



KOWANYAMA ABORIGINAL
SHIRE COUNCIL

Council Meeting Minutes

25 March 2019 | 10:20am –
2.00pm

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)

Andrew Hay, Executive Manager Finance (EMF)

Tom Corrie, Executive Manager Infrastructure, Works and Projects (EMIWP)

Chris Delaney, Executive Manager Human Resources (EMHR)

Shelina Bartlett, Acting Executive Manager Community Services (EMCS)

Apologies

Michelle Vick, Executive Manager Community Services (EMCS)

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 February 2019 Council Meeting That the minutes of the February 2019 Council meeting be adopted as true and accurate with changes to be made regarding the apologies.	Moved Cr Yam Seconded Cr Wust MOTION CARRIED, All in favour
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Cr Wust commented that further support should be provided to local people to build capacity to obtain local employment. Cr Wust also queried what training was available for councillors.

<u>Action Item</u> <ul style="list-style-type: none">EMHR to continue to source training to build capacity for community members.
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Action Item

- A/CEO to ensure budget for providing training to councillors is captured in the 2019/2020 budget.

4) Action Items from Council Meeting

- a) Ms Wiggins presented the actions from the February Council meeting.
- b) Ms Wiggins presented the “All Current Action Items”.

The action for the freight service to the barge ramp was queried. Ms Wiggins stated that further discussions were required with freight providers. It was also stated that further funding was required to provide all weather road access to the barge ramp.

5) Departmental Updates

a) CEO Update

Advocacy

Ms Wiggins stated that she and Cr Fry met with Warren Entsch MP on 12 March, the following items were discussed:

- National Partnership on Remote Indigenous Housing (NPARIH) – Mr Entsch MP stated that they had received the letter from the Torres Cape Indigenous Council Alliance (TCICA) Inc (of which council was a signatory). The letter states that the TCICA supports housing funds to be paid direct to local government in order to circumvent the current stalemate between the Federal and State Governments. Mr Entsch stated that he expected an announcement regarding housing funded prior to the Federal Budget, so in the next month.
- Pama Futures and One Claim – Council’s concern regarding the Pama futures and One Claim model was raised.
- Alcohol Management Plan – Council’s request for a review of the AMP was discussed. Mr Entsch MP agreed that the AMP is stunting economic growth, exacerbating criminalization of community members and is not in line with the wider Australian living standards

Action Item

A/CEO to follow-up Actions as agreed with Warren Entsch MP.

Council closure for community Funeral 29 March

Ms Wiggins stated that it has been highlighted whether it would be appropriate for council operations to close on the 29 March for respect of the community funeral. It was agreed that council will remain open but all employees would be able to take bereavement leave to attend the funeral due to the significance of the day.

Executive Team update

Ms Wiggins provided an update from the Executive Team meeting held on Wednesday 13 March 2018. The following matters were discussed at the meeting:

- Post disaster funding management – to ensure costs incurred by disasters are recovered. Finance to be included in future Disaster Management meetings.
- Contractors camp fees – it was agreed that a 20% discount be provided to contractors that stay in the contractors camp for 6 months or more. It was also discussed that a reduction of the base rate be considered further in the 2019-2020 budget discussions. Ms Wiggins sought the view from council with this approach, councillors stated that they agreed for the 20% discount to be provided.
- Contractors Camp upgrade – the contractors camp upgrade has been added to our Projects Assessment Tool and has been graded as the number 1 priority for our capital works. Grants and Business development have identified a grant that could be applied for and are progressing an application.
- Disaster reliance grant - Grants and business development has identified a grant that for disaster management projects, the following are being considered:
 - Disaster Management Electronic Portal – for community members to receive up to date information
 - Disaster Packs – to include basic provisions and first aid kits
 - Mobile generators
 - Runway upgrade – to allow for larger aircraft to land during disasters
 - Fuel truck – to assist the fueling of aircraft during disasters
 - I-Terra system for council office to be able to continue getting updates and communication with disaster management center
- Animal management – it was discussed that further progression was needed regarding our Animal Management Plan. It was highlighted that the vet will be visiting community the week beginning 25 March 2019. It was agreed that further work was required to improve community education regarding animal welfare and that community information sessions need to be organized to better educate community on animal care

Action Item

- EMHR to review the housing for employees residing at the contractors camp.

Action Item

- EMIWP to review the sewerage concern at the contractors camp and resolve as a priority

Action Item

- EMCS to provide options for the Football Field name

Ms Wiggins also stated that it was currently being considered whether the Airport booking should be moved to the Kowanyama office. It was agreed that the bookings should instead be moved to the Post Office.

Action Item

- EMIWP with EMCS to coordinate the move of the airport bookings to the Post Office.

b) Finance

Mr Mayor welcomed Mr Hay, Executive Manager Finance.

Mr Hay presented the finance report.

Key points from the February 2019 YTD report are as follows:

- net result is a \$1,033k surplus, this is \$909k higher than budget
- actual net income is \$27,090, this is \$49k higher than budget
- actual expenditure is \$26,065, this is \$859k higher than budget
- Untied Cash Funds balance is \$4,448k

c) Infrastructure Works & Projects

Thomas Corrie provided an update on Infrastructure Works and Projects

Council Owned Infrastructure

I am enquiring if Building and Asset Services can assist with provision of structural engineers to assess Council infrastructure, I am also preparing a scope of Council owned Infrastructure for preferred suppliers to quote on and I am having difficulty in accessing data on the age of most infrastructure in community.

Commercial Lease to Leslie Gilbert

Mr. Gilbert has raised his interest again in relation to the leasing proposal.

Works - Building Services

Building Services Manager continues to ensure that all works are evenly dispersed to ensure all contractors maintain capacity to complete works. Building Services Manager position is being progressed.

To assess culpability KASC Building Services team has commenced an internal assessment and quantification of the "Outstanding Jobs List" issued by BAS. They have one of the team attending the addresses on the list and taking photographic evidence of the site to assess works completed or outstanding. Will provide full update when completed.

MPC Upgrades

Internal minor – Council Project Managing (awaiting completion of major)

External major- BAS Project Managing, Wren Construction 90%

External project manager works

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

Men's Shed – 80% complete, plumbing septic tanks outstanding, roof leaks not finished, mains power review continues

Airport Terminal Stage 2 - concept drawings presented, surveyor attended and completed.

Indigenous Communities Critical Infrastructure Program - Project Manager and

KASC are working with the Department for clarification, new quotes to be provided for Council review. Department have provided new Contract Manager for KASC to submit Project management Plans.

Andrew Healey, Essential Services Manager is also Project Managing the smaller components of the ICCIP scope on behalf of Council. Mr Healey has provided four letters of recommendation for Council's information. It was stated that agenda reports would be required to seek council's endorsement and the documents provided should be amended to state that they were only for information.

Action Item

- EMIWP to coordinate meeting with Finance to resolves concerns with ICCIP funding

Action Item

- EMIWP to coordinate meeting with finance to confirm whether operational savings could be utilised for a vehicle for the rangers.

Action Item

- EMIWP to review planning scheme to ascertain whether the land required by Thomas Hudson is compliant

d) Community Services

Ms Bartlett stated that collectively it has been a busy period for all of community services and they are planning to establish regular monthly team meetings where the managers can collaborate to achieve the best possible outcomes for community.

Aged care – Aged Care is again working closely with BCA Consultants to address the new Aged Care Quality Standards to ensure we map the standards to our current policy and maintain our current level of accreditation.

The Aged Care Manager reports that staff are working well towards the delivery of both quality and culturally appropriate service to the individual evidenced by increased requests for service.

The Aged Care Manager is meeting monthly with Staff from the clinic and other stakeholder to ensure ongoing and positive working relationship that are mutually beneficial to all Aged Care Clients.

Cr Wust stated that she had received positive feedback about the aged care service and congratulated the team.

Centrelink – Services continue to be provided as per service agreement.

Women's Shelter and Play Group – Department of Health continues to give parenting sessions every Wednesday afternoon at Women's Shelter.

First Aid & CPR Training with TAFE has been arranged for staff in May.

1 admission to Women's shelter for the month of 1 for Feb 2019. Due to the quietness of this period staff are working across the Playgroup to maintain hours stabilizing their wages.

Post Office – Post Office Manager has returned from leave and continues to work closely with Commonwealth Bank to rectify.

Sport and Recreation and Youth Engagement – February saw the completion of the Multi Purpose Centre (MPC) roof upgrades and the commencement of internal works. Multiple programs were delivered, predominantly from the pool precinct. Kowanyama State School

and Sport and Recreation (S&R) Kowanyama partnered to hold Rugby League trials for boys and girls aged 12 years. 5 boys were selected for the Western Cape combined team to attend the under 12 Peninsula School trials in March. The boys continue to train hard 2 x weekly leading into trials with 2 staff from S&R. 3 staff achieved their Bronze medallions. Despite program delivery being impacted by sorry business and construction works over February, the Sports Recreation and Community Engagement Manager led his team through a successful month and they are very excited for a big and busy March.

Action Item

- **A/CEO to check that all Councillors have valid blue cards.**

Action Item

- **EMCS, with Executive Team, to review the current swimming pool opening hours and whether it would be possible for the hours to be extended**

e) Human Resources

Ms Delaney thanked Caroline Smith for acting in the Executive Manger HR role whilst she was on annual leave.

Ms Delaney provided the following update:

Staff numbers: 135

Current advertised Vacancies: 5

Current Workers Compensation Claims: 1

Key Details

- Current vacancies:
 - Chief Executive Officer
 - Bakery Manager
 - Groundsperson – Swimming Pool and Recreation Precinct awaiting interviews
 - Community Police – *awaiting interviews*
 - Post Office Assistant – *Re-advertised*
 - Bakery Assistant – *On Hold until Bakery Manager role filled*
 - Traineeship – Essential Services Officer
- *New Appointments:*
 - NIL
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Action Item

- **EMHR to ensure the online fraud training is completed by councillors and Executive Team**

Lunch 1.00pm

Council meeting resumed at 1.29pm

6) Agenda Reports

a) Corporate Structure

Ms Wiggins presented the report. Ms Wiggins stated that currently the bakery reports to the Executive Manager Infrastructure, Works and Projects.

The Operational Plan Key Performance Indicators (KPIs) for Infrastructure, Works and Projects focus on building and construction of capital works. However the KPIs of the Bakery are in regard to stock management and profit, therefore there is a misalignment.

The Executive Team have discussed the reporting structure for the Bakery and recommend that as the Bakery is considered an “enterprise” it would be more appropriate for the Bakery to report through to Finance.

The Executive however also recommend that as the Bakery is located in Kowanyama and finance is located in Cairns, that the day to day operations of the Bakery can be supported by Human Resources.

RESOLUTION - That Council endorse the revised Corporate Structure with Bakery reporting through to Finance.	Moved Cr Wust Seconded Cr Yam MOTION CARRIED, All in Favour
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7) Closed Business

RESOLUTION – The Council moves into Closed Business.	Moved Cr Yam Seconded Cr Dick MOTION CARRIED, All in Favour
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RESOLUTION – The Council moves out of Closed Business.	Moved Cr Yam Seconded Cr Wust MOTION CARRIED, All in Favour
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7a) Sole Supplier

RESOLUTION – That Council endorse Nick Curnow as “Sole Supplier” for the Kowanyama Roads Program Wet Season Works until 30 July 2019.	Moved Cr Yam Seconded Cr Teddy MOTION CARRIED, All in Favour
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7b) Sale Price of Social Housing

RESOLUTION – That Council endorse the Sale House Methodology subject to endorsement within the 2019-2020 budget.	Moved Cr Yam Seconded Cr Teddy MOTION CARRIED, Cr Wust declared Material Personal Interest and has left room
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7c) Contracts over \$200,000 BAS

RESOLUTION – That in line with Council’s financial delegations Council endorse payment of \$960,000 to Building & Asset Services.	Moved Cr Yam Seconded Cr Dick MOTION CARRIED, All in Favour
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7d) Appointment of Valuer

RESOLUTION – Pursuant to Local Government Regulations section 206 (2) endorse the appointment of JLL to value Council’s non-current physical assets.	Moved Cr Dick Seconded Cr Yam MOTION CARRIED, All in Favour
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7e) Audit and Risk Committee meeting

<p>RESOLUTION – That Council endorse the 29 January 2019 Audit and Risk Committee Minutes</p>	<p>Moved Cr Yam Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>
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8) Other Business

Nil

Council Meeting Closed at 2.00pm