by an **emergency officer (public health)** at:

- a. their **home**, where their **home** is no more than two hours of safe driving distance from where the **diagnosed person** is informed of their positive **COVID-19 test** result; or

- b. **place of accommodation**, or other suitable **premises**; or
- c. another **nominated premises** as otherwise directed by an **emergency officer (public health)**.

The KASC have also sourced the support of the Government Champion to relocate a commitment of \$10,000.00 for vaccination incentives be reallocated to the isolation incentive which would contribute the \$10,000.00 to the total costs of \$17,000.00 to reduce the total expenditure of KASC to \$7,000.00 formal confirmation of this reallocation is yet to be received.

<p>RESOLUTION – CoVid19 Quarantine Emergency Packs</p> <p>That pursuant to section 235(c) of the Local Government regulation 2012 (Qld), Council resolve to approve the purchase of grocery supplies to comprise CoVid19 emergency packs, from Community Enterprise Queensland to the sum of \$17,000 GST incl, in response to a genuine emergency (Covid19 pandemic).</p>	<p>Moved: Cr Robbie Sands Seconded: Cr Teddy Bernard</p> <p>All in favour MOTION CARRIED:</p>
---	---

Mayor – The aged and vulnerable – meet with clients and regular visitors to explain that access to Aged Care needs to be limited.

Mayor also mentioned that the playgroup funding is a concern.

A/EMCS explained that the funding for the playgroup will instead be through QLD Education for an early childhood / day care centre.

Mayor asked to look into Centrelink payments as a lot of young people are “dropping off” the system due to non-compliance. Need to co-ordinate in partnership with RISE and Centrelink.

Deputy Mayor said community need to encourage young locals to work through RISE in all Council areas. Get them jobs so they can then, in turn make their own money.

f) Executive Manager Human Resources (Acting)

i) Information Report

Caroline Smith, A/EMHR presented EMHR information report to Council:

- 161 staff employed with Council – vast majority are casuals.
- Current vacancies: Animal Management Officer, Executive Manager Corporate Services and Finance, Playgroup Team Leader, Airport Administration Officer, Governance Officer.
- New Positions: Casual cleaner for BAS Team and Casual Assistant Children’s Services Worker.
- Training – Currently in Planning:
 - o Essential Supervisory Skills and dealing with hostile and violent people workshops – early 2022.
 - o Literacy & numeracy (in conjunction with RISE)
 - o Cert III Conservation and Land management
 - o Cert I Maritime operations
 - o Agricultural Chemicals Distribution Control

Mayor requested a copy of the Employee Code of Conduct for Council workers. If fighting while in Council uniform, is there disciplinary action to be taken?

A/EMCS – formal complaints are to be issued – encourage community members to attend Council and put in a complaint formally.

Mayor would like to see an indigenous person at the front desk of the Cairns office.

A/CEO stated the reception position description has been changed to Finance Support Officer.

Mayor asked that the job be advertised as an “identified position” for indigenous people.

Meeting Closed: 2:42pm