



KOWANYAMA ABORIGINAL
SHIRE COUNCIL

Council Meeting Minutes

16 May 2019 | 10.49 am – 15.37
pm

Kowanyama Chambers Room
and Cairns Board Room

Present:

Councillors

- Mayor Michael Yam (Chair)
- Cr Aaron Teddy
- Cr Wendy Wust (Teleconference)
- Cr John Fry

Executive

- Gary Uhlmann, Chief Executive Officer
- Katherine Wiggins, 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)
- Michelle Vick, Executive Manager Community Services (EMCS)

Apologies

Deputy Mayor Territa Dick

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting. Mayor also welcomed Gary Uhlmann council's new CEO.

2) Updates to Councillor Register of Interest or Related Parties

Nil

3) Minutes from Previous Council Meetings

<p>RESOLUTION – Minutes</p> <p>Minutes for April Council Meeting</p> <p>That the minutes of the April 2019 Council meeting be adopted as true and accurate with changes to be made regarding the apologies.</p>	<p>Moved Cr Teddy</p> <p>Seconded Cr Yam</p> <p>MOTION CARRIED,</p> <p>All in favour</p>
---	--

Council sought clarification on the ownership of the batching plant, materials and equipment. If the batching plant has been sub-contracted to another firm the terms of the contract with Wren would still be binding (prices, fees and charges).

Action Item

EMIPW to clarify ownership of the batching plant with Wren Constructions.

It was noted that the current batching plant contract expires in June 2019 and that there may be insufficient time for council to award a tender by the expiry date.

Action Item

EMIWP to review the timeline for a batching plant tender and consider extending the current contract by 1 month if required

Action Item

CEO and Mayor to discuss with Ergon about the boxes around the power supply as they have changed to plastic. Birds are eating through the plastic and getting to the cables

4) Action Items from Council Meeting

- a) Ms Wiggins presented the actions from the March Council meeting.
- b) Ms Wiggins presented the "All Current Action Items".

Discussions were held about the Men's Shed and mains power versus solar power. Cr Fry stated that Ergon had advised that it will be at least 6 - 7 months Ergon would be able to connect mains power. Councillors agreed that this timeframe is too long. Councillors asked if as a temporary measure Men's Shed could use a genset to power up the site. If mains power is connected to the site it will be completed as underground power.

Action Item

Office of the CEO to work with EMIPW to obtain a generator to use at the Men's shed

Discussions were held about the dump. With the current location the burning and smoke is too close to town and proves a health hazard. The ICCIP funding currently is for maintenance of current dump. Any move of the dump will require further funding.

Action Item

EMIWP to review the costs of moving the dump and whether ICCIP funding would funds the move. Also to review the Masterplan that DATSIP is currently developing to ensure the new dump site is identified in the planning

Action Item

EMIWP to progress the requested land lease with Thomas Hudson and coordinate with EMGO

5) Departmental Updates

a) CEO Update

No updates provided by CEO as this was his first council meeting.

b) Governance and Operations

Ms Wiggins provided a monthly update.

Cattle Company

Executive Manager Governance and Operations (EMGO) met with Price Waterhouse Coopers on Wednesday 8 May 2019. The purpose of the meeting was to progress generating the information requested by the Steering Committee in order to make a decision on the future of the cattle company (value of the company, number of jobs, alternative options). Details will be provided in the coming week.

Current options:

- Create a new structure to operate the Cattle Company
- Sell remaining assets and hold funds in trust until another enterprise is identified
- Potential transfer of the remaining share to another community organisation

PWC noted that a muster will be coordinated by Wheatley Rural Contracting in the next two weeks in order to value the stock of the company and to ensure the welfare of the cattle. EMGO stated to PWC that it was vital for local people to be involved in the muster, Wheatley Rural Contracting will contact council in the coming days to communicate their plans for employing local people.

Action Item

EMGO to continue to work with PWC to ascertain value of the company, cattle numbers and options for future governance.

Action Item

EMGO to confirm with PWC that the muster is only to count and assess the state of the cattle and note cattle sales

Leases

Ongoing

- Sports and Recreation Association– Canteen and Blue Cafe
- RAATSIC – additional office space
- Apunipima – social and emotional well-being center
- Anglican Diocese – church, store and residence

Internal Audit

Following their recent visits, Altius have provided an internal audit report. Key identified items for improvement are:

- Enhancing procedures to record attractive and portable items (items under \$5000, such as cameras, telephones and IT equipment)
- Enhancing travel and accommodation forms to accurately detail the purpose of the travel

The full report will be discussed at the Audit and Risk Committee Meeting that will be held on 27 May in Cairns.

Operational Plan

Work on the 2019-2020 Operational Plan has commenced. The plan will link to the budget and will be presented at the same council meeting. A workshop will be organized with Councillors to review the draft 2019-2020 Operational Plan.

Ngethn o' Festival

EMGO, as A/CEO, attended a teleconference with Viv Sinnamon on 24 April to discuss the upcoming festival on the 1, 2 and 3 July 2019. The festival is not intended to attract tourists, instead the festival will showcase arts to community members and stakeholders with the online presentations being available for external participants. The Guest House is intended to be used as an exhibition Centre for the festival. EMGO is currently working with Infrastructure to develop a cost effective scope of works for repairs needed to the building to make it safe for the purpose of the exhibition.

Justice Group

As agreed at the Justice Group meeting earlier in the year a letter has been drafted on behalf of the Justice Group to advocate for the need for sentencing options and

amendment to the Alcohol Management Plan (AMP). A reply from the Justice Group has not yet been received.

Action Item

Mayor and CEO to meet with Justice Group coordinator to discuss future Justice Group meetings.

Advocacy Torres and Cape Indigenous Council Alliance (TCICA)

The minutes from the previous meeting were presented. Council gave apologies for the meeting being held this week due to other commitments.

TCICA has received correspondence from the Deputy Premier regarding Pama Futures. The letter also notes the “Thriving Communities” agenda.

Housing

The federal government have announced that they will directly fund local councils for new housing if they are elected. Labor has provided a commitment to also provide funding however it is likely that would be directed through the state,. Council will work with the successful party to advocate for council’s housing needs.

Men’s Shed

Following a meeting with Damien Walker, Government Champion, a decision is required from Council on whether we wish to invest in the funding gap to obtain mains power, or comply with the original scope of works for solar power. A report is being presented at the council meeting today.

Newsletter

A newsletter will be produced in the coming weeks.

Information Technology

Council is transitioning from Future Computers to Fourier in June 2019. Further details to be provided once the transition dates are confirmed.

Council broke for lunch at 13.30

Council meeting resumed 14.05

c) Finance

Mr Hay provided the monthly Finance Report

Financial Report May 2019

A monthly Finance report for the month of April 2019 has been prepared as at Attachment 1. Key points from the April 2019 YTD report are as follows:

- net result is a \$461k deficit, this is \$685k less than budget

- actual net income is \$29,569 this is \$4,232 k lower than budget
- actual expenditure is \$30,030, this is \$3,547k lower than budget
- Untied Cash Funds balance is \$4,658k

Credit Card Acquittal

The latest status on acquittal of the Council’s credit card was also presented

d) Infrastructure Works & Projects

Mr Tom Corrie presented the monthly report

Executive Summary

All Departments within the Infrastructure Portfolio are continuing to implement improved productivity strategies. The roads have opened and the departments are seeing increased attendance work from external contractors.

Works - Roads

The ATSI TIDS allocation for 18/19 needs to be allocated to a specific project and completed before June 30 2019. It is proposed that this allocation be utilised to stockpile gravel for the Topsy Road and if possible an opening grade on the Topsy Road.

RESOLUTION – Council agreed to allocate ATSI TIDS money to Topsy road resurfacing with gravel and grading the roads	Moved Cr Yam Seconded Cr Teddy MOTION CARRIED, All in favour
--	--

The formation work undertaken last year has washed away during the wet season, this formation work will be fixed under the DFRA, and the stockpile of gravel proposed for the current ATSI TIDS allocation can then be used to cover the new formation works on the Topsy Roads. This will improve the road and provide improved road resilience throughout the next wet season.

Training of local workers/operators needs to be undertaken before KASC can undertake works on its own, partnerships with local and external contractors will facilitate this skills and knowledge transfer to Council staff.

Action Item

EMIWP to follow up request from Robert Holness regarding cutting a pathway through the park reserve

Works - Building Services

Building Services team continue to improve the completions under the BAS responsive maintenance program. Building Services Manager position advertised.

Action Item

EMIWP to follow up on a temp to assist building manager with the invoicing.

Council have advertised for another fully qualified carpenter to assist building on the improvements in the ongoing program and skills sets of community people. It is also proposed to have a section of our building team focusing on Council owned properties.

Training Centre Accommodation – 90% complete, internal kitchen and laundry to complete

Men's Shed – 80% complete, plumbing septic tanks outstanding, mains power review continues

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

Action Item

EMIPW to clarify with EMF about 30 June 18 and Jason Gould project management extension

Indigenous Communities Critical Infrastructure Program - Andrew Healey, Essential Services Manager/Internal Project Manager and I are liaising with Paul Cleminson (DLGRMA) in relation to submitted Project Management Plans. Have assessed and prioritised critical upgrades required in community and submitted to DLGRMA.

Workshop – booking calendar and work flow chart developed, parts availability impacting on work and turnover in workshop, Workshop Manager Position has been advertised.

Action Item

CEO to consider moving fleet and asset management to finance

Action Item

EMIPW to develop a workshop strategy for next financial year

Airport – Airport team currently servicing on average 7-8 aircraft per day. Aircraft refuel truck is ageing and requires major fit-out and service and have contacted a number of providers seeking quotes. Maintenance around runway and apron needs

to be undertaken on weekends (no scheduled flights) to minimise bird hazards. Back burns on the south western approach need to be commenced. A fire break needs to be cut on the western edge of the airport. Fit for purpose vehicles required to service airport include Safety Vehicle (4WD twin Cab Tray Back) and baggage tug.

Action Item

EMIWP to implement a plan to complete airport runway and apron maintenance

Action Item

EMIWP to identify dates for airport awards so CEO airport staff can attend

Action Item

All executive managers to ensure that they provide all capital works requests by Friday 17 May 2019

Lands Office/ Carbon Project – Council and Lands Office have taken possession of the 2 x Polaris Ranger Buggy's gifted by the university. These buggies will be utilised in the research program throughout the region. They will require conditional registration to access country from the ranger base.

Action Item

- EMIWP to provide details of 2 x Polaris to EMGO and EMF to update gift register

Fire Season – The Council needs to plan and implement a fire reduction strategy for the community. Most of the grasses are drying and a couple of fires have already started. Parks and garden have been cutting the high grasses bordering on the properties and fence lines. It would more appropriate to cut fire breaks with the grader, this is an option I will work on with the Executive as the costs are not known and unbudgeted for.

Action Item

EMIPW to plan and implement a fire reduction strategy

- Council agreed that ICCIP priority list will be presented at the June council meeting by EMIPW

Action Item

EMIWP to present ICCIP priority list to June Council meeting.

e) Community Services

Ms Vick provided the monthly update.

Overview- The Community Services Team is working well together. March saw the kickoff of monthly Team meetings for the Line Managers. This is an opportunity for Line Managers to share experiences, provide support and knowledge to each other and to collaborate and intertwine services to identify and close gaps for members of community.

Aged Care – Aged Care Staff and Clients are saddened by the loss of their long time staff and for many a family member. They have been closely supported by management and taken time together to quietly reflect with clients. We have also had a considerable injury in our kitchen with a severe burn requiring treatment in Cairns. The Aged Care Manager has continued to ensure that all clients are receiving meals during this busy time as she is managing all of the above in addition to preparing for Quality Review.

Statistics for the Month						
Admissions	CHSP	3	HCP		Disability	
Discharges	CHSP		HCP	1	Disability	
Number of Meals	CHSP	1436	HCP	850	Disability	10
Number of Transport Trips	CHSP	176	HCP	140	Disability	7
Personal Care hours	CHSP	74	HCP	18	Disability	6
Domestic	CHSP	39	HCP	50	Disability	
Yard Maintenance	CHSP	47	HCP	4	Disability	
Social Support Group	CHSP	354	HCP	110	Disability	
Social support Individual	CHSP	108	HCP	25	Disability	4
Flexible	CHSP	61	HCP			-

Women’s Shelter, Play Group and Women’s and Children’s Services Coordinator is busy preparing for audit at this time and is being supported by other community service staff in this process. Stage 1 of Audits will be undertaken in July.

Admissions: 6	Other agency referrals: 1 to DV connect in Cairns
	Incidents reported: 1 – HR issue

Sport and Recreation and Youth Engagement – Sports and Recreation was busy during April delivering successful programs to the youth of our community for the school holidays April 8th to April 20. The team delivered many programs aligned to our operational plan and community needs. We were very excited with the high participation and behavior of the kids. Black Star Radio has been contacted to discuss community announcements. Kevin will Liaise with them to ensure events are communicated though this method. Manager has also been liaising with Executive Manager of Governance and Operations to ensure events are also on our Facebook page. Funding for NAIDOC has been applied for through our Family Engagement Officer and planning is set to commence shortly.

EMCS advised that the football field opening will take place on 24 and 26 August.

EMCS additionally advised that her team had created an Events Calendar, EMCS will finalise the calendar and distribute to the Executive Team and Councillors.

Action Item

EMCS to advise community of footy field opening and distribute events calendar once confirmed.

Action Item

EMCS to check the funding conditions for the purpose of the play group containers

f) Human Resources

Ms Delaney provided the monthly update

Executive Summary

Staff numbers: 124

Current advertised Vacancies: 6

Current Workers Compensation Claims: 1

Key Details Sadly, two staff members passed away during April; one from Aged Care and one from the Accommodation Centre. Both were valued long time employees of Council.

The PA has resigned and the role is currently being filled in an acting capacity until the role is filled fulltime

- Current vacancies:
 - o Community Police – re-advertised
 - o Bakery Assistant o Carpenter
 - o Traineeship – Essential Services Officer – Interviews scheduled
 - o Animal Management Officer – Interviews scheduled
 - o Groundsperson – Swimming Pool and Recreation Precinct – Interviews scheduled
- New Appointments:
 - o Chief Executive Officer – Gary Uhlmann commenced 13 May 2019
 - o Post Office Assistant – Teddy Bernard commenced 17 April 2019
- Staffing:
 - o Current staffing numbers by Department (vacant positions in brackets)

Executive	6 (1)	Airport	3
Kowanyama Admin	3	Bakery	1 (1)
Cairns Admin	7	Post Office	2
Building Services	9 (1)	Accommodation	6
Roads	5	Radio Station	2
Centrelink	1	Women's Shelter	4.5
Community Police	1 (1)	Child Care	4.5
Electrical	1	Multipurpose Centre	14
Essential Services	5 (2)	Aged Care Facility	16
Purchase Store	4	Environmental Health/Animal Control	1 (1)
Workshop	5	Land And Sea Office	9
Parks and Gardens Including Market Garden	14		

- Training:

<ul style="list-style-type: none"> ○ Online Fraud Awareness ○ Certificate III Horticulture ○ Cert III - Cleaning ○ 4wd Training ○ Forklift 	<ul style="list-style-type: none"> ○ Microsoft Office and Excel ○ Project Management ○ Remote Solar Installations ○ Management & Leadership Training
---	--

6) Agenda Reports

6a) Corporate Structure- Grants and Business Development (CEO)

Mr Uhlmann presented the report.

Currently Grants and Business Development reports to the Executive Manager Infrastructure, Works and Projects.

The Executive Manager Infrastructure Works and Projects has highlighted that it may be more appropriate for the position to report to a different area as it is not a position that would usually report to an infrastructure function.

The Chief Executive Officer has considered the request and recommends that the Grants and Business Development Manager reports to the Office of the CEO on a temporary basis until there is further consideration of the Corporate Structure.

<p>RESOLUTION – That council endorse the revised corporate structure with grants and business development reporting to the office of the Chief Executive Officer</p>	<p>Moved Cr Fry Seconded Cr Teddy</p> <p>MOTION CARRIED, All in Favour</p>
---	--

7) Closed Business

RESOLUTION – The Council moves into Closed Business.	Moved Cr Yam Seconded Cr Teddy MOTION CARRIED, All in Favour
---	---

RESOLUTION – The Council moves out of Closed Business.	Moved Cr Yam Seconded Cr Fry MOTION CARRIED, All in Favour
---	---

7a) Contractors Accommodation (EMIWP)

RESOLUTION – That council endorse discounting the Fees and Charge Accommodation Rate for 8 “Ensuite Rooms” from \$224 per night to \$61/night for the use of external contractor’s accommodation to meet the LHA Upgrade works until 31 December 2019.	Moved Cr Wust Seconded Cr Teddy MOTION CARRIED, All in Favour
---	---

8) Other Business

Action Item

EMGO to progress policy refresher training to Councillors at the council meeting

Action Item

PA to add clause regarding LHA related discount to accommodation check-in forms

Council Meeting Closed at 15.37 pm