



KOWANYAMA ABORIGINAL SHIRE COUNCIL

## **Council Meeting Minutes**

17 January 2018 | 10:10am – 3:28pm

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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)

Deputy Mayor Territa Dick

Cr Aaron Teddy

Cr Wendy Wust

Cr John Fry

#### **Executive**

Katherine Wiggins

*Executive Manager Governance & Operations (EMGO) & A/Chief Executive Officer*

Helen Taylor

*Executive Manager of Finance (EMF)*

Morgan Roddick

*Executive Assistant (EA) & A/Executive Manager Infrastructure Works & Projects*

#### **Guests**

Leslie Gilbert (Monty)

#### **Apologies**

Christine Delaney

*Executive Manager of Human Resources (EMHR)*

Fabian Williams

*Chief Executive Officer (CEO)*

**1) Welcome & Apologies**

The Mayor welcomed Councillors to the meeting.

Apologies from Fabian Williams (CEO) and Christine Delaney (EMHR).

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

No updates.

**3) Minutes from Previous Council Meeting**

<p><b>RESOLUTION – Minutes</b>  <b>Minutes for December Council Meeting</b>          That the minutes of the December 2017 Council meeting be adopted as true and accurate.</p>	<p><b>Moved Mayor Yam,          Seconded Cr Teddy</b>   <b>MOTION CARRIED</b></p>
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**4) Action Items from last Executive Meeting**

**5) 11:20am – 12:43pm Departmental Updates**

**a) Office of the CEO**

Ms. Wiggins, A/CEO & EMGO, presented an update:

**Overview**

Katherine Wiggins is currently A/CEO until Monday 22<sup>nd</sup> when Fabian Williams returns from leave. Morgan Roddick is A/Executive Manager Infrastructure Works and projects during this time.

The current focus for the Executive is the upcoming budget review and ensuring we are on track in the delivery of our infrastructure grant projects – such as the skatepark.

The Executive are also working with employees to ensure that new projects are assessed in line with our Projects Assessment Process before implementation. The Executive are also developing a new process to assess the purchasing of new vehicles and plan to ensure that we are prioritising the most at need vehicle requirements. We are also developing processes to track the use and upkeep of our current vehicles.

**Social House Sale Price**

- Currently reviewing the sale price for social housing – report presented today

**Car Hire Process**

- Currently reviewing the Car Hire process – report presented today

## **Leases**

We are currently working with our Legal “MacDonnells” to progress various out of date leases.

### **Action Item**

EMGO to progress three year social club lease at the current rate with the conditions:

\* for more investment and support in social responsibility – namely, operating a courtesy bus. Sports and Recreation to formally write to Council to request use of vehicle (fee waived for three months) and for them to provide a driver. They may also write to use to agree a 3 month 25% reduction in lease

\* that all debt to be repaid within 6 months

## **Roads “wish list”**

We are currently working with Carpentaria Shire Council to develop a list of road improvements required in our areas. This list will then be used for funding applications.

### **Action Item**

EMIWP to provide the agreed road list to Carpentaria Shire Council and to send meeting invitation to Fabian, Mr Mayor and Cr Fry. Also to progress a review of opportunities for council providing employees and equipment for the works, with a review of Rent Buy possibilities for plant.

## **February Council Meeting**

We were considering to hold the February Council meeting in Cairns, however, it will now be held in Kowanyama due to councillors not wishing to fly. The draft program is as follows:

- Budget and Operational Plan review – Tuesday 20 February
- February Council Meeting Wednesday - 21 February
- Councillor Roles and Responsibilities training - Thursday 22 February

### **Action Item**

EMGO to contact LGAQ to review possibilities for providing Local Council governance training to community members – to assist understanding of the separation of powers (Executive / Councillors)

## **b) Finance**

Ms. Taylor, EMF, presented an update:

Key points from the report are as follows:

- The 17/18 year to date budgeted (expected) net income was \$17,598,211
- The 17/18 year to date actual net income is \$17,022,452
  
- The 17/18 year to date budgeted (expected) expenditure was \$16,848,470
- The 16/17 year to date actual expenditure is \$15,851,272

Our interim net result variance to budget is \$401,439 ahead of budget, predominantly due to prepaid income.

However, at this stage Council results should be over \$2m favourable due to prepaid grants (SGFA and W4Qld projects). Therefore Council has an estimated actual \$1.6m shortfall at this time.

Results identify that the shortfall has occurred due to under-performing enterprises (for example the workshop being approximately \$900k under budgeted results) and overspending in some cost centres.

With 6 months left of 17/18 to maintain our financial stability, Council should approach all unbudgeted spending with caution.

### **Action Item**

EMIWP - Urgent – review of the current deficits in the Batching plant, and look to develop capacity building in that area

### **Action Item**

EMHR to develop a Position Description for a Workshop Operations Manager, with the following skills set:

- \*Administration
- \*Financial Management
- \*Capacity Building of employees
- \*Business Development
- \*Work, Health & Safety

### **Action Item**

EMHR to nominate the Councillors on the panel for the EMCS position recruitment – as per Local Government Act requirements

**Action Item**

CEO to review the cost / benefits of hosting a football event in 6 months

**Action Item**

EMIWP to add the relocation of the dump through the Project Assessment Process

**Action Item**

CEO to review the request from Thomas Hudson to rent space for his plant

**c) Human Resources**

Current Staff numbers: 125

Current advertised Vacancies: 2

Current Workers Compensation Claims: NIL

**Key Details**

Current vacancies:

- Executive Manager Community Services
- Essential Services Officer (advertised locally)

Current appointments:

- Executive Manager Community Services – Thomas Corrie – temporary placement whilst recruitment is occurring
- Land and Sea Manager – Gavin Enever commencing 22/01/218

Training:

- Mental Health First Aid training, continues in Kowanyama and will commence in Cairns February 2018
- Forklift, bobcat training planned with TAFE North February 2018

**d) Infrastructure Works & Projects**

**BAS Works**

We are looking to take on more upgrade works ourselves and are currently assessing our capacity as to which projects we will do. Our first selected upgrade work will commence on 16 Jan.

All maintenance works are now coming through to us first instead of other contractors. The new BAS portal will be functional by 11 Jan which will allow us to strengthen our administration processes.

### **W4Q Projects**

Installation of a bike path in the playground area is in planning stages and will be implemented in the coming months assuming the weather gives us enough dry days to complete the works.

Maintenance plans are being put in place for the Round 1 projects.

### **Topsy Creek**

Public notifications of the works have been advertised in the Cairns Post. 2 signs have been erected on site and public notice posters have been put up at the store and Council office.

### **New Accommodation**

The new cabin has been placed at the training center. The new accommodation dongas have been roughly place and we will be moved into permanent position in the next week. The decking will progress in the coming months.

### **Essential Services**

We have been allocated \$10M in funding from ICCIP. We are having a project engineer come out to give us an estimate on the costs to upgrade our pumps and bores. Some of the funding has already been ear marked for Bore 3 and upgrades to the dump.

**(The Information Reports were paused for a presentation by a community member)**

### **General Business**

#### **Presentation**

Leslie Gilbert presented to council on his intention to create a freight services business in Kowanyama. Council stated that they were keen to support small businesses and invest in the local economy to for local job creation.

Council stated that they will shortly be advertising an Expression of Interest for Freight services and would encourage Leslie to make an application.

#### **Action Item**

EMCS to support Monty with developing a formal proposal for freight

#### **Action Item**

EMFS to provide EOI for freight to Monty once advertised

**Action Item**

EMIWP, EMGO and EMIWP to review whether the truck identified by Monty is “leasable” – review insurance, required repairs etc.

**Departmental Updates continued:**

**e) Community Services**

**Key Details**

Aged Care:

The Aged Care Manager has commenced a shift roster that rewards consistent reliable staff and decreases the number of hours of staff that are not reliable.

Static Night Shift position - this position is no longer required

Australian Aged Care Quality Agency (AACQA) Audit - the Aged Care Manager is working diligently to address the issues highlighted in the Audit. The Grants and Business Development Manager is also assisting the Aged Care Manager with the reporting requirements (ROC inputs) as ITC challenges

Patient pickups - we have been advised that the Aged Care staff are pressured to be a courtesy bus transport for patrons of the canteen when attending the canteen to pick-up Aged Care residents. It would be beneficial for the Sports and Recreation Association to provide a courtesy bus for patrons.

**Regional and Indigenous Broadcasting (RIBs)**

We are working with staff to increase local content. We are also developing a new and improved on-air schedule and commencing a coordinated redevelopment of the current on-air schedule with the staff that focuses on local content.

It will provide for a morning session involving a lot of local news and updates, regional news, easy listening music and possibly local interview/s (Councillors, CEO etc) and afternoon session of local updates, upcoming visits, music and possibly stories and songs from elders within the community.

**Women’s Shelter:**

We are increasing the opportunities for the for staff to access counselors through Apunipima, RFDS and QHealth.

**Action Item**

EMCS to progress review of NDIS opportunities with report to the February / March Council meeting



**Action Item**

EMGO to progress logo and flags

**Action Item**

EMCS and EMGO to develop policy for rescues. EMCS to liaise with SES

**6) Agenda Reports**

**a) Car Hire Policy - DRAFT (EMGO)**

Ms. Wiggins, EMGO presented the Car Hire Policy Draft:

Council frequently receives requests from community members for the use of vehicles for personal reasons. Historically these requests have been approved on an ad hoc basis.

These requests can create risk for employees, councilors and council as there is not a clear decision framework that can be used in the decision making.

Car hire is currently included in the Fees and Charges however, this has not been applied in all cases due to cultural considerations such as travel to funerals.

No resolution. Council are happy to progress with the policy, which will be presented at the next Council meeting.

**b) Operational Plan Q2 (EMGO)**

Ms. Wiggins, EMGO presented Operational Plan Q2:

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.

<p><b>RESOLUTION – Operational Plan Q2</b></p> <p>That Council endorse the 2017-2018 Operational Plan Quarter 2 (Q2) review</p>	<p><b>Moved Mayor Yam, Seconded Deputy Mayor Dick</b></p> <p><b>MOTION CARRIED, All in favour</b></p>
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**Closed Business**

<p><b>RESOLUTION – Closed Business</b></p> <p><b>Move into Closed Business 1:35pm</b></p> <p>That in accordance with s275 of the Local Government Regulation 2012 it is resolved for the meeting to go into closed session to discuss:</p> <ul style="list-style-type: none"><li>• Council’s budget</li><li>• Contracts proposed to be made by it</li></ul>	<p><b>Moved Cr Teddy, Seconded Mayor Yam</b></p> <p><b>MOTION CARRIED, All in favour</b></p>
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**3.00pm: In Camera Session – CEO contract**  
**All employees left the room.**

<p><b>RESOLUTION – Moved Out of Closed Business at 3:20 pm</b></p> <p>The Council resolve to move out of Closed Business.</p>	<p><b>Moved Cr Teddy, Seconded Cr Fry</b></p> <p><b>MOTION CARRIED, All in favour</b></p>
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<p><b>RESOLUTION – Childcare Outsourcing</b></p> <p>Council to outsource the development and operation of the Child Care facility by way of open tender to test the market. Any Tender would include capacity to employ and train local indigenous staff to an appropriate level with the long term vision of returning the operation and ownership of the facility to community or hopefully a fully trained local business entrepreneur.</p>	<p><b>Left matter on table</b></p>
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**Action Item**

EMCS to add further cost benefit analysis of childcare to the presented report and re-present at the February council meeting.

**RESOLUTION – Rutland Plains Waiving of Fees**

The Council resolve to waive landing fees up to 17 January, but to charge fees from now on as per fees and charges.

**Moved Cr Teddy,  
Seconded Cr Wust**

**MOTION CARRIED, All in favour**

**Action Item**

EMGO to advise Rutland plains management of fees and charges

**RESOLUTION – Surrendering Houses**

That Council endorse for current and future surrendered Land Holding Act Lease properties (Katter Leases) be used a Social Housing and that the Department of Housing and Public Works manage the properties.

**Moved Cr Fry,  
Seconded Mayor Yam**

**MOTION CARRIED, All in favour**

**Action Item**

EMCS to contact Department of Housing and Public Works for written confirmation that tenants of surrendered Katter lease properties will remain in property once surrender is complete, or added to the top of the Social Housing Waitlist

**RESOLUTION – Community Grants**

That Council retrospectively approved the community grant for \$2000 for Simon Butcher through Rita Pryce to attend the international dance festive to promote Kowanyama.

**Moved Cr Fry,  
Seconded Cr Teddy**

**MOTION CARRIED, All in favour**

<p><b>RESOLUTION – Contracts over \$200,000</b></p> <p>That Council endorse the following transactions over \$200,000:</p> <p>Gregg Constructions</p>	<p><b>Moved Cr Fry, Seconded Mayor Yam</b></p> <p><b>MOTION CARRIED, All in favour</b></p>
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**General Business Continued**

**Action Item**

**Park Clean-up** – Community members Gerita Gilbert and her partner have been cleaning up the skate park and playground area. A gift is to be organised for their community spirit and participation.

**Action Item**

CEO to review where Parks and Gardens employees report to, and funding, and develop a plan for clean-up of rubbish in community – working with RISE

**Action Item**

EA to amend the December Council meeting minutes to include Deputy Mayor

**Council Meeting Closed 3:28pm**