



Council Meeting Minutes

20 September 2017

10.20am – 3.30pm

Cairns Board Room and Kowanyama Board Room (via
Videoconference)

Present

Mayor Michael Yam (Chair)

Deputy Mayor Territa Dick

Cr Wendy Wust

Cr John Fry

Cameron Unwin, Deputy Chief Executive Officer & Executive Manager
Community Services (EMSC)

Katherine Wiggins, Executive Manager Governance and Operations (EMGO)

Helen Taylor, Executive Manager Finance (EMF)

Chris Delaney, Executive Manager Human Resources (EMHR)

Apologies

Fabian Williams, Chief Executive Officer (CEO) and A/Executive Manager
Infrastructure Works and Projects (A/EMIWP)

Morgan Roddick, Executive Assistant (EA)

1) Welcome and Apologies

The Mayor welcomed Councillors to the meeting.

There were no apologies noted.

2) Updates to Councillor Register of Interest or Related Parties

No updates were provided.

3) Minutes from Previous Council Meeting

RESOLUTION - Minutes

Minutes for August Council Meeting

That the minutes of the August 2017 Council meeting be adopted as true and accurate.

Moved Cr Wust, Seconded Mayor Yam

MOTION CARRIED

Mayor Yam congratulated staff for the obtaining the donated garbage truck and thanked Cleanaway for their generous donation and support.

Mayor Yam also acknowledged the efforts of the SES in the recent search for the missing person and stated the good news that he had been found safe and well.

4) 10.45am – 11.30am Departmental Updates

a) Office of the CEO

Ms Wiggins, EMGO, presented an update on behalf of the CEO:

Working For Queensland

- **Skate Park** – Concrete to be completed this week, components arranged and bolted into position. Expected completion this week.
- **BBQ & Playground Area** – Construction of BBQ gazebos has commenced and due for completion this week.
- **Swimming Pool fencing** – Posts have been installed for remainder of fencing, chainmesh and security wire early next week.
- **Football field** - Building erection has commenced on change room. Survey of field for shaping and drainage completed. Fencing set out has commenced with post hole to be dug this week, install posts to commence next week. Removal of redundant light poles to commence late this week. Connection of services, electrical, water & Sewerage will commence on completion of building base slabs, which is programmed 26 September. Construction of grandstands to commence early next week. Turf laying to be scheduled 3rd week in October
- **Rodeo Ground** - Building setout has commenced on Kiosk & toilet block. Fencing set out has commenced with post hole to be dug this week, install posts to commence next week. Portable lighting towers due 3rd week September.

- **Airport Carpark** – Civil earthworks to commence 23 September, to be completed over weekend so as not to disrupt scheduled services.
- **Airport drainage works** – Earthworks to open drain to commence 3rd week September, concrete lining to commence end of September
- **Roadworks** - Farm Access Rd to commence Monday next week, with gravel deliveries to start the week following. Pindi St shoulder repairs to commence late next week. Bitumen sealing by end of October, will happen same time as NDRRA town street repairs. Will include seal to: airport carpark, carpark at workshop & stores, slaughterhouse to Pindi St grid
- **New accommodation** have partially been purchased with 2 temporarily set up at the football fields for contractors, footings for 1 unit at Training Centre has commenced with sewer/water connections to commence this week. Expected relocation of accommodation to site end of this week or early next.

NDRRA

- The works involve light grading or gravel re-sheeting to all roads outside of the community and pothole patching and re-surfacing of areas of road within the community (including Kowanyama/Dunbar Road).
- R&K Plant Hire will be set up in the Contractors Camp on Shelfo Road in the coming days.
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Cr Wust and Cr Fry stated that it was vital for Black and More to be in close communication with contractors to ensure queries were resolved and the projects were not delayed.

Action Item

CEO as A/EMIWP to coordinate regular weekly meetings with Black and More, contractors and Cr Fry (as Councillor representative) to accelerate projects and minimize miscommunication on ground

b) Community Services

Mr Unwin, EMCS, presented an update for Community Services:

HACC Services has been renamed Aged Care Services as the HACC program no longer exists and Council has always provided more than just HACC services. The new title more accurately defines the work performed across different funding streams and categories.

The Community Services portfolio has had vacancies in a number of key areas since May 2017.

Kowanyama Aboriginal Shire Council has recruited a new Aged Care Services Manager Ms Dallas Stephens. The new Aged Care Services Manager commenced on Monday 18 September 2017.

In addition the position of Women's and Children's Services Manager has been re-advertised. The candidates are currently being shortlisted and interviews will begin week commencing Monday 25 September 2017.

c) Governance and Operations

Ms Wiggins, EMGO, presented an update for Governance and Operations

Legal

Topsy Creek – Indigenous Land Use Agreement (ILUA) negotiations are progressing with the PBC. The draft ILUA has been submitted to the PBC awaiting their comment.

Katter Leases

Tracy Board, A/Manager Home Ownership Department of Aboriginal and Torres Strait Islander Partnerships will be visiting Kowanyama on the 24th and 25th October to meet with community members talk about Katter Leases. A community meeting on Katter Leases has been scheduled for 24 October 5.15pm -7.00pm.

Council noted that it would be welcomed if Tracy could spend the week in community to push the Katter Lease project forward.

Action Item

EMGO to contact Tracy Board, DATSIP, to seek a longer community visit to progress Katter Leases.

Action Item

EMGO to review progress of Katter leases

Leases

Apunipima Health Clinic - with McDonnells Law for progressing
Canteen Lease – Terms agreed, with McDonnells Law to finalise
Blue Café – Closed Business Agenda Report to be discussed today

It was raised that there may be maintenance issues at the canteen.

Action Item

CEO as A/EMIWP to progress Canteen maintenance requests

Childcare Outsourcing

A meeting was held on 7 September 2017 with Department Education and Training about the future potential management of the Childcare Centre. It was provisionally agreed at the meeting that ideally the Childcare be outsourced to an organisation skilled in providing the service and that council lease out the childcare dongas plus a house for staff accommodation. A further costs benefit analysis will be completed to assess all options and presented to the October council meeting.

Action Item

CEO to coordinate Childcare outsourcing cost/benefit analysis to be presented to the October 2017 Council meeting.

Corporate Plan Planning Day

Council's new five year Corporate Plan need to be endorsed by the end of December 2017. Prior to that the plan would need to be available for community's comments for at least one month. Initial discussions on the Corporate Plan were undertaken at the May and September Community meetings. It is now proposed that following those discussions a draft plan is developed and discussed with Council at a planning day – possibly in Kowanyama the week of the 23 October. Council agreed that a planning day the week of the 23 October 2017 would be welcomed.

Advocacy

The Premier visited Kowanyama on Thursday September 2017. The visit was a great success and we are now further progressing our key advocacy priorities with her office. The Premier has so far announced her support for a Well-Being centre. Follow-up correspondence will provided to the Premier to progress all actions including the Men's Shed, review of the AMP, mental health support and criminal justice programs.

Ms Wiggins stated that Council had received confirmation that Minister Ryan had approved \$600k funding for the Men's Shed. Ms Wiggins stated that contact would be made with the Ministers office to clarify funding conditions.

The Mayor congratulated staff for their work to advocate for the Men's Shed funding.

Action Item

EMCS to coordinate a press release on recent advocacy successes.

By-Election

Colin Lawrence has now left his Councillor seat. Council is working with the Electoral Commission Queensland (ECQ) to organize a By-Election. This will take place in the next three months.

Council confirmed that if the budget allowed an attendance ballot was preferred over a postal ballot.

Action Item

EMGO to continue to coordinate By Election and report progress to October Council meeting

October Council Meeting

Due to the LGAQ conference being held the week of the 16 October, it is proposed that the October Council meeting to be moved from the 18 October to 25 October.

Council agreed for the Council meeting to be held on the 25 October.

Action Item

EA to progress moving the October Council meeting to the 25 October 2017.

Council raised whether an old tender received from Thomas Hudson for the Barge Ramp was still valid or whether the tender process would be restarted.

Action Item

CEO as A/EMIWP to contact Black and More to enquire about tenders received for the Barge Ramp component of Topsy Creek and report back to Council.

Council queried whether there were any concerns between the PBC and Council about the use of sand for projects. Council stated that it was their understanding that sand used was not from PBC land.

Action Item

CEO as A/EMIWP to review the ownership of the sand used for current works and report back to Council.

Councillors raised issues with Councillors being verbally threatened in community and that some of the behaviours appeared to be escalating.

Action Item

CEO to contact local police to report verbal threats towards Councillors

EMCS suggested that council set up its own Facebook page so that the Council as a brand could respond to queries on social media and report on successes.

Action Item

EMGO to work with EMCS to develop an official Council Face Book page and procedure for how the page will be monitored, mediated and updated – prior to it going live

Action Items

- 8 new Action Items from August 2017 Council meeting
- 6 completed Action Items since August 2017 Council meeting
- 14 action items still in progress

d) Finance

Ms Taylor presented the Finance update:

A monthly Finance report for the month of August has been prepared as (as presented). An overview of the budget tracking was also presented.

Key points from the report are as follows:

- The 17/18 year to date budgeted (expected) **income** was \$6,329,947
- The 17/18 year to date actual **income** is \$22,822,552
- The 17/18 year to date budgeted (expected) **expenditure** was \$5,831,211

Ms Taylor stated that the interim net result variance to budget is \$420,056 behind budget, predominantly due works at the batching plant, including Work for Queensland and New House Build projects.

Ms Taylor also stated that Council fell short on its projected revenue due to the delay of NDRRA 16.16 works, Stage 2 Topsy Creek and Stage 2 NPARI Houses.

Ms Taylor stated that it was likely that Council would receive funds resulting from the Cattle Company liquidation.

The Mayor requested that available funds received should be reinvested in purchasing a grader. Ms Taylor stated that if funds were received they would

not be transferred directly to the Capital, Fleet and Planet budget as they were already accounted for. The Mayor requested a report into the viability of purchasing a grader.

Action Item

CEO as A/EMIWP to work with Business Development and Grants Manager to add the Grader to the Projects Assessment Tool, and provide assessment result to October Council meeting.

Councillors further requested that an upgrade of the Workshop building also be reviewed.

Action Item

CEO as A/EMIWP to work with Business Development and Grants Manager to add the upgrade of the Workshop building to the Projects Assessment Tool, and provide assessment result to October Council meeting.

Action Item

CEO with EMCS to review options for Home Ownership in community

The Mayor congratulated the Finance team for the ongoing achievements.

e) Human Resources

Ms Delaney provided an update on Human Resources:

Current Staff numbers: 135

Current advertised Vacancies: 5

Current Workers Compensation Claims: 1

HR Policies for Approval

Key Details

- Current advertised vacancies:
 - Women's and Children's Services Coordinator
 - Administration Manager
 - Building Services Manager
 - Land and Sea Manager (*closed currently shortlisting for interview*)
 - Community Police Officer (*closed awaiting interview*)
- September New Starters:

- Kerrienne Barney – casual Women’s Shelter
- Naomi Sinnamon – casual Aged Care Services
- Coralie Lawrence – casual Aged Care Services
- Russell Major – casual Workshop
- Brendan Yam – casual Workshop
- Tommy Dick – casual Ranger
- Lenford Tommy – casual Ranger
- Samuel Hudson – casual Ranger
- Ashton Yam – casual Ranger
- Vernon Bernard – casual Ranger
- Morgan Roddick – contract Executive Assistant –

NOTE:

- Aged Care Services Manager – Ms Dallas Stevens commencing 18/09/2017
- HR Policies for Approval
 - KASC Workplace Health & Safety Policy – September 2017 to be presented later today.

5) Agenda Report

a) Community Grants.

Ms Wiggins, EMGO, presented the Community Grants Policy. Ms Wiggins noted that in the 2017-2018 Budget, Council allocated \$20,000 towards Community Grants. To enable this expenditure a Community Grants policy had been developed. The Policy had been discussed at the Executive Team meeting on the 12 September and endorsed by the team.

Individuals would be able to apply for \$500 per year and Organisations would be able to apply for \$5000 per year. The individual or organisation would need to demonstrate that:

- The project or activity is taking place within the Kowanyama Aboriginal Shire Council local government boundary, or the project or activity will benefit Kowanyama Aboriginal Shire Council residents.
- The grant is in line with Council’s vision, values and strategies as noted in our Corporate Plan and Operational Plan.

The applications would be grouped into four categories:

- Social and cultural (for example art programs)
- Sporting and recreation (for example travel to attend a sports carnival)

- Leadership, capacity development and young people (for example to attend a conference or training)
- Environment (for example a community led garden awards)

There are additional eligibility criteria as noted in the Policy.

The grant applications would initially be assessed by a panel chaired by the Grants and Business Development Manager who would then prepare an assessment report for Council's consideration. Panel members would include Executive Manager Community Services, Executive Manager Human Resources and the Sports and Recreation Manager.

The applications would need to be provided by the 1st Tuesday of each month, once endorsed by Council payment would be provided within three working days.

RESOLUTION – Community Grants

That Council endorse the Community Grants Policy as presented.

Moved Cr Wust, Seconded Deputy Mayor Dick

MOTION CARRIED

b) Non-Current Asset Policy

Ms Taylor presented the Non-Current Asset Policy stating that Item 4.1.9 of the QAO Interim Management Letter for 16-17, recommends that Council prepare and adopt a non-current asset accounting policy. Ms Taylor stated that the policy formalises the accounting treatment for Council's assets and links to our Asset Management Plans and Asset Management Policy.

RESOLUTION - Non Current Asset Policy

That Council endorse the Non-Current Asset Policy as presented.

Moved Deputy Mayor Dick, Seconded Cr Fry

MOTION CARRIED

c) Work, Health and Safety Policy and Statement

Ms Delaney, EMHS, presented the Work, Health and Safety (WH&S) Policy and Statement stating that in the ongoing improvement of providing information and guidance to employees and Councillors relevant policies and procedures are being updated and where, non-existent, developed. This information will assist in providing relevant information to staff regarding their and Council's obligations in relation to their employment.

Ms Delaney stated that our primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that

creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees with management or supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas.

RESOLUTION – Work, Health and Safety Policy and Statement

That Council endorse the Work, Health and Safety Policy and Statement as presented.

Moved Cr Fry, Seconded Mayor Yam

MOTION CARRIED

d) Aged Care Services Client Assessment & Reassessment Policy – late report

Mr Unwin, EMCS, presented the Aged Care Services Client Assessment & Reassessment Policy. Mr Unwin stated that Kowanyama Aboriginal Shire Council (KASC) is always striving for excellence in the delivery of aged care services.

To achieve this goal it is important that KASC has a Client Assessment and Reassessment Policy to guide the initial and subsequent monitoring of client's needs. This policy will ensure that Aged Care Services staff have guidance as to when and how to assess and reassess a client's needs. This assists the client but also maximizes the payments and subsidies that KASC is entitled to when providing services.

This proposed Policy is compliant with the following legislation and standards:

- Aged Care Act 1997
- Home Care Standards 1 and 2 (Outcomes 1.6, 2.2 and 2.4)
- Home Care Packages Programme Operational Manual 2015
- Information Privacy Act 2009 (Qld)
- Local Government Act 2009 (Qld)
- Public Records Act 2002 (Qld)
- Right to Information Act 2009 (Qld)

RESOLUTION – Aged Care Services Client Assessment & Reassessment Policy

That Council endorse the Aged Care Services Client Assessment & Reassessment Policy as presented.

Moved Deputy Mayor, Seconded Mayor Yam

MOTION CARRIED

Closed Business

RESOLUTION – Closed Business

Move in to Closed Business 12.14pm

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

- The local government's budget
- Contracts proposed to be made by it
- Other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

Moved Mayor Yam Seconded Cr Lawrence

MOTION CARRIED

RESOLUTION

Move out of Closed Business 3.20pm

That Council resolve to move out of Closed Business

Moved Cr Fry, Seconded Deputy Mayor

MOTION CARRIED

RESOLUTION – requests from Thomas Hudson

That Council, in principle, endorses the requests from Thomas Hudson to lease a) the 5 bedroom Dongas and b) compound space, and authorises the CEO to negotiate terms and conditions for the leases, on the condition it is in accordance with Council's Procurement Policy.

Moved Mayor Yam, Seconded Cr Fry

MOTION CARRIED

RESOLUTION – Housing Allocation

That Council endorses the suggested Housing Allocation list for September as provided by the Department of Housing and Public Works.

Moved Deputy Mayor Dick, Seconded Mayor Yam

MOTION CARRIED

RESOLUTION – Bakery Expressions of Interest

That Council endorses to advertise Expressions of Interest (EOI) for new lease opportunities:

- Bakery

Left Matter on table

It was noted that before Expression of Interest were called that the Bakery be provided two further months to improve revenue and operations. It was noted that the Workshop should also be provided the opportunity to improve operations.

Action Item

CEO, as A/EMIWP to review bakery and workshop operations to improve operations and revenue, with a report on progress and approval to lease the November 2017 Council meeting.

RESOLUTION – Blue Café Expressions of Interest

That Council endorses to advertise Expressions of Interest (EOI) for the Blue Café in November 2017.

Cr Fry declared his CPI and abstained from the vote

Moved Mayor Yam, Seconded Deputy Mayor Dick

MOTION CARRIED

RESOLUTION – \$200k contracts

That Council endorse Bartos Plumbing be awarded \$800,000 in work for the 2017/2018 financial year.

Moved Mayor Yam, Seconded Cr Fry

MOTION CARRIED

Action Item

CEO as A/EMIWP to work with EMF and Purchasing Manager to review tendering for ongoing building work services and provide options report to November 2017 Council meeting.

RESOLUTION – Kowanyama Housing Project KC5

That Council endorse:

- a variation of contract with HC Building and Constructions to include the construction of KC5

- HC Building and Construction as “Sole Supplier” for the KC5

Moved Cr Fry, Seconded Mayor Yam

MOTION CARRIED

Council stated that they had not received the architectural designs for the new housing

Action Item

CEO as A/EMIWP to request housing designs from Black and More and circulate to Council.

RESOLUTION – Hinterland Turnaround Fees

That Council endorses to reduce the Turnaround fee charged to Hinterland Aviation from \$350 as endorsed in our Fees and Charges Schedule 17/18, to \$125 until 31 October 2017.

Moved Mayor Yam, Seconded Deputy Mayor Dick

MOTION CARRIED

Action Item

EMF to work with CEO to review landing and turnaround fees for 1) different size aircraft 2) aircraft requiring council services (unloading etc), and develop a pricing schedule for the October Council meeting.

General Business

EMCS raised that some Councils have now formally resolved to change the date of Australia day so that all community members are able to celebrate and raised whether Council would be keen on pursuing this through the Cape Indigenous Mayors Alliance (CIMA) forum.

EMGO agreed that moving Australia Day was in line with Council’s advocacy work and stated that at the Australian Local Government Association Conference in June Council had voted for a resolution put forward by Hobart City Council for the ALGA to lobby to move Australia Day.

Action Item

EMGO to work with EMCS and CEO to add moving Australia day to the CIMA agenda.

Council Meeting Closed at 3.30pm