



KOWANYAMA ABORIGINAL
SHIRE COUNCIL

Council Meeting Minutes

20 February 2019 | 10:10am –
2.30pm

Kowanyama Chambers Room
and Cairns Board Room

Present:

Councillors

Mayor Michael Yam (Chair)

Cr Aaron Teddy

Cr Wendy Wust

Cr John Fry

Deputy Mayor Territa Dick

Executive

Katherine Wiggins

A/CEO and Executive Manager Governance and Operations (EMGO)

Caroline Smith

Acting Executive Manager Human Resources (EMHR)

Nicola Strutt

Acting Executive Manager Finance (EMF)

Apologies

Tom Corrie

Executive Manager Infrastructure, Works and Projects (EMIWP)

Michelle Vick

Executive Manager Community Services (EMCS)

Chris Delaney

Executive Manager Human Resources (EMHR)

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

RESOLUTION – Minutes Minutes for January 2019 Council Meeting That the minutes of the January 2019 Council meeting be adopted as true and accurate with changes to be made regarding the apologies.	Moved Cr Fry Seconded Cr Wust MOTION CARRIED, All in favour
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Action Item

Office of the CEO to draft correspondence to Minister De Brenni regarding the need for air conditioning in social housing

4) Action Items from Council Meeting

Nil updates

5) Departmental Updates

a) CEO Update

Ms Wiggins, A/CEO summarised the monthly report for CEO and EMGO portfolios. The full report is attached at end of minutes:

Leases

In progress:

- Blue Café – awaiting details of repairs required. A further report is tabled for today to discuss waiving of rent during period of closure. A grant has been submitted for an upgrade.
- Canteen – draft with Sports and Recreations Association for approval. Grant has also been identified for upgrade. A grant has been submitted for an upgrade.
- Apunipima - draft with Apunipima for approval. Electricity issue has been identified. Working with Electrician and A/EMIWP to resolve.

Cattle Company

Council has developed a Terms of Reference for a steering committee to expedite a decision in regards to the cattle company. The Terms of Reference have now been approved and further meetings will be held in the coming weeks to seek the views of community.

Advocacy

A/CEO and Damien Walker, Government Champion, held a teleconference in early February to discuss key priorities at council. The Alcohol Management Plan, and the need for a robust review in to its effectiveness, was discussed. Mr Walker is planning to visit community on 10 April 2019 to discuss further.

Justice Group

Mayor Yam, A/CEO Katherine Wiggins, Kevin Bell Manager Sport & Recreation & Community Engagement and William Blanco Family Engagement Officer, attended a justice group meeting on 6 February. It was agreed at that meeting that the group would seek support from the Police and the courts to develop a community based sentencing program for young people, for activities such as Men's and Women's Group, traditional arts and crafts, music etc. This initiative is consistent with a new method of sentencing for young people that aims to divert funding from prisons to community based strategies with better results in reducing reoffending. A/CEO Katherine Wiggins is assisting the Justice Group in preparing correspondence to the police to consider this new approach.

Joint Operations Meeting (JOM)

A/Chief Executive Officer, and Executive Manager Infrastructure Works and Projects meet with housing stakeholders at the Joint Operations Meeting on Tuesday 12 February 2018.

It was stated at that meeting that Kowanyama is tracking quite poorly in terms of our job cards with some job cards being more than two years old. Infrastructure, Works and Projects will be working more closely on this in the coming weeks to reduce the number of aged job cards. It was agreed that during this time the JOM will meet each month to support council to implement efficiencies.

Executive Team update

An Executive Team meeting was held on Wednesday 13 February 2018. The following matters were discussed at the meeting:

- Remind team members about Organisational Structure and that, if Executive Managers need assistance from team members that our outside their department, they initially seek approval from the Executive Manager that the team members reports to.
- A new Performance Review and Salary review methodology was agreed. This methodology will be used when calculating future employees pay increases to ensure there is a fair and consistent approach.
- A new "Rescue policy" was discussed. Michelle Vick, EMCS will further develop and present to the March Council 2019 meeting. The policy will detail the differences between "Emergency Rescues" and "Recoveries" and what council can and cannot do
- It was agreed that the Executive Managers should be approving expenditure in their budgets rather than all expenses being approved by Finance. A/CEO and Finance will provide training to the Executive Managers and Line Managers to ensure they are able to navigate the Synergy financial system.
- A/CEO raised the urgent need for some building inspections to be undertaken to ensure safety of staff and tenants. Executive Manager Infrastructure works and Projects to lead.
- Animal Management – it was raised that council endorsed an Animal Management Plan in early 2018 which provided for a strategy to support

community members to take care of animals for the community benefit, but there has not been as much movement in implementing the plan as was hoped for. There will be a renewed focus on this in the coming weeks. It was agreed that for the time being Animal Management will continue to report to Infrastructure, Works and Projects.

Action Item

Office of the CEO to provide contact details to Cr Wust regarding International Women's Day.

Action Item

PA to contact Tim Hearne regarding 5th March ask for agenda for the day, activities, and participants for the day, community participation.

Action Item

EMCS/EMIWP educate community on health risks associated with swimming in creeks and also emphasis on treating animals when vet is visiting community.

Action Item

EMIWP to contact the vet and enquire about animal kits which can include tick/flea collars, food, dog wash etc.

b) Finance

Ms Strutt, A/EMF presented her monthly report. Summarised the monthly report. Full report is attached at end of minutes:

Key points from the report are as follows:

- net result is a \$1,033k surplus, this is \$970k higher than budget
- actual net **income** is \$24,808k, this is \$1,177k higher than budget
- actual **expenditure** is \$23,775k, this is \$207k higher than budget
- Untied Cash Funds balance is \$3,925k

Action Item

PA to cancel Adobe Cloud Subscription

c) Infrastructure Works & Projects

Mr Corrie was not present, EMIWP provided a written report which is summarised below. Full report is attached at end of minutes:

Council Owned Infrastructure

The Infrastructure teams are attending to a multitude of emergent works this wet season, we have been inundated with water ingress into Council infrastructure staff residential

buildings causing electrical and structural damage. Our building team will be undertaking an audit of all Council staff housing and infrastructure to ascertain damage and develop a scope of work and value of works to present to budget review for the 2019-2020 budget.

MPC Upgrades

Internal minor – Council PM (awaiting completion of major)

External major- BAS PM, Wren Construction undertaking works

Training Centre Accommodation – 80% complete, fencing and outside kitchen to complete

Airport Terminal Stage 2- concept drawings presented

Workshop - commencing booking calendar

ICCIP - Project Manager working with Department for clarification

Action Item

EMGO to look into the 410 Armin Away street lease.

Action Item

PA to progress vehicle trade in for Sahara.

Action Item

PA to research vehicle policies from other Councils regarding CEO cars.

Action Item

ACEO to follow up with EMIWP regarding ICCIP funding.

d) Community Services

Mrs Vick was not present, EMCS provided a written report which is summarised below. Full report is attached at end of minutes:

Aged Care – Aged Care has had its security reviewed and has had lighting installed to the darker area at the Pindi street gate. Further lighting installations are planned. This gate also remains secured with staff and management having access to keys. This area was previously used as a shortcut by members of community not requiring access to aged care. This minor inconvenience has increased security.

Centrelink – Normal services have resumed though sadly community has faced more Sorry Business and it is hoped that this will have little impact on services provided due to the number of back up staff now available.

Women's Shelter and Play Group – The upgrade of the MPC building has impacted the Playgroup as it is not able to currently operate. We have not been able to identify

an alternative building that meets the requirements of Playgroup. Staff are alternating at assisting at the school. Staff have attended the 3 day CPR and First Aid provided by JCU

Disaster Management Coordination – Council has been closely monitoring rising flood waters close to community and liaising with the Executive team and community to ensure that LDMG is activated should the need arise. Messages have been placed on Council Facebook Page to advise community of risk.

e) Human Resources

Ms Smith, A/EMHR presented her monthly report, summarised report below. Full report is attached at end of minutes.

Key Details

- Current vacancies:
 - Chief Executive Officer
 - Groundsperson – Swimming Pool and Recreation Precinct (2 x part time positions – advertised internally to existing casuals)
 - Community Police – awaiting interviews
 - Post Office Assistant – Interviews will occur once Post Office Manager returns
 - Bakery Assistant – Interviews will occur once Baker returns
- New Appointments:
 - Executive Manager Finance – Andrew Hay (commencing 04/03/2019)
 - Parks and Gardens Assistant – 3 new starters
 - Market Garden Assistants – 10 new starters (commenced February)
 - Staffing:
 - Current staffing numbers by Department (vacant positions in brackets)

Action Item

PA to schedule CEO Shortlisting appointment with all councilors and ACEO.

Action Item

A/CEO to speak with EMIWP/EMCS regarding a staff member.

Action Item

A/CEO to expedite replacement post office workers, investigate hourly rate.

It was stated to A/CEO from the full Council that all decisions made by ACEO have the full support of the Council.

Lunch 12.45pm

Council meeting resumed at 1.20pm

6) Agenda Reports

a) Community Grants Application Rescue

Ms Wiggins stated that on the week of the 21 January 2019, a community member was reported missing. This developed into a search and rescue coordinated by the Queensland Police Service. Some community members requested that council purchased fuel for private vehicles to assist in the rescue. Due to the lack of process in place to coordinate the request, and the associated risks, this was declined by the A/CEO. However, in the interest of community cohesion, it was agreed that council could fund up to \$1000 towards the food and refreshments of the volunteers.

To minimize the operational risk to council this was coordinated through the local shop (CEQ). The final amount accrued for the refreshments is \$134.94 as attached. The Executive have recognized that going forward it would be beneficial to develop a policy that details what council can and cannot fund for future rescues. The policy is currently being developed and will be presented to the March 2019 council meeting.

RESOLUTION That Council endorse the emergency Community Grants application \$134.94.	Moved Cr Fry Seconded Cr Wust MOTION CARRIED, All in Favour
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Action Item

Office of the CEO to draft correspondence to CEQ regarding the price of groceries.

Action Item

CEO to review freight companies to service the barge.

Action Item

CEO to draft correspondence to Cynthia Luia regarding any issues within community.

b) Staff Leave Policy

Ms Wiggins stated that The current version of the Staff Leave Policy requires employees to submit proof of illness e.g., a Medical Certificate where they take two days or more leave. This policy is currently not in line with the Industrial Relation Act 2016.

Extract from the Industrial Relation Act 2016 Section 41-

41 Requirement for employee to give notice etc.

(1) An employee's entitlement under section 40 is conditional

on—

(a) the employee promptly notifying the employer of—

(i) any illness that will cause the employee to be absent from work; and

(ii) the approximate period for which the employee will be absent; and

(b) if the employee is absent for more than 2 days—

(i) the employee giving the employer a doctor's certificate about the nature of the illness and the

approximate period for which the employee will be absent; or

(ii) the employee giving the employer other evidence of the illness to the employer's satisfaction.

Therefore the policy is being updated to note that a medical certificate is required for periods of 3 days and more. It was also agreed to remove the provision that no annual leave can be taken during probation.

<p>RESOLUTION – The Council endorse the amended Staff Leave Policy:</p> <p>Section 5.6</p> <p>d) If the absence is for more than 2 days, provide a medical certificate or other evidence that would satisfy a reasonable person that the leave is taken for sick/carer's reasons as specified in this policy, such as a statutory declaration.</p> <p>Section 4.2</p> <p>Remove</p>	<p>Moved Cr Teddy</p> <p>Seconded Cr Wust</p> <p>MOTION CARRIED,</p> <p>All in Favour</p>
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Action Item

EMHR to provide information to staff regarding leave and superannuation insurances.

c) Staff Remuneration Increase Process

Ms Wiggins stated that Council is required to apply changes to the remuneration of employees paid under the Queensland Local Government Industry Award – State (Award) as they become applicable.

Employees paid above the award are paid at a higher rate depending on skills, experience and industry benchmarking for the particular roles. The above award payment is also used as a method of attracting suitably qualified and experienced candidates and for retaining quality staff.

This process has been developed to provide managers and Executive a clear, equitable and consistent approach to Employee Remuneration increases.

Council noted the new methodology to calculate employee pay increases.

d) Vehicle Usage Policy

Ms Shaw stated that our current Vehicle Usage Policy does not include the use of 4WD and appropriate trained personnel. After consideration it has been determined that if a staff member is to utilise a 4WD vehicle and engage the 4WD system they are to ensure they are suitable experienced and trained.

It is therefore recommended the Vehicle Usage Policy is amended to include:

- Whilst utilising a vehicle for 4WD purposes that the workplace participant is adequately trained in operating the vehicle in 4WD and associated situation.

<p>RESOLUTION – The council endorse the Amended Vehicle Usage Policy to include the requirement for 4WD training.</p>	<p>Moved Cr Yam Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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f) CCTV Policy

Ms Wiggins stated that Council installed a CCTV system in 2017, to ensure we are following the correct legislation we have developed a CCTV policy and CCTV request form, these documents are attached.

Any person requiring footage from the CCTV system will be required to complete the form and obtain approval for the footage to be released, these forms will also be stored for future reference.

<p>RESOLUTION – The council endorse the CCTV Policy.</p>	<p>Moved Cr Teddy Seconded Cr Yam</p> <p>MOTION CARRIED, All in Favour</p>
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e) Community Grants Application – Men’s Group

Ms Wiggins stated that The Men’s group meets everyone fortnight to support young and adult men in social and emotional well-being. The goals of the group are in line with Council’s Operational Plan Goals in regards to:

- Women's, Men's and Young people's support groups
- Men and Women's Shed and Hub

- Promote evidence based strategies to improve community health promotion (preventive)
Promote evidence based strategies to reduce criminal offending

The group have requested that council supports the group by providing basic food and provisions for the group at \$200.

The food and provisions will be stored in the Council store room for safe keeping.

<p>RESOLUTION – That Council endorse the Community Grants application for \$200 for the Men’s Group.</p>	<p>Moved Cr Fry Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>
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g) Community Grants Application – Young Peoples Social and Emotional Well-Being Group

Ms Wiggins presented the report form Queensland Health to support the Young Peoples Social and Emotional Well-being group.

<p>RESOLUTION – That Council endorse the Community Grants application for \$1500 to support the Queensland Health Young Peoples Social and Emotional Well-Being Group.</p>	<p>Moved Cr Wust Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>
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<p><u>Action Item</u> ACEO to speak with the Young Peoples Social and Emotional Well-Being Group chair.</p>

7) Closed Business

<p>RESOLUTION – The Council moves into Closed Business.</p>	<p>Moved Cr Seconded Cr</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – The Council moves out of Closed Business.</p>	<p>Moved Cr Fry Seconded Cr Wust</p>
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	MOTION CARRIED, All in Favour
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7a) Additional Bank Signatory

RESOLUTION – That Council endorse Andrew Hay, Executive Manager Finance to be an authorised bank signatory, for NAB and Commonwealth, from 4 March 2019.	Moved Cr Yam Seconded Cr Fry MOTION CARRIED, All in Favour
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7b) Revoke Dry Hire Rated endorsed January 2019

RESOLUTION – That Council revoke the additional Fees and Charges for Dry Hire of plant endorsed at is January 2019 council meeting.	Moved Cr Teddy Seconded Cr Yam MOTION CARRIED, All in Favour
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7c) Approval of additional Wet and Dry Hire Rates

RESOLUTION – That Council endorse the additional Fees and Charges for the Wet and Dry Hire of Plant.	Moved Cr Yam Seconded Cr Fry MOTION CARRIED, All in Favour
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7d) Blue Café Lease Waive of Rent

RESOLUTION – That Council endorse to waiver the rent for the Blue Café from November 2018 until the repairs of the Blue Café are complete.	Moved Cr Teddy Seconded Cr Wust
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	MOTION CARRIED, Cr Yam, Cr Dick, Cr Wust, Cr Teddy Cr Fry abstained from voting
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7e) Canteen Rent Waiver Request

RESOLUTION – That Council endorse to discount the current Canteen rental from \$4000 to \$2000 per week for 6 months from the date of the lease signing, with full payment of outstanding rent paid in instalments by September 2019.	Moved Cr Teddy Seconded Cr Wust MOTION CARRIED, All in Favour
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7f) Men’s Shed

Left matter on table, EMIWP to provide further clarification and information at March 2019 Council Meeting.

7g) Motor Vehicles

Left matter on table, EMIWP to provide further clarification and further information at March 2019 Council Meeting.

7h) Emergency Works

Left matter on table, EMIWP to provide further clarification and information at March 2019 Council Meeting.

8) Other Business

Nil

Council Meeting Closed at 2.30pm