



KOWANYAMA ABORIGINAL SHIRE COUNCIL
Council Meeting Minutes

22 March 2018 | 12.40pm – 3.32pm

Cairns Board Room and Kowanyama
Chambers Room (via Videoconference)

Minutes of the March 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

Fabian Williams

Chief Executive Officer (CEO)

Katherine Wiggins

Executive Manager Governance & Operations (EMGO)

Helen Taylor

Executive Manager of Finance (EMF)

Guests

Nil

Apologies

Christine Delaney

Executive Manager of Human Resources (EMHR)

Michelle Vick

Executive Manager Community Services (EMCS)

Tom Corrie

Executive Manager Infrastructure, Works and Projects (EMIWP)

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting.

Apologies from Christine Delaney (EMHR), Thomas Corrie (EMCS), Michelle Vick (EMCS) and Morgan Roddick (EA)

2) Updates to Councillor Register of Interest or Related Parties

No updates.

3) Minutes from Previous Council Meeting

RESOLUTION – Minutes Minutes for February 2018 Council Meeting That the minutes of the February 2018 Council meeting be adopted as true and accurate.	Moved Mayor Yam, Seconded Cr Teddy MOTION CARRIED, All in favour
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4) Action Items from last Executive Meeting

Ms. Wiggins EMGO provided an overview of the Action Items from the last Council meeting.

5) Presentation by Thomas Hudson

Mr Thomas Hudson stated that he is able to rent plant and equipment to Council and requested a letter of support from Council.

Council advised that Council could rent equipment from Thomas Hudson in the future as Council had a lack of equipment, but that any use would need to be compliant with Council's Procurement Policy

Action Item:

EMGO to draft a letter for support from Council to Thomas Hudson noting Council's support for local business providing plant and equipment.

Action Item:

EA to progress complaints management policy and procedure

6) Departmental Updates

a) CEO Update

Overview

Mr Williams stated that the midyear budget review is now complete.

The Executive are also working with employees to ensure that new projects are assessed in line with our Projects Assessment Process. The Executive are also looking at a process to assess the purchasing of new vehicles and plant 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. We need to review our assets to ensure we have the correct assets to perform our core duties. This will assist in the increase of productivity and reduce cost.

We continue to monitor cost with the appropriate actions plans in place for operational areas.

CEO is concerned around the condition of our asset base and the current budget position. As assets continue to deteriorate in condition, council has limited budget to improve the current situation and needs to consider alternatives options for long term sustainability.

Men's Shed

Council will be provided the \$600k for service delivery in Kowanyama from Minister Ryan. The infrastructure budget has been resubmitted by DATSIP.

Green Fleet/Telstra Project

Council has been successful in gaining support through green fleet and Telstra for a tree planting day in Kowanyama. The date has been scheduled for the 5th June 2018. The school and aged care centre will be involved. We are currently finalising the trees to be planted on the day and the logistics. We will receive approximately 1500 trees

Work for Queensland

Projects still to be completed are the bike track, market garden, airport, wellbeing center, arts precinct/café

Some projects are in design phase and will be handed to the infrastructure manager for follow up.

Social House Sale Price

Currently reviewing the sale price for social housing – Discussed at last meeting and explained the concerns financially and how it could affect council's bottom line. Further review still required

Car Hire Process

Currently reviewing the Car Hire process – This has now changed to administration. One additional car could be added to the fleet for hire due to demand.

Leases

We are currently working with our Legal Preston Law to progress various out of date leases.

Transport Infrastructure Development Scheme (TIDS) funding applications completed and submitted

Focus points:

- Kowanyama Dunbah Road
- Kowanyama to Pomp Road
- Kowanyama to Topsy Creek
- Kowanyama to Landing
- Main Streets of Kowanyama and intersection redesigns

b) Finance

Ms. Taylor, EMF, presented an update:

A monthly Finance report for the month of February 2018 has been prepared as at **Attachment 1**.

Key points from the report are as follows:

- The 17/18 year to date original budgeted (expected) net **income** was \$23,189,960
- The 17/18 year to date revised budgeted (expected) net **income** was \$19,315,495
- The 17/18 year to date actual net **income** is \$18,007,089

- The 17/18 year to date original budgeted (expected) **expenditure** was \$22,271,625
- The 17/18 year to date revised budgeted (expected) **expenditure** was \$20,465,677
- The 17/18 year to date actual **expenditure** is \$19,413,179

Our interim net result is a \$1,406,090 loss, which is 2,324,425 variance behind the original budget and a \$255,908 variance behind the revised budget.

Ms. Taylor restated the losses identified with the Enterprises over the last year and expressed the need for management to further review.

c) Governance & Operations

Ms. Wiggins, EMGO, presented an update:

Advocacy

Mr Warren Entsch MP visited Kowanyama on 13 March 2018. Discussions focused on:

- The need for local job providers to support local and emerging business
- Possibilities for the cattle company
- National Partnership Agreement for Remote Indigenous Housing (NPARIH).

We will be meeting with Mr Warren Entsch MP's staff members in Cairns to further progress actions.

Council has approached Minister Ryan for an update on the Men's Shed funding. Council's position is that Men's Shed funding has been advised in writing, and to date, we have not received any further correspondence stating that the funding has been rescinded, so we are therefore expecting the funding.

Cattle Company

We met with the Department of Prime Minister and Cabinet on Monday 12 March to discuss the next steps for the Cattle Company. DPMC advised that ILC/PWC are planning on a muster after the wet season and once that is completed there will be a better understanding on the value and opportunities for the potential business. They also advised that the Court will not be making a decision of the future ownership of the company until late 2018/ early 2019. Council's current position is that:

- 1) Council does not currently have the resources itself to take over the management of the cattle company – whether being a solo or joint venture

2) Council would be supportive for an external entity (either solo or joint entity) to take over operations to support our current Operational Plan objective of supporting local enterprise. However, as a shareholder we would need to be satisfied that the external entity had sufficient resourcing and skills to ensure the company was a success.

3) Council may be able to provide financial assistance to the successful entity in the initial phase if required, however this would need to be a fee for service

Social and Emotional Well-Being Collaborative

The old Mums and Bubs center is the proposed site for the Well Being Centre. The Collaborative have suggested that the Well Being centre will be leased by Apunipima and sub leased to the other health stakeholders so that health services can be provided from this one site – as detailed in the Social and Emotional Well Being plan (tabled at the February Council meeting).

Action Item

EMIWP to review the possibility of installing fencing between the proposed well-being center and the Morgue.

Infrastructure

In 2017 Council applied for grant funding to undertake a project to assess the Infrastructure needs of Kowanyama community. That grant application was successful and we are now working with a consultant “Flanagan Consulting” to assess our needs. Flanagan consulting met with the Mayor and Councillors on 15 March to begin discussions.

Action Items

Our Action Item register now includes all our Internal and external Audit items, as well as recommendations from the Crime and Corruption Commission.

Local Disaster Management Plan

EMGO presented the updated Local Disaster Management Plan. EMGO noted a further review will be progressed in the coming weeks.

RESOLUTION – Local Disaster Management Plan That Council adopts the Local Disaster Management plan as presented.	Moved Cr Wust Seconded Cr Mayor MOTION CARRIED, All in Favour
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d) Infrastructure Works & Projects

Nil Update

e) Community Services

Mr Williams provided an update on behalf of Michelle Vick.

Overview

Working closely with Line Managers providing support, assistance and direction to address budgeting concerns. Most of the programs over budget have implemented new rostering systems to address overspend in those areas. Staff have and continue to be kept informed of why change has been instigated. All programs areas are steadily improving productivity however, high rates of staff absences continue to impede upon Line Managers capacity to deliver programs efficiently and effectively.

Aged Care

Have been advised by Susan Turner (AACQA) that most recent audit attendance still produced Not Met outcomes. AACQA have rescheduled another visit for April 2018. It seems that AACQA have provided Kowanyama Aged Care with a longer timeframe between visits to complete the compliance requirements. To date the Aged Care Manager has completed 85-90% of the compliance requirements identified by AACQA as Not Met. It should be noted that these compliance areas have been deficient throughout the last 3 years and are only now being addressed. The Aged Manager as advised that all deficient areas will completed by the next site visit by AACQA.

RIBS

Have contacted Centre-link in relation to relocating office to old guest house complex. Awaiting feedback from their office about logistical requirements, Telstra will be required to install secure data and phone lines into the proposed office space.

Have commenced canvassing internal and external stakeholders about undertaking Community Information broadcast through our radio station and have had excellent feedback from all stakeholders. Will continue progressing this process to maintain interest.

Womens Shelter

The Shelter is slowing coming back in line, the rostering changes were difficult for the staff to understand however, improvement has been gradual and the staff are now fully aware of the expectations from Council and community in relation to operational needs. The EMCS has had many conversations with Shelter staff and some of their partners who were disgruntled with the roster changes however upon providing reasons for the changes most concerns were alleviated.

Playgroup

Continues to operate well, Council need to expedite installation of available infrastructure in the MPC grounds to provide playgroup with fully compliant facilities.

Sport and Recreation

Still in the process of having all the Sport and Recreation staff together to address the issues confronted by the Line Manager and Council. Staff absences and excessively high work hours are negatively impacting on the budget and the responsible staff of the program. The EMCS, EMHR and Sport Rec Line Manager will be addressing these issues before the incoming EMCS commences.

Animal Management

The Animal Management Plan was policy was endorsed at the February Council Meeting. Unfortunately our Vet has tendered her resignation (12/03/2018) and this will impact on the rollout of the Animal Management Plan in some instances until we can secure the services of another Vet. The AMO is currently attending a EHW and AMO training workshop provided by the Department.

f) Human Resources

Mr. Williams, CEO, presented an update for Ms. Delaney EMHR:

- Staff numbers: 124
- Current advertised Vacancies: 3
- Current Workers Compensation Claims: NIL

Key Details

- Current vacancies:
 - Carpenter
 - Workshop Operations Manager
 - Accounts Receivable
- Current appointments:
 - Executive Manager Community Services (*Michelle Vick*)
 - Executive Manager Infrastructure, Works and Projects (*Thomas Corrie*)
- Training:
 - Mental Health First Aid training in Kowanyama and Cairns
 - Anti-Discrimination training all staff – on-line to commence in March 2018
 - Cert III in Agriculture (Rangers)
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	7	Airport	4
Kowanyama Admin	9	Batching Plant	1
Cairns Admin	6 (1)	Post Office	5
Building Services	9 (1)	Accommodation	7

Parks And Roads	5	Radio Station	2
Centrelink	1	Women's Shelter	6
Community Police	2	Child Care	6
Electrical	1	Multipurpose Centre	13
Essential Services	5	Aged Care Facility	16
Purchase Store	4	Environmental Health/Animal Control	2
Workshop	5 (1)	Land And Sea Office	12

Incident Reports

As attached at **Attachment 1**, (Incident Register)

Incident Register

Incident Number	Date	Type	Department	Details	Recommendations
01	08/01/2018	No Injury	Land & Sea	Crossed flooded creek in vehicle to check on community members who had a 7 month old baby with them	Training – assessing risks
02	30/01/2018	Near Miss	Community Bus	Community member drove around the corner of Chapman Road and Kowanyama Street on the wrong side of the road and almost collided with the bus	Line Marking and signage Seek advice from local police
NIL REPORTED IN FEBRUARY					
03	19/01/2018	Near Miss	Essential Services	Council car damaged the door of a community vehicle (by the shop - after driving away after double parking)	TBA

Action Item

EMHR to review the possibility of apprenticeship swapping between local councils to provide greater experience for trainees.

6) Agenda Reports

a) Internal Audit Policy

Ms. Wiggins, EMGO, presented the Internal Audit Policy.

Ms Wiggins stated that the QAO have identified that Council does not currently have an internal audit policy.

A policy is required to provide guidance to Internal Audit contractors and council employees in undertaking Internal Audit reviews and investigations.

A policy has been drafted.

The Policy was endorsed at the March Audit and Risk Committee meeting and now requires Council meeting approval.

RESOLUTION – Internal Audit Policy That Council adopts the Internal Audit Policy as presented.	Moved Cr Fry Seconded Cr Teddy MOTION CARRIED, All in Favour
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b) Parental Leave Policy

Ms. Wiggins, EMGO presented the Parental leave Policy. Ms Wiggins stated that Parental Leave policies detail the leave allowed for parents after childbirth or adoption. Council does not currently have a leave policy and so has developed a policy in line with other Cape York Councils.

Currently the policy does not provide for any paid leave, instead un-paid leave is provided.

The Executive have identified that, in the interest of encouraging women in the workplace, being recognized as an employer or choice, and the well-being of children, it would be beneficial to have paid leave of some kind. The current state government standard is 14 weeks of paid leave in addition to the 14 weeks minimum wage provided by the Government.

The Executive will be undertaking a cost benefit analysis of future options for parental leave and will re-present to council during the upcoming budget discussions. Options may include providing one occasion of paid leave after 2 or more years of employment, or providing a saving scheme for future parents.

Action Item

EMHR to review options for paid parental leave during the 2018-2019 budget development

<p>RESOLUTION – Parental Leave Policy</p> <p>That Council adopts the interim parental leave policy as presented.</p>	<p>Moved Mayor</p> <p>Seconded Cr Teddy</p> <p>MOTION CARRIED,</p> <p>All in Favour</p>
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Council Meeting Closed 3.32pm