



Council Meeting Minutes

18 April 2017

10.05 am – 1.15pm

Cairns Office, 50 Scott Street

Present

Mayor Michael Yam (Chair)

Deputy Mayor Territa Dick

Cr Colin Lawrence

Cr Wendy Wust

Cr John Fry

Chief Executive Officer Fabian Williams

Deputy Chief Executive Officer, Director Community Services Cameron Unwin (Via teleconference)

Corporate Governance, Katherine Wiggins

Manager Finance, Helen Taylor

Executive Assistant, Deborah Robinson

Apologies

Nil

1) Welcome and Apologies

The Mayor welcomed Councillors to the meeting.

There were no apologies noted.

2) Updates to Councilor Register of Interest or Related Parties

No updates were provided

3) Minutes from Previous Council Meeting

Cr Dick read through the March 2017 Minutes to Council.

Council agreed that due to the additional information now incorporated in the minutes only the Action Items and Resolutions were required to be read out.

10.10am - Deputy Chief Executive Officer, Director Community Services Cameron Unwin dialed in via teleconference.

RESOLUTION

Minutes for March 2017 Council Meeting

That the minutes of the March 2017 Council meeting be adopted as true and accurate.

Moved Cr Fry Seconded Cr Lawrence

MOTION CARRIED

4) Action Items from Previous Council Meeting

The CEO provided an update on the Action Items from the previous meeting. Updates as below:

- Update Action Item 1 23/03/16 follow-up - The Mayor stated that it was important for a community meeting to be held to discuss Katter leases and other Council business. The group agreed that the last week of May would be suitable for a Community Meeting to be held, either on a Monday or Tuesday.
- Update Action Item 2 23/3/16 follow-up – CEO to formalise community information session with Tracy Board in the next two weeks.
- Update Action Item 3 23/3/16 follow-up – Rates and levies costs to be explained to lease holders during community meeting.
- Update Action Item 5 23/3/16 follow-up – CEO advised that if a staff member needed to take extended leave they would need to contact Council to advise on the length of time they expected to be on leave. Positions may be filled by temporary or contract staff. Action to be closed out by next council meeting.

5) Departmental Updates

a) Office of the CEO

The CEO presented his April Departmental report. The CEO stated that this week Councillors will be attending a Planning and Training week in Cairns. On Tuesday (today) after the Council meeting council will be discussing the 2017/2018 Budget and Operational Plan to gain Council's thoughts on the direction of Council over the next year. The CEO also stated that during the week they will also be discussing the long-term 5 year Corporate Plan strategy and Corporate Structure.

The CEO further stated that on Wednesday Councillors will be attending the Elected Member Update LGAQ day from 8.00am – 5.00pm at Cairns Novotel Hotel and Resort, 122 Lake Street, Cairns. On Thursday a session will be held by the Department of Local Government Infrastructure and Planning (DILGP) at Council Office, 50 Scott Street, on Councillors and Senior Staff Role and Responsibilities.

Queensland Audit Office – 2015-2016

The CEO commented that now Council's Financial Statements for 2015-2016 have now been signed off staff are working with the Queensland Audit Office (QAO) to progress the finalization of our 2016-2017 statements. The QAO will be visiting the Kowanyama office and facilities on the 26th, 27th and 28th April to observe operations and request key documents such as procedures and financial transactions. The QAO will then visit the Cairns Office on the 2nd, 3rd and 4th May.

Valuations

The CEO stated that valuers visited Kowanyama the week of the 3 April 2017 to sight Council's Buildings, Roads, Water and Sewerage infrastructure assets. The valuers are currently finalising their report.

Internal Audit

The CEO stated that as per the Local Government Regulation for each financial year, a local government must undertake the following internal audit tasks (*these are in addition to the External Audit*):

- (a) prepare an internal audit plan
- (b) carry out an internal audit
- (c) prepare a progress report for the internal audit
- (d) assess compliance with the internal audit plan

An internal audit plan is a document that states the way in which the operational risks have been evaluated; the most significant operational risks identified from the evaluation; and the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.

Council has engaged Pacifica to undertake Council's Internal Audit duties. Pacifica have finalised the Internal Audit Plan for Council as attached at **Attachment 1**. Pacifica will initially be focusing on Cash handling – Council businesses/enterprises and Fraud & Ethical Conduct Review (including Fraud Risk Assessment). Pacifica will be visiting the Kowanyama and Cairns Council office in May 2017 to undertake the audit.

Oriners and Sefton Savanna Burning

The CEO stated that Council have reengaged Aboriginal Carbon Fund Limited (ACFL) to manage the project from March 2017 to 28 February 2018. The contract and project details is provided at **Attachment 2** for information.

Health Services

The CEO also stated that he is currently working with Queensland Health and other service providers to develop a health strategy for Kowanyama to further improve the facilities, services and programs. Once the strategy has been drafted it will be presented to Council for comment.

b) Finance Manager

The Finance Manager presented the finance report for the month of March and gave an overview as follows:

- Budgeted (expected) income was \$22,985,560
- Our year to date actual income is \$18,414,549
- Our year to date budgeted (expected) expenditure was \$18,337,585
- Our year to date actual expenditure is \$14,554,355

Council discussed the recent press in regards to the 2015-2016 Financial Statements. Council stated that despite the negative reporting Council was comfortable with the recent progress made in the finance area and again commended the finance team for their achievements.

Action Item – CEO to progress a media policy

Action Item – CEO to progress a debt collection policy

Action Item – CEO to present report on health services leases to June 2017 council meeting

Action Item – CEO to work with local stakeholders to encourage purchasing products within the community

Action Item – CEO to investigate the production of Kowanyama souvenirs to increase Council revenue and support local artists.

CEO discussed current enterprises and potential development to increase efficiencies and improve community service provision.

Council discussed the need for the further development of recreational facilities and services for young people to increase community connectedness, reduce offending behaviours and increase council revenue. Council agreed to deliberate further as part of Operational Plan 2017/2018 discussions.

Council adjourned for lunch 11.58am – 12.10pm

6) Closed Business Agenda Reports

RESOLUTION

Move in to Closed Business

That in accordance with s275 of the Local Government Regulation 2012 it is resolved for the meeting to go into closed session to discuss:

- a. The local government's budget

Moved Cr Fry Seconded Cr Lawrence

MOTION CARRIED

RESOLUTION

Move out of Closed Business

That Council move out of Closed Business

Moved Cr Fry Seconded Cr Lawrence

MOTION CARRIED

Action Item – CEO to work with staff to plan ceasing the provision of in-kind accounting services for third parties from the 2017/2018 financial year.

7) General Business

Via teleconference the Director Community Services & Deputy CEO presented potential logo designs for Kowanyama Aboriginal Shire Council.

Council agreed that further deliberations were required and nominated Deputy Mayor and Cr Wust to lead the process. It was agreed that the recommended logo be presented at a future Council meeting.

Action Item - Director Community Services & Deputy CEO to schedule a meeting between the logo designers, Deputy Mayor and Cr Wust to further discuss the new logo.

Action Item – CEO to provide plan showing timelines and progress of current projects.

Council Meeting Closed at 1.15pm