



KOWANYAMA ABORIGINAL SHIRE COUNCIL
Council Meeting Minutes

20 June 2018 | 10:10am – 2:22pm

Cairns Board Room and Kowanyama
Chambers Room (via Videoconference)

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

Christine Delaney

Executive Manager of Human Resources (EMHR)

Michelle Vick

Executive Manager Community Services (EMCS)

Tom Corrie

Executive Manager Infrastructure, Works and Projects (EMIWP)

Guests

Nil

Apologies

Executive Manager Governance & Operations (EMGO) & Acting Executive Manager Finance (AEMF)

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting.

2) Updates to Councillor Register of Interest or Related Parties

CEO's partner Julieanne to assist with new Library Project.

3) Minutes from Previous Council Meetings

a)

RESOLUTION – Minutes	Moved Cr Fry,
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<p>Minutes for May 2018 Council Meeting</p> <p>That the minutes of the May 2018 Council meeting be adopted as true and accurate.</p>	<p>Seconded Deputy Mayor Dick</p> <p>MOTION CARRIED,</p> <p>All in favour</p>
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b)

<p>RESOLUTION – Minutes</p> <p>Minutes for Special May 2018 Council Meeting</p> <p>That the minutes of the Special May 2018 Council meeting be adopted as true and accurate.</p>	<p>Moved Cr Teddy,</p> <p>Seconded Deputy Mayor Dick</p> <p>MOTION CARRIED,</p> <p>All in favour</p>
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4) Action Items from last Executive Meeting

CEO presented Ms. Wiggins' EMGO overview of the Action Items from the last Council meeting.

5) Departmental Updates

a) CEO Update

Mr. Williams CEO presented an update:

Overview

It has been a challenging year in regards to cost and performance of enterprises. The CEO has assigned a BI Manager to facilitate special projects to identify root cause and action plans. Lean Methodology is being introduced to our operations. We will focus on non-value added tasks and eliminate waste to standardise our operations and develop clear processes for our operations. This will assist with the reduction of administration through council enterprises.

Waterpark for Kowanyama Children

It was great to have Minister Ryan here for the Green fleet/Telstra tree planting day. Minister Ryan Donated a water slide for the Kowanyama state school in response to a letter sent him from the Kowanyama state school year 3 class.

Thank you Minister Ryan

Green Fleet/Telstra Project

The day finally arrived for the Kowanyama tree planting day and I must say it was a terrific day that went smoothly. A big thankyou to Green Fleet/Telstra, Kowanyama State School, Rise, Cleanaway, and community volunteers for the great support to make it a very successful day. The farm is really taking shape and looks amazing.

Council still has further works to complete however we are already turning our focus to stage two of the Market Garden,

The CEO has developed a plan with probation parole to allow community to pay off spurs debts by working with council in the gardens. Council has a supervisor to support the project

Well done team on a job well done

Work for Queensland

After delays due to cyclone Nora works for Queensland projects are to continue. Council looks forward to delivering many exciting projects to community.

We will continue to focus on the current round of works due for completion before shifting our focus to the next round including the airport terminal, wellbeing centre

Mens Shed

Kowanyama Aboriginal Shire Council will be looking to identify programs to be facilitated from the Mens shed. Preventative programs will be the focus and led by a coordinator. Funding will be available in the near future to kick start proceedings.

Road Works

I am still waiting on news regarding TIDS funding for 18/19. The focus is to have works from the prior year completed by June 30. I see no issues with the work being completed by the end of financial year. Topsy creek Tender has been awarded to R&K Civil. Work will commence on the Topsy project at the start of July with a completion date of October.

Action Item

CEO to contact R+K about who to contact for job enquiries.

ACTION ITEM

CEO to look at polo shirts for Council Team. Harry Daphney requested to design.

b) Finance

CEO presented the monthly Finance report for the month of May 2018 on behalf of Ms Wiggins.

Key points from the report are as follows:

- The 17/18 year to date original budgeted (expected) net income was \$30,346,900
- The 17/18 year to date revised budgeted (expected) net income was \$25,258,203
- The 17/18 year to date actual net income is \$22,845,963

- The 17/18 year to date original budgeted (expected) expenditure was \$29,652,751
- The 17/18 year to date revised budgeted (expected) expenditure was \$26,757,609
- The 17/18 year to date actual expenditure is \$21,743,348

Our interim net result is a \$295,823 profit, which is \$351,956 variance ahead of the original budget and a \$2,608,722 variance ahead of the revised budget.

c) Governance & Operations

CEO presented Ms. Wiggins', EMGO, monthly update:

2018-2019 Budget and Operational Plan

We are currently drafting the 2018-2019 Budget and Operational Plan. The budget needs to be endorsed by 1 August 2018 and Councillors need to receive the budget 2 weeks before endorsement for their review. It is suggested that the budget presentation is provided to Councilors on the week of the 2nd July, the Council Meeting occurs on 18th July and a special council meeting takes place on 19th July to endorse the budget. It is proposed that the ordinary and special council meetings take place in Cairns.

Audit and Risk Committee

The Audit and Risk Committee was held on 21 May 2018. Minutes are being presented in Closed Business today.

Advocacy

Health

The Social and Emotional Well Being collaborative is a group made from Council, Queensland Health, Royal Flying Doctors Service (RFDS), DATSIP and other health partners. The intention of the collaborative is to create a "one-stop-shop" for community members to access health care.

The Social and Emotional Well Being collaborative met on 11 June and endorsed the implementation plan. It has been agreed that Council will lease the entire lot 203 to Apunipima, including the old RFDS building, and that Apunipima will sublet rooms to the other health partners. Apunipima will be responsible for the upgrade of that building. This collaborative project is the first of its kind in the Cape and is receiving positive attention from Federal and State Government departments.

Housing

Correspondence has been sent to the Minister for Housing to clarify house sale prices methodology and Katter Lease entitlements.

Local Economy

We are currently working with DATSIP and Rise to develop a plan to improve the support for local business in Kowanyama.

Telecommunications

4G is now live in Kowanyama however we are still waiting on Telstra to fulfil an order for Council to utilize the service. We will continue to liaise with them to ensure completion of the works.

d) Infrastructure Works & Projects

Mr. Corrie, EMIWP, presented an update:

Executive Summary

Has been a busy month with a number of projects commencing with external contractors mobilizing to commence works. Completions on the Contractors camp (1 x 5 bed and 1

x 2 bed) dongas completed and ready for occupancy. Preparations for the planning of the 18/19 R&M and Upgrades works commences this week. The restructure of Workshop commences as well this week.

Key Details

Contractors Camp

Completion of the 2 unoccupied dongas has been successful, Morgan has leased those dongas to external contractors. We will commence assessing other units within the camp to meet the need of external contractors attending community for a number of differing works.

Building and Construction

The Building Team will be meeting this week to commence planning for the 18/19 R&M and Upgrade program of works. Preliminary program of works has 22 Upgrades from July 1, 2018 to be completed, a number of external contractors have been approached to provide tradesman to undertake the responsive maintenance works throughout the 18/19 financial year.

External Contractors

Wren Constructions have mobilized and are present in community for a number of concreting and other projects.

Outback Electrics continues with their fulltime presence in community undertaking electrical works.

Bartos Painters and construction also continue fulltime presence in community undertaking construction and painting works.

R&K will be mobilising in the very near future to commence the Topsy Barge Landing Project.

Richardsons Construction are in community preparing the QLD Health build of their accommodation units.

Workshop

I will be working with the workshop Manager and team to address the issues at the workshop. Our first role will be to clean the site and identify what is repairable and beyond repair to clear the workshop and surrounds. We will have a better picture of the tools and equipment that are serviceable in the workshop by the end of this week.

ACTION ITEM

EMIWP – Bush tucker plants to be put into pool area with naming for children to learn.

ACTION ITEM

EMIWP – Post office disability access needs to be addressed.

e) Community Services

Ms. Vick, EMCS, presented an update:

Overview

The past four weeks have seen movement towards filling management roles that have previously been vacant which will allow me to spend more time equally across services in the coming months. Due to the appointment of a new Aged Care Manager I will be able to step away in a couple of months.

Aged Care

We have successfully recruited an experienced Aged Care Manager with an excellent skillset. Shelina Bartlett has more than 14 years Aged Care Experience and is to commence in approximately four weeks' time.

We have provided the Australian Aged Care Quality Agency with an updated Plan for continuous Improvement with current targets being met. We have been advised by Susan Turner (AACQA) that they have rescheduled another visit for mid-August 2018.

Correspondence has been received from Miss Elsy Brammesan from the Health Grants and Network Compliance Centre in Regard to the Notice of non-Compliance. Stating "Having considered your submissions dated 14 March 2018, I am satisfied that you have proposed appropriate actions to remedy the non-compliance"

QLD Health has undertaken an onsite inspection of Aged Care and we await recommendations to commence improvements

Unfortunately we have been unsuccessful in recruiting an applicant for the mentor/cook position for the MOW and food safety program at this time. We have re-advertised and continue to look for a suitable candidate due to the importance of this role and as it is very instrumental and meeting compliance requirements.

RIBS

Funding of \$10000 is being considered for upgrade of radio station space to expand into the Centrelink area.

Centrelink

Enquiries have been made with team Leader at department of Human Services 'Pam Deemal' to consider the relocation of the service to being beside Council where staff can be better supported in their role. We await her response.

Playgroup

All is well in this area. No updates from previous meeting due to due to Coordinator leave.

Women's Shelter

Coordinator's leave means that there have been no recent updates provided, however I can report that upon visiting the centre Staff have made excellent improvements within the shelter and that the coordinator is providing excellent team building and mentoring to staff.

Sport and Recreation

We have been fortunate in gaining the services of an outstanding candidate Kevin Bell for the interim position of Manager of Sports, Recreation and Youth Engagement. Planning is underway to reinvigorate programs on offer through the MPC Center. Discussions have been had with Department of Prime Minister and Cabinet and State Minister Ryan to introduce a Youth Engagement Officer into this space. We are hoping

to establish a position that focuses on Careers counselling, goal setting and the re-engagement of disengaged youth.

Post Office

A meeting was held with the Post Office Manager to discuss restructuring the business. Collectively we will research appropriate merchandise and improvements to current services. This is an exciting opportunity to move the Post Office into mainstream services.

Disaster Management Coordination

On the 12th of June a Debriefing for Tropical Cyclone Nora was held in Cairns. CEO (via tele-link) and EMCS (in person) attended. The Kowanyama community was praised for its resilience in the face of natural disaster. It was noted that the community came together well in both preparations and recovery efforts. Well done to all.

f) Human Resources

Ms. Delaney, EMHR, presented an update:

Executive Summary

Staff numbers: 118

Current advertised Vacancies: 5

Current Workers Compensation Claims: NIL

Key Details

- Current vacancies:
 - Workshop Manager
 - Accounts Receivable
 - Community Police
 - Aged Care Food Services Mentor (*funded position*)
 - Aged Care Administration (*funded position*)
- Appointments:
 - Environmental Health Worker – Samuel Hudson (*transfer*)
 - Water Treatment Officer (PT) – Delvene Bernard (*transfer*)
 - Receptionist/Cleaner – Pansy Daniel (*transfer*)
 - Cleaner (Accommodation) – Josephine Gregory (*successful uptake from RISE MOU*)
 - Interim Sports, Recreation and Youth Engagement Manager – Kevin Bell
 - Parks and Gardens Coordinator – Gary Vick
 - Carpenter – *letter of offer sent*
 - Executive Manager Finance – *letter of offer sent*
 - Aged Care Services Manager – *letter of offer sent*
- Training:
 - Mosquito Management – June 218

- First block of Carpentry apprenticeship completed June 2018
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	7	Airport	3
Kowanyama Admin	8	Batching Plant	(1)
Cairns Admin	7 (1)	Post Office	2
Building Services	10	Accommodation	7
Parks And Roads	3	Radio Station	2
Centrelink	1	Women's Shelter	5
Community Police	1 (1)	Child Care	6
Electrical	1	Multipurpose Centre	13
Essential Services	5	Aged Care Facility	15 (2)
Purchase Store	4	Environmental Health/Animal Control	2
Workshop	5 (1)	Land And Sea Office	11

6) Agenda Reports

a) Code of Conduct

CEO presented the Code of Conduct Review on behalf of Mw Wiggins, EMGO.

<p>RESOLUTION – Code of Conduct That Council adopts the revised Code of Conduct.</p>	<p>Moved Cr Wust Seconded Deputy Mayor Dick</p> <p>MOTION CARRIED, All in Favour</p>
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7) Closed Business

<p>RESOLUTION – Closed Business Move into Closed Business 12:35pm</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"> ● Audit and Risk Committee Minutes ● Bad Debt Write Off Pearce Constructions 	<p>Moved Deputy Mayor Dick, Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – Moved Out of Closed Business at 4:03pm</p> <p>The Council resolve to move out of Closed Business.</p>	<p>Moved Mayor Yam, Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
<p>RESOLUTION – Audit and Risk Committee Minutes</p> <p>The Council endorse the May 2018 Audit and Risk Committee Minutes.</p>	<p>Moved Cr Teddy, Seconded Deputy Mayor Dick</p> <p>MOTION CARRIED, All in Favour</p>
<p>RESOLUTION – Bad Debt Write Off Pearce Construction</p> <p>That Council endorse to write off the \$8,999.01 debt accrued by Pearce Constructions.</p>	<p>Moved Cr Wust, Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>

8) Other Business

Nil

Council Meeting Closed 2:22pm