



KOWANYAMA ABORIGINAL  
SHIRE COUNCIL

**Council Meeting Minutes**

22 August 2018 | 10:15am –  
2:15pm

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Cairns Board Room and  
Kowanyama Chambers Room (via  
Videoconference)

**Present:**

**Councillors**

Mayor Michael Yam (Chair)

Cr Aaron Teddy

Cr Wendy Wust

Cr John Fry

**Executive**

Fabian Williams

*Chief Executive Officer (CEO)*

Katherine Wiggins

*Executive Manager Governance and Operations (EMGO)*

Tom Corrie

*Executive Manager Infrastructure, Works and Projects (EMIWP)*

Aruna Rodrigo

*Executive Manager Finance*

**Guests**

Nil

**Apologies**

Deputy Mayor Territa Dick

Christine Delaney

*Executive Manager Human Resources (EMHR)*

Michelle Vick

*Executive Manager Community Services*

**1) Welcome & Apologies**

The Mayor welcomed Councillors to the meeting.

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

Nil

**3) Minutes from Previous Council Meetings**

a)

<b>RESOLUTION – Minutes</b> <b>Minutes for July 2018 Council Meeting</b> That the minutes of the July 2018 Council meeting be adopted as true and accurate.	<b>Moved Cr Fry,</b> <b>Seconded Cr Teddy</b>  <b>MOTION CARRIED,</b> <b>All in favour</b>
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<b>Action Item</b> <b>EMGO to provide an update on the Cattle Company at the next council meeting</b>
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**4) Action Items from last Executive Meeting**

CEO noted the action items from the previous council meeting.

**5) Departmental Updates**

a) **CEO Update**

Mr. Williams CEO presented a verbal update.

b) **Finance**

EMF presented the August 2018 Financial Report:

Key points from the report are as follows:

- The 18/19 year to date original budgeted (expected) net income was \$3,375,810
- The 18/19 year to date actual net income is \$1,210,823
  
- The 18/19 year to date original budgeted (expected) expenditure was \$3,322,031
- The 18/19 year to date actual expenditure is \$1,341,691

Our interim net result is a \$130,867 deficit.

**Increase in funding by Dept. of Local Government**

The Department of Local Government has increased funding for the following programs.

<b>Funding Program</b>	<b>2018-19 Approved Funding</b>
<b>SGFA</b>	\$ 1,839,112
<b>IEDG</b>	\$ 80,000
<b>RRP</b>	\$ 764,700
<b>TOTAL</b>	\$ 2,683,812

The net increase over the original estimate amounts to \$ 179,000. The increases will be brought in to the budget in the next half yearly review.

CEO commented that additional revenue may be sourced from council purchasing a contractors camp that could be oncharged to contractors. Councillors queried whether

purchased outside the budget. CEO advised that he would present a full cost benefit report before purchasing.

EMGO confirmed that under section 110 of the Local Government Act Councillors may be liable to repay expenditure not agreed in the budget or budget review.

EMF stated that it had been requested that a new car be purchased for the CEO.

<b>RESOLUTION – CEO Car</b> That Council approve to purchase a Toyota Landcruiser Sahara Wagon vehicle for the CEO from Mareeba Toyota outright (cash settlement) for \$116,208	<b>Moved Cr Fry, Seconded Cr Teddy</b>  <b>MOTION CARRIED, All in favour</b>
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**Action Item**

**For the Executive to review the current Drug and Alcohol Policy with updated version to be presented to the September 2018 council meeting**

**Action Item**

**EMF to amend the wording “Kowanyama Car Hire” within the monthly fiancé reports as Kowanyama Car Hire is a separate community run business.**

**Morning tea 12.30pm**

**Council meeting resumed at 1.05pm**

Mayor and CEO gave apologies to attend another matter.

**c) Governance and Operations**

Ms Wiggins, EMGO presented her monthly report.

Leases

The draft Apunipima lease has been received back from Apunipima, currently with Preston law for review.

Blue Café Lease – Sports and Recreation have been advised that Council is intending to provide a lease to November 2018. Andrew Healey has been nominated as the Project Manager for the project, which will involve developing a business plan including matters such as renovations, staffing and food licensing.

**Action Item**

**EMIWP to coordinate the Blue Café Business Plan to be provided to the September 2018 council meeting.**

Housing

Correspondence was been sent to the Minister for Housing in June 2018 to clarify house sale price methodology and Katter Lease entitlements, two further requests have been provided to the Ministers office, currently awaiting a response.

Legal

Ms Wiggins and Cr Wust attended the One Claim hearing on 31 July. On 17th August the State will submit their report on the One Claim matter. Council will be responding to the report through our lawyer Preston Law. The One Claim will only impact land that does not already have native title determined (i.e, where PBCs operate) or on DOGIT land.

Telecommunications

Currently working with Telstra for 4G to be connected to the Council office.

Newsletter

The draft newsletter has now been developed. Over the coming months we will work with community and stakeholders to obtain more good news stories for the newsletter. If you have any suggestions for stories please let us know. The newsletter will be presented later today.

Policies

We are currently working to ensure the previous matters raised by the QAO have been resolved. In regards to policy only two policies remain to be updated – “Hospitality” and “Gifts and Benefits”, these will be presented later today.

Local Job Training

Council is currently working with DATSIP, Many Rivers and Rise to provide local business training in to community members interested in setting up or developing their own businesses in Kowanyama. Ms Wiggins stated that Many Rivers had submitted a Community Grants Application for council to contribute to the project. EMIWP stated that it would be beneficial for the community for the council to support the project and that an economic forum could also be held on one of the days. Council agreed that the grant would be very beneficial to developing the local economy

<b>RESOLUTION – Community Grants Expenditure</b> That Council approve \$1892 under the community grants policy for Many Rivers to provide support to local business people.	<b>Moved Cr Wust</b> <b>Seconded Cr Teddy</b>  <b>MOTION CARRIED,</b> <b>All in favour</b>
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**Action Item**

**EMGO to ensure that trainers are trained in local cultural competency before training is conducted.**

**Audit and Risk Committee Meeting**

The next Risk and Audit committee is taking place on 11 September in Cairns.

**Action Item:**

**Office of the CEO to book travel and accommodation for council attendees to attend the Audit and Risk Committee**

Ms Wiggins presented the current outstanding action items. No further updates were requested.

Mayor and CEO returned to the council meeting at 1.36pm

**d) Infrastructure Works & Projects**

Mr. Corrie, EMIWP, presented an update:

**e) Community Services**

**Nil report provided**

**f) Human Resources**

CEO provided an update on behalf for EMHR:

Staff numbers: 112

Current advertised Vacancies: 6

Current Workers Compensation Claims: 1

**Key Details**

- Current vacancies:
  - Building Services Manager
  - Workshop Manager
  - Accounts Receivable
  - Community Police
  - Women's and Children's Services Manager
  - Youth Engagement Officer (*funded position*)
- Appointments:
  - Personal Assistant to CEO and Mayor– *to commence 10/08/2018*
  - Accounts Payable (*Cairns*)– Cornelia Mills

- Aged Care Administration (funded position) – to commence 10/08/2018
- Plumber
- Staffing:
  - Current staffing numbers by Department (*vacant positions in brackets*)

<b>Executive</b>	7	<b>Airport</b>	3
<b>Kowanyama Admin</b>	7	<b>Batching Plant (<i>currently not being advertised</i>)</b>	(1)
<b>Cairns Admin</b>	6 (1)	<b>Post Office</b>	2
<b>Building Services</b>	9 (1)	<b>Accommodation</b>	7
<b>Parks And Roads</b>	3	<b>Radio Station</b>	2
<b>Centrelink</b>	1	<b>Women's Shelter</b>	4 (0.5)
<b>Community Police</b>	1 (1)	<b>Child Care</b>	6 (0.5)
<b>Electrical</b>	1	<b>Multipurpose Centre</b>	13 (1)
<b>Essential Services</b>	6	<b>Aged Care Facility</b>	15
<b>Purchase Store</b>	4	<b>Environmental Health/Animal Control</b>	2
<b>Workshop</b>	5 (1)	<b>Land And Sea Office</b>	11

## 6) Agenda Reports

### a) Entertainment and Hospitality Policy

EMGO presented the draft Entertainment and Hospitality Policy. EMGO stated that Council is required to have an Entertainment and Hospitality Policy as per section 196 of the Local Government Regulations. The purpose of the policy is to detail our requirements in the following circumstances:

- entertaining members of the public in order to promote a local government project
- providing food or beverages to a person who is visiting the local government in an official capacity
- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons
- paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee

<p><b>RESOLUTION – Entertainment and Hospitality Policy</b></p> <p>That Council adopts the Entertainment and Hospitality Policy as presented</p>	<p><b>Moved Cr Fry</b> <b>Seconded Cr Wust</b></p> <p><b>MOTION CARRIED,</b> <b>All in Favour</b></p>
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**b) Gifts and Benefits Policy**

Ms Wiggins, EMGO stated that during a recent audit the Crime and Corruption Commission identified that Council did not have a Gifts and Benefits Policy and recommended that Council implement a policy.

The purpose of a Gifts and Benefits Policy is to minimise the risk of Councillors and employees being exposed to an actual or perceived conflict of interest associated with benefits or gifts offered in the course of their official duties.

EMGO summarised the policy and stated gifts should not be accepted if there is an actual or perceived conflict of interest or risk of influencing a council decision. EMGO further stated that any gifts over \$100 should not be accepted or that the CEO or EMGO should be contacted if there is an offer of a gift to agree a position for accepting or disposing of the gift (for example by on gifting to community) and to add the gift to the gifts register.

<b>RESOLUTION – Gifts and Benefits Policy</b> That Council adopts the Gifts and Benefits Policy as presented	<b>Moved Cr Wust</b> <b>Seconded Mayor Yam</b>  <b>MOTION CARRIED,</b> <b>All in Favour</b>
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**c) Newsletter**

Ms Wiggins, EMGO, presented the Council newsletter. EMGO stated that any ideas for future articles are welcomed. Councillors suggested that future articles could include:

- One Claim matter
- Updates from key community stakeholders
- Safety campaigns – such as road safety
- Impacts of noise pollution
- New births and family updates in community
- New merchandise available in the purchase store or post office

<b>RESOLUTION – Newsletter</b> That Council adopts the 1 <sup>st</sup> edition 2018 Council newsletter as presented	<b>Moved Cr Wust</b> <b>Seconded Cr Teddy</b>  <b>MOTION CARRIED,</b> <b>All in Favour</b>
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**d) Staff leave policy**

Ms Wiggins, EMGO, presented the amended staff leave policy on behalf of EMHR. Ms Wiggins stated that following and action from the July Council meeting the policy



had been updated to provide greater clarity on the need for all employees to provide leave forms, including when on carers leave, and requirements for when requesting to work, including:

- Working from home requests must be approved by an employee's manager in advance
- Employees working from home are expected to undertake their full duties and responsibilities as set out in their position description and must be fully contactable for the duration of their usual work hours.
- Employees who may be unwell or caring for family members but still keen to undertake some work duties should provide their manager an indication about the number of work hours they intend to carry out at home and provide a leave form for the remaining hours not worked
- Employees working from home are expected to have a work space available to them that meets the Work Place Health and Safety of council, and have suitable telephone and internet access.

<b>RESOLUTION – Staff leave</b> That Council adopts the amended staff leave policy as presented	<b>Moved Cr Wust</b> <b>Seconded Cr Teddy</b>  <b>MOTION CARRIED,</b> <b>All in Favour</b>
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**Action Item**

**CEO to provide details of the fleet and plant that require the new logo to EMGO**

**8) Other Business**

Nil

**Council Meeting Closed 2:15pm**