KOWANYAMA ABORIGINAL SHIRE
COUNCIL
Council Meeting Minutes
20 December 2017 | 10:09am – 12.56pm

Cairns Board Room and Kowanyama Chambers Room (via Videoconference)
Minutes of the Ordinary Meeting of the Kowanyama Aboriginal Shire Council

Present:

Councillors
Mayor Michael Yam (Chair)
Cr Aaron Teddy
Cr Wendy Wust
Cr John Fry

Executive
Fabian Williams
Chief Executive Officer / Executive Manager of Infrastructure, Works, & Projects (CEO)
Katherine Wiggins
Executive Manager of Governance and Operations (EMGO)
Tom Corrie
A/Executive Manager Community Services (A/EMCS)
Morgan Roddick
Executive Assistant (EA)

Apologies
Deputy Mayor Territa Dick
Helen Taylor
Executive Manager of Finance (EMF)
Chris Delaney
Executive Manager of Human Resources (EMHR)

Guests
Nil
1) **Welcome & Apologies**

The Mayor welcomed Councillors to the meeting. The Mayor stated that it had been a challenging but exciting year, with many achievements. The Mayor thanked his fellow Councillors, the Executive Team and all employees for their work and support during the year. The Mayor stated that he looked forward to 2018 and to working with council and stakeholders to deliver on our Corporate and Operational plans.

2) **Apologies**

Apologies were noted from Cr Wust for leave.

**Resolution - Leave**

<table>
<thead>
<tr>
<th>RESOLUTION – Leave Cr Wust</th>
<th>Moved Cr Dick Secended Cr Teddy</th>
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<tbody>
<tr>
<td>That Council endorse apologies for Cr Wust for planned leave</td>
<td>ALL IN FAVOUR MOTION CARRIED</td>
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3) **Updates to Councillor Register of Interest or Related Parties**

Cr Dick noted that she is now secretary for the Kowanyama Sport and Recreation Association.

**ACTION ITEM**

EA to send Cr Dick her Register of Interest form and Related Party Transaction Form for updating and send to EMGO.

4) **Minutes from Previous Council Meeting**

<table>
<thead>
<tr>
<th>RESOLUTION – Minutes Minutes for October Council Meeting</th>
<th>Moved Cr Fry Secended Cr Teddy</th>
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<tbody>
<tr>
<td>That the minutes of the November 2017 Council meeting be adopted as true and accurate.</td>
<td>ALL IN FAVOUR MOTION CARRIED</td>
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5) **Departmental Updates**

a. **Office of the CEO**

Mr Williams, CEO, presented his monthly update for the Office of the Chief Executive Officer and Infrastructure, Works and Projects:

It has been a challenging month with enterprises having a lower than budgeted profit. The focus will be on implementing process and procedures to standardize our operations. This will allow council to put the correct measures in place and identify root cause. Once this is established actions will be tracked and monitored so performance issues can be dealt with in a timely manner.

A positive note is the 5 year corporate plan has been endorsed by community and will be presented at today’s meeting.

We are also actively been seeking new opportunities to create revenue for council and are in negotiations and with service providers in regards to accommodation.

A new carpenter supervisor has also started with Council and will help build council’s capacity. This will allow council to target upgrade works with a focus on skills development for local labor and trades. This will also financially benefit council.

We have also been negotiating the opportunity for council to deliver works for Carpentaria Shire. This has been very positive with a cost benefit analysis to be completed in January. Planning will occur over the wet season for any activities that take place.

**W4Q**

- Football Field and complex - completed
- Skate Park - completed
- Playground - completed
- Rider Safe Park Scheduled for January - completed

**Other projects**

- Design new airport terminal
- Design wellbeing center
- Shop Front
- Market Garden upgrade

**Staff Housing**

We have also started a staff housing asset review with repairs scheduled in the coming months. This also provides revenue opportunities through lease agreements with service providers based on availability of housing.

**NDRAA**

All works excluding the Pormpuraaw - Kowanyama road will be completed this year as scheduled. R&K have delivered quality works and provided a high level of service.
Housing
The construction of 9 houses are due to be completed in January 2018. This is a terrific result for Kowanyama.

BAS works will be our focus heading into the New Year with upgrade works a focus along with training and development of our local trades. New processes will be implemented with the building and assets team to ensure consistency of the team.

Men’s Shed
A $600k Grant has been provided by DATSIP after negotiations regarding health in Kowanyama. We are currently establishing plans for implementation in 2018. This includes service delivery and infrastructure requirements. Planning will be completed through the wet season.

Topsy Creek
Indigenous Land Use Agreement (ILUA) has been signed off. Planning and scheduling to start in January to complete the Project. Council will be issuing notification through signage and media outlets.

Water and sewage
New plans have been established to construct a new bore in Kowanyama. Funding has successfully been provided through LGAQ to a total of $350k

Bore 3 will also be re-tested and commissioned if testing is successful. This will include new pumps and VSD. Funding was successful to complete the testing and upgrades.

Training
We continue to lobby for improvements to the mental health services in community. As a result of this Indigenous Mental Health training has begun to be rolled out for staff members.

We are also now members of the Regional Health Partnership and are involved in the development of the Kowanyama Social and Emotional Wellbeing plan. The draft plan was endorsed by community members at the community meeting held in November.

We also continue to work with Telstra to progress planning of a fully funded tele health service for Kowanyama. Discussions are very positive and this is a perfect time given the new regional health partnership.
b. Governance and Operations

Ms Wiggins, Executive Manager Governance and Operations presented her monthly report:

Legal
Topsy Creek – Indigenous Land Use Agreement (ILUA) negotiations are complete and we are now ready to move forward with the project.

Corporate Plan
Council’s draft Corporate Plan 2018 – 2022 was presented to the community meeting in November and has been advertised on our website for comment. Minimal comments were received and the Corporate Plan will be presented at today’s council meeting.

Advocacy
We continue to focus on lobbying for improvements to the mental health services in community. As a result of this Indigenous Mental Health training has begun to be rolled out for staff members and the Social and Emotional Well Being Plan (a joint initiative between Council, Apunipima, Primary Health Network and other health bodies) is being finalised with the intention it be presented to Prime Minister and Cabinet in early 2018.

- Election and New Cabinet
  The Labour Party has now been announced by the Electoral Commission as winning the 2017 State Government Election. The Premier, Annastacia Palaszczuk, has announced a Cabinet reshuffle with Jackie Trad becoming the new Treasurer and Minister for Aboriginal and Torres Strait Islander Partnerships. Council will be writing to Minister Trad to congratulate her on her new portfolios and to brief her on Council’s key challenges and aims.

Information Technology and Communication

- New Server
  In preparation for the move to the Synergy Financial System in 2018 a new server is being installed. The new server will ensure that we have the capacity to run the new financial software.

- Facebook
  Council has launched our Facebook page. The page is now active and already has 65 “likes”.
Morgan Roddick, Executive Assistant is working with Executive Manager Governance and Operations to develop a Social Media Strategy for Council. This will be presented to Council in early 2018.

- **Newsletter**
  
  As per our Operational Plan Council needs to produce four community newsletter per year:

  | 42 | Publications | Ensure the professional corporate branding and information provision to stakeholder groups to communicate Council's vision, mission, values and progress |
  | 42 | 4 Newsletters per year | Annual Report to be endorsed by Council within one month of certified Financial Statements |
  | 42 | Council branded items and souvenirs | Social media |

  We are currently working with Christine Howes to produce a newsletter for the first quarter of 2018. Christine is a well known journalist in the Cape and Torres Strait and produces newsletters for many other Councils in the Cape, including the Palm Island Voice, Yarrabah News and Pompuraaw News. Examples at [http://chowes.com.au/category/newsletters](http://chowes.com.au/category/newsletters)

  Christine will be visiting Kowanyama in January to meet with Managers and community members to build relationships. Christine will also be seeking to work with Council employees or Rise job seekers to assist in the generation of stories and photos for the newsletter. Further discussion will be had with the Executive Manager Human Resources to progress.

- **Branding and Logo**
  
  Council is in the final stages of developing a new logo. Before launching, Council needs to develop a style guide and ensure the costs for rolling out the new logo are budgeted for (to pay for new uniforms, signs, stationary, website branding etc). These costs will need to be incorporated into the January budget review. The official launch is planned for March 2018.
**Operational Plan Updates**

One of the CEO KPIs is to provide a monthly update on the progress of our Operational Plan goals. The current Operational Plan is attached at Attachment 2

**Action Items**

- 23 actions as at November Council meeting
- 1 new action from November Council meeting
- 2 completed actions since November Council meeting
- 21 current actions

**c. Finance**

Mr Williams presented the monthly Finance report on behalf of Ms Taylor:

- The new Synergy chart of accounts has been prepared and is currently being reviewed by ITVison.
- Wet season stock ordering is now completed. There are only a few trucks remaining for the year.
- The new server to enable Synergy will be installed during December.
- The final supplier payment will be made on December 14th.

**d. Human Resources**

Current Staff numbers: 128
Current advertised Vacancies: 4
Current Workers Compensation Claims: NIL

**Key Details**

- Current vacancies:
  - Executive Manager Community Services
  - Payroll officer (advertised internally)
  - Essential Services Officer (advertised locally)
  - Land and Sea Manager (interviews currently being conducted)
- Current appointments:
  - Executive Manager Community Services – Thomas Corrie – temporary placement whilst recruitment is occurring
• Land and Sea Manager – Candidate visiting community week commencing 20/11/2017

• Training:
  • Mental Health First Aid training, continues
  • Airport Reporting Officer training - commenced
  • Forklift, bobcat training planned with TAFE North December, early January

• Staff Accommodation:
  • Tenancy Agreement distributed to staff in Council accommodation

6) Agenda Reports

a. Corporate Plan

Ms Wiggins, EMGO presented the final Corporate Plan 2018-2022.

Council’s current Corporate Plan expires at the end of December 2017. As per the Local Government Regulations and Act, Council must have a Corporate Plan that sets out the strategic direction of council and the performance indicators.

The previous Corporate Plan has been updated to reflect the current values and aspirations of council

The key changes are:
  • Vision and Mission (Page 6)
  • Values (Page 7)
  • Strategic Objectives (page 8 – 19)

It is important that the Corporate Plan reflects the needs of community. The community were therefore asked to provide their views on the plan.

Community members’ views on a new Corporate Plan were requested at the May 2017 and September 2017 community meetings. Following those meetings this draft Corporate Plan was created.

The draft Corporate Plan 2018 - 2022 was presented at the November Community Meeting and placed on our website.

A summary of the Plan is below:

Our Vision

“To build a healthy and safe community, with strong economic opportunities and wellbeing services, through innovation and collaboration.”
Our Values

Accountability – our decision making is transparent, fair and in the best interest of the whole community

Respect – we listen to all views and communicate with our community members, stakeholders and employees with respect and professionalism

Diversity and Equality – we embrace diversity and treat all people with respect, and fairness, no matter their gender, age, sexual orientation, race or disability

Innovation – we embrace future technologies and tools and look for new solutions for the benefit of our community

Maintaining Culture – we embrace our culture and preserve and strengthen it for future generations

Communication – we understand the importance of clear, regular communication and we will communicate council decisions, projects and activities with our employees, community members and stakeholders

Partnership – we will work together with our fellow local councils, state and federal government and community groups and services

Excellence – we will strive to provide the best in everything we do

Strategic Objectives

1. Economic Development
2. Environment
3. Arts, Culture and Recreation
4. Health, well-being and social justice
5. Education and Capacity Building
6. Community Cohesiveness
7. Governance and Performance
8. Disaster Management
9. Infrastructure Development


RESOLUTION – Corporate Plan
That Council endorses the 5 year Corporate Plan

Moved Cr Fry
Secended Cr Teddy
ALL IN FAVOUR
MOTION CARRIED
b. **Community Grant**

Mr Williams presented the Community Grants application received from the Police. Mr Williams stated that as per the Community Grants Policy, a panel was convened to discuss the merits of the attached application form. The panel consisted of:

- Shirley Yam – Cultural Adviser/Housing Officer
- Darryl Pollard - Purchasing Manager
- Jacqui Cresswell – Business Development and Grants Manager.

The panel has assessed the initiative as being for the benefit of the community as it aims to improve school attendance.

Council agreed with the assessment by the panel.

**RESOLUTION – Community Grant - Everyday Counts**


Moved Cr Fry
Seconded Cr Teddy
ALL IN FAVOUR
MOTION CARRIED

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c. **2018 Council Meeting Dates**

Mr. Williams, CEO presented the council meeting dates for 2018, as below:

- Wednesday 17 January 2018 10.00am - 5.00pm
- Wednesday 21 February 2018 10.00am - 5.00pm
- Wednesday 21 March 2018 10.00am - 5.00pm
- Wednesday 18 April 2018 10.00am - 5.00pm
- Wednesday 16 May 2018 10.00am - 5.00pm
- Wednesday 20 June 2018 10.00am - 5.00pm
- Wednesday 18 July 2018 10.00am - 5.00pm
- Wednesday 15 August 2018 10.00am - 5.00pm
- Wednesday 19 September 2018 10.00am - 5.00pm
- Wednesday 17 October 2018 10.00am - 5.00pm
- Wednesday 21 November 2018 10.00am - 5.00pm
- Wednesday 19 December 2018 10.00am - 5.00pm

**RESOLUTION – Council Meeting Dates 2018**

That Council endorse the Council meeting dates for 2018

Moved Cr Fry
Seconded Mayor Yam
ALL IN FAVOUR
MOTION CARRIED
# Closed Business

## RESOLUTION – Closed Business

**Move into Closed Business at 11:15am**

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

- Council’s Budget
- Contracts proposed to be made by it

Moved Cr Teddy
Seconded Cr Dick

ALL IN FAVOUR
MOTION CARRIED

## RESOLUTION – Moved Out of Closed Business at 12:48pm

The Council resolve to move out of Closed Business.

Moved Cr Teddy
Seconded Mayor Yam

ALL IN FAVOUR
MOTION CARRIED

## RESOLUTION – Cultural Housing Allocation

That Council endorses:

- The suggested Housing Allocation list, with latest amendments, as provided by the Department of Housing and Public Works, and
- The request for a new client to be added to the Housing list

Moved Cr Fry, Seconded Cr Teddy

Cr Dick declared her perceived Conflict of Interest and did not vote.

MOTION CARRIED

## RESOLUTION – Indigenous Land Use Agreement (ILUA)

- That Council endorses the Indigenous Land Use Agreement (ILUA) for Topsy Creek Barge Ramp and that the Mayor and the CEO execute the ILUA
- That the Mayor and the CEO be authorized to agree to any minor amendments to the Topsy Creek Barge Ramp ILUA necessary for registration of the ILUA on the Register

Moved Mayor
Seconded Cr Fry

ALL IN FAVOUR
MOTION CARRIED
RESOLUTION – Third Party Payroll Deductions
That Council endorses the new Third Party Payroll Deductions Policy.

Moved Mayor, Seconded Cr Teddy
ALL IN FAVOUR
MOTION CARRIED

RESOLUTION – Expressions of Interest
That Council endorses to advertise and Expression of Interest for the leasing of the bakery.

Moved Deputy Mayor
Seconded Cr Fry
ALL IN FAVOUR
MOTION CARRIED

RESOLUTION – Fees – Religious Entities
That Council endorse waiving the “General Rates Equivalent” levy for Religious entities when operating worshipping spaces.

Moved Cr Teddy
Seconded Cr Fry
ALL IN FAVOUR
MOTION CARRIED

ACTION ITEM
CEO to advise employees and third party entities about the new Deductions Policy

ACTION ITEM
EMGO to progress Bakery Expression of Interest
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<thead>
<tr>
<th>RESOLUTION – Correspondence Response – Priscilla Major</th>
<th>Left matter on table</th>
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<tbody>
<tr>
<td>That Council provide a correspondence to Priscilla Major</td>
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| ACTION ITEM | CEO to work with EMFS and EMGO to review house sale prices and present to January Council Meeting |

Council Meeting Closed 12.56