

# Council Meeting Minutes

## 29 June 2017

9.52am – 2.11pm  
Kowanyama Board Room

### **Present**

Mayor Michael Yam (Chair)

Cr Colin Lawrence

Cr Wendy Wust

Cr John Fry

Chief Executive Officer Fabian Williams

Corporate Governance, Katherine Wiggins (Videoconference)

Manager Finance, Helen Taylor

Nicola Strutt, Management Accountant

### **Apologies**

Deputy Mayor Territa Dick

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

Executive Assistant, Deborah Robinson

### **1) Welcome and Apologies**

The Mayor welcomed Councillors to the meeting.

#### **Resolution – Approved leave**

Cr Territa Dick be granted approved leave for this meeting.

**Moved Cr Fry, Seconded Cr Lawrence**

**MOTION CARRIED**

### **2) Updates to Councilor Register of Interest or Related Parties**

No updates were provided. Councillors have the opportunity to make disclosure during the meeting.

### **3) Minutes from Previous Council Meeting**

The CEO presented the May Council meeting minutes, noting key actions.

#### **RESOLUTION - Minutes for June 2017 Council Meeting**

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

**Moved Cr Lawrence Seconded Fry**

**MOTION CARRIED**

### **4) Departmental Updates**

#### **a) Office of the CEO**

The CEO presented his May Departmental report. The CEO provided an update as follows:

#### **Operational Plan and Budget**

Senior staff have been drafting the 2017-2018 Operational Plan and Budget. The Operational Plan and Budget focuses on 1) strengthening Council's financial and governance operations by providing clear financial goals and responsibilities 2) encouraging the growth of the local economy and 3) further collaborating with stakeholders to improve the social and emotional health of community members and council employees. The Draft Operational Plan and Budget are being presented later today.

#### **Community Meeting**

Council held a successful well attended community meeting on Tuesday 30 May 2017. The purpose of the meeting was to:

1. Provide an update to community members on Council's projects
2. To seek the community's view on our next Corporate Plan
3. For community agencies to provide updates

To further strengthen relationships with the community, we are keen to hold community meetings once every three months, as well as producing a community newsletter. Provisional dates are as below, we are keen to hear from Councillors whether these dates and times would suit:

- Tuesday 29<sup>th</sup> August – 5.15pm – 7.00pm
- Tuesday 28<sup>th</sup> November – 5.15pm – 7.00pm
- Tuesday 27<sup>th</sup> February – 5.15pm – 7.00pm
- Tuesday 29<sup>th</sup> August – 5.15pm – 7.00pm

Council agreed with the proposed dates.

### **Action Item**

**For CEO to coordinate the publishing of the Community meeting dates on the local notice boards.**

### Australian Local Government Association (ALGA) Annual Conference

The Mayor and Katherine Wiggins attended the ALGA, Canberra, on Monday 19 June – Wednesday 21<sup>st</sup> June. The purpose of the conference was to gain knowledge of national local government best practice and to meet with other local government leaders. The Mayor and Ms Wiggins, with the LGAQ, also met with Government Ministers to advocate for health, housing and employment needs in community. It was very productive few days and well worth attending. Successful motions put forward by other local councils included reducing the use of plastic bags & helium balloons (to protect the environment and sea-life) and moving Australia Day to a different date so all community members can celebrate. These motions will now be further considered by ALGA.

### Internal Audit – Cash Handling

Our Internal Auditors have now completed the cash handling review. The review has identified practical ways to safeguard employee and council safety when handling cash. The report will be provided to the next Audit and Risk committee. The internal auditors are now working on the fraud management component of the project.

### Mental Health Services

An article in the Cairns Post on Saturday 24 June highlighted the urgent need for improvements to mental health service provision in Kowanyama and other Cape York communities. This article has triggered more interest from Government departments and Ministers in efforts to reduce the impact of mental health. It is vital that this interest is supported by inventions that have a long-term sustainable impact and are driven by community and council (rather than state and federal government departments). To support this mental health has been extensively included within the draft Operational Plan 2017/2018, which will be discussed later on today. This will give Council a clear framework and strategy to advocate for over future months and years.

### Topsy Creek

There had been a delay to the Topsy Creek project as Traditional Owners were seeking additional information on the project and further discussions to allow the gazetting of a new road through Lot 20. Council has now received advised from the Department of Main Roads that they will cover the additional legal fees and so these negotiations can now commence with the Traditional Owners. A meeting with the PBC is currently been scheduled.

### Action Item Progress

There have been 17 Action Items from Council meetings (since Council started to capture the Action Items). 4 Actions Items have been completed and 13 are still in progress.

### Health Lease

At the May Council meeting it was agreed that Apunipima be requested to provide a health strategy prior to the health lease being further considered. These negotiations are still ongoing.

### **Finance Report**

Helen Taylor, Finance Manager, presented the June Finance report. Key points from the report were noted as follows:

- Our year to date budgeted (expected) income was \$26,184,071
- Our year to date actual income is \$20,052,602
- Our year to date budgeted (expected) expenditure was \$24,998,879
- Our year to date actual expenditure is \$17,315,528

Our net result variance to budget is a favorable \$1,551m, however this will swing significantly during June with the expenditure for Work for Queensland grant. Council continue to be in a good position to hit or exceed the budgeted \$100k surplus by the end of June.

### **5) Closed Business Agenda Reports 10.28am**

#### **RESOLUTION – Closed Business**

##### **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
- b. the appointment, dismissal or discipline of employees
- c. industrial matters affecting employees

**Moved Cr Fry Seconded Cr Lawrence**

**MOTION CARRIED**

#### **In camera session 10.30am**

All staff left the meeting other than CEO Fabian Williams.

**Katherine Wiggins, Helen Taylor and Nicola Strutt returned to the meeting at 12.01pm.**

**RESOLUTION – Closed Business**

That Council move out of Closed Business

**Moved Cr Fry Seconded Cr Lawrence**

**MOTION CARRIED**

**a) Operational Plan**

The Operational Plan was presented. Ms Wiggins stated that the purpose of an Operational Plan is to provide staff and Council a framework and direction to work towards during the year and also gives community members and stakeholders clarity on the position and projects that council is working towards.

Once an Operational Plan is endorsed, only the projects contained within it should be worked on by staff in that year. If additional projects are required an Operational Plan review should be conducted and re-endorsed by Council.

The draft Operational Plan is sectioned into five areas to reflect the new Corporate Structure:

- Office of the CEO
- Community Services
- Human Resources
- Finance
- Corporate Governance

The Operational Plan includes main objectives and Key Performance Indicators (KPIs) so that projects can be readily monitored throughout the year. The objectives will be built into the Position Descriptions of the new Executive Team so that the executive have clear roles and responsibilities and performance management of the team is more achievable.

Broadly, the projects contained within the operational plan aim to 1) stabilise Council's financial and governance operations by proving clear financial goals and responsibilities 2) encourage the growth of the local economy and 3) further collaborate with stakeholders to improve the social and emotional health of community members and council employees.

The items contained within the draft operational plan have been developed from the discussions in previous council meetings, using current best practice in local government and also hearing from key staff on the projects required in their areas.

**Resolution – Operational Plan 2017-2018**

That Council adopt the 2017-2018 Operational Plan as presented.

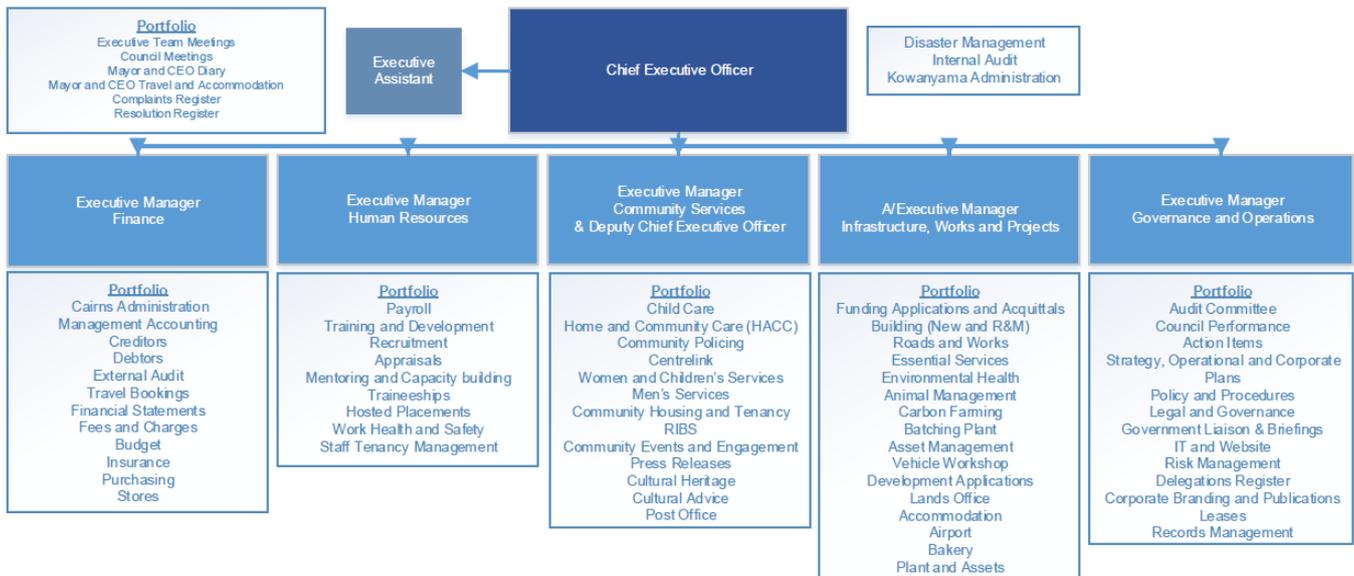
**Moved Mayor Yam Seconded Cr Wust**

**MOTION CARRIED**

**b) Corporate Structure**

**Resolution - Corporate Structure**

That Council adopt the Corporate Structure as presented:



**Moved Mayor Yam Seconded Cr Fry**

**MOTION CARRIED**

**c) Insurance**

**Resolution - Insurance**

That Council resolve to appoint QBE insurance as a sole supplier for the Industrial Special Rates insurance policy at a cost of \$508,710,00, and all other insurance quotes as stated in the Aon report “Kowanyama Aboriginal Shire Council Renewal Report 2017”.

**Moved Cr Lawrence Seconded Cr Fry**

**MOTION CARRIED**

**d) \$200,000 contracts**

**Resolution - \$200,000 contracts**

That Council endorse the following transactions over \$200,000:

AIRFUEL Total	\$	281,536.09
AON (Insurance)	\$	1,151,300.90
Australia Post	\$	3,699,250.00
BARTOS Plumbing - Repair and Maintenance	\$	250,754.51
Black and More	\$	540,184.12
ERGON ENERGY - POWER CARDS	\$	323,055.15
ERGON ENERGY - POWER CARDS	\$	301,600.04
ROYWOLF - SHIPPING CONTAINERS	\$	246,672.73
WREN	\$	1,456,625.06

**Moved Cr Lawrence, Seconded Cr Fry**

**MOTION CARRIED**

**e) Topsy Creek**

**Resolution – Topsy Creek**

That Council endorse the request to the Department of Transport and Main Roads, through to the Cape Indigenous Mayors Alliance (CIMA) for the reallocation of funding for Causeway No. 5 to Topsy Creek Access Road, Drainage and Sealing Works.

**Moved Mayor Yam Seconded Cr Fry**

**MOTION CARRIED**

**6) General Business**

**a) Budget**

Helen Taylor presented the draft 2017-2018 budget.

Ms Taylor stated that Council would convene again on the 19 July 2017 to endorse the budget.

Ms Taylor also provided the monthly finance update:

Key points from the report are as follows:

- Our year to date budgeted (expected) **income** was \$26,184,071
- Our year to date actual **income** is \$20,052,602
- Our year to date budgeted (expected) **expenditure** was \$24,998,879
- Our year to date actual **expenditure** is \$17,315,528

The net result variance to budget is a favorable \$1,551m, however this will swing significantly during June with the expenditure for Work for Queensland grant. Ms Taylor stated that Council continue to be in a good position to hit or exceed the budgeted \$100k surplus by the end of June.

**b) Audit and Risk Committee Meeting and Charter**

Ms Wiggins stated that Council was required to review and note the minutes of each Audit Committee to ensure Council was aware of discussions and actions. Ms Wiggins stated that the Audit and Risk Committee met in May and spoke to the minutes of the meeting and highlighted the new Charter which has amended the title of the “Audit Committee” to the “Audit and Risk Committee” to recognise the committee’s new obligation to progress the Risk Register.

**Resolution – Audit Committee Meeting and Charter**

That Council note the May Audit and Risk Committee Minutes and Charter

**Moved Mayor Yam Seconded Cr Fry**

**MOTION CARRIED**

**c) Asset Management Policy**

Fabian Williams presented the Asset Management Policy

**Resolution – Asset Management Policy**

That Council adopt Asset Management Policy

**Moved Cr Fry Seconded Mayor Yam**

**MOTION CARRIED**

**d) Email and Internet Policy**

Fabian Williams presented the Email and Internet Policy

**Resolution – Email and Internet Policy**

That Council endorse the Email and Internet Policy as presented.

**Moved Cr Wust Seconded Cr Lawrence**

**MOTION CARRIED**

**e) Recruitment Policy**

Fabian Williams presented the recruitment policy

**Resolution – Recruitment Policy**

That Council endorse the Recruitment Policy as presented.

**Moved Mayor Yam Seconded Cr Lawrence**

**MOTION CARRIED**

**f) Health Proposal**

The Council discussed the Health proposal received from Cr Wust.

The Council noted the mental health, social and emotional well-being has now been incorporate in the Operational Plan and further discussions of a future strategy were required.

**Council Meeting Closed at 2.11pm**