



KOWANYAMA ABORIGINAL
SHIRE COUNCIL

Council Meeting Minutes

17 July 2019 | 10.14am – 1:38pm

Kowanyama Chambers Room and
Cairns Board Room

Present:

Councillors

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

Executive

- Gary Uhlmann, Chief Executive Officer
- Katherine Wiggins, Executive Manager Governance and Operations (EMGO)
- Andrew Hay, Executive Manager Finance (EMF)
- Chris Delaney, Executive Manager Human Resources (EMHR) (12.50pm – 1:38pm)

Apologies

- Cr Territa Dick, Councillor
- Michelle Vick, Executive Manager Community Services (EMCS)
- Tom Corrie, Executive Manager Infrastructure, Works and Projects (EMIWP)

Other

- Kevin Bell, Manager Sports & Recreation/Youth Engagement & Multi-Purpose Centre (12:50pm – 1:38pm)

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting.

RESOLUTION – That Council accept the apology from Cr Dick for absence at this meeting.	Moved Cr Fry Seconded Cr Yam All in Favour: MOTION CARRIED
---	---

2) Updates to Councillor Register of Interest or Related Parties

NIL

3) Minutes from Previous Council Meetings

It was noted that the minutes required amendment to the apologies and Debt write off.

RESOLUTION – Minutes Minutes for June 2019 Council Meeting That the minutes of the June 2019 Council meeting be adopted as true and accurate with changes to be made regarding the apologies and Debt write off.	Moved Cr Yam Seconded Cr Teddy MOTION CARRIED: All in favour
--	---

Action Item

CEO to liaise with Minister Ryan and the Premier regarding the official opening of the Men's Shed.

It was noted that the Corella population continues to pose risks to council assets and community safety.

Action Item

EMGO to include Pest Management in the new Operational Plan.

Action Item

CEO to contact Sports and Recreation for an update on the Rodeo planning.

Action Item

EMGO to add Cultural Events Calendar to the new Operational Plan.

Action Item

EMGO to draft a letter from Mayor Yam to the Minister of Health regarding moving the morgue from its current location.

4) Action Items from Council Meeting

a) Ms Wiggins presented the actions from the June Council meeting.

b) Ms Wiggins presented the "All Current Action Items".

Councillors went through action items from previous meetings. No questions or comments were made on the outstanding items on The Register. Executive Team will continue working on the outstanding items to make sure that they are actioned in a timely manner.

Cr Teddy left room at 11:11am, returned 11:13am.

Cr Yam left room at 11:15 am, returned 11:19am.

5) Departmental Updates

a) CEO Update

Mr Uhlmann presented his report to council verbally.

Mr Uhlmann stated that he is working through priorities and proactive planning. He further stated that with planning Council will be in a better place this time next year regarding roads and the fire season.

Mr Uhlmann stated that he will be speaking with Executives to gain an understanding of their portfolios and then having sessions with Councillors individually regarding each of their portfolios.

It was stated that it would be beneficial for more young people to be involved in SES activities.

b) Governance and Operations

Ms Wiggins provided a monthly update for Governance and Operations.

Operational Plan – 3 month review

The current Plan will be extended for three months whilst the CEO reviews the Corporate Structure.

Operational Plan – Final Year update

Council is required to provide a final year update on the progress towards our annual Operational Plan now that the financial year is complete.

Indigenous Land Use Agreement

Following discussions with the PBC, we have agreed to develop an Indigenous Land Use Agreement together.

ILUAs can cover topics such as:

- native title holders agreeing to a future development
- how native title rights coexist with the rights of other people
- access to an area
- extinguishment of native title
- compensation
- employment and economic opportunities for native title groups
- cultural heritage
- mining

The ILUA will be negotiated with Council input, over the following weeks. In the interim of the ILUA all negotiations with the PBC on land matters are to be management by Executive Manager Governance and Operations.

Housing Allocation

Council has been allocated \$2.35M to construct new housing in Kowanyama. An Agenda Paper will be presented to the August Council meeting to provide options on the allocation for the funds. Options include 1) focusing the funds on the construction of single dwellings, 2) larger family dwellings, or 3) a combination of both.

Action Item

EMGO to include the need for buildings compliant with disability legislation in housing proposal.

Memorandum of Understanding - Carpentaria Shire Council.

Considering the development of a (MOU) with Carpentaria Shire Council.

Country Closures

The Executive are keen to formalize the processes for country closures in times of sorry business. Advice is sought from council on how the Executive can progress.

Records Management Officer

A Records Management Officer will be recruited in the following weeks.

Project Officer

A Project Officer will be recruited to in the following weeks.

Action Item

EMGO to contact Housing to request update on whether Council is still able to provide cultural feedback to social housing waitlist

Council broke for morning tea 12:05pm – 12:15pm

c) Finance

Due to the End of the Financial Year work. Mr Hay didn't provide a report to Council.

There is a Budget Workshop this afternoon with Councillors and the CEO, EMF and EMGO.

d) Infrastructure Works & Projects

In Mr Corrie's absence Mr Uhlmann referred to the monthly update from Infrastructure, works and projects.

Cr Fry left the room 12:42pm – 12:49pm.

e) Community Services

Mr Bell provided a monthly update for Community Services.

Community Services Line Managers and Coordinators are meeting once a month to share skills and review their budgets.

Council has met with DATSIP to participate in discussions around Health and Community Service Mapping.

Aged Care – Aged Care has commenced a new Team Leader position.

NDIS AND QCSS (Disabilities)

NDIS

5 participants have signed service agreements with KASC \$7607.18 total is for claimed invoices from 04/06/2019 – 30/06/2019.

Proposed NDIS budget for month of June with 4 clients was \$6299. Difference of actual and claimed funds \$1308.18 more than expected for the month of June.

Community Connector/s

We are waiting for NDIA to provide feedback on funds yet to be received or contracts for the community connector role/s. They have tentatively booked to provide community connector training at the end of July 2019.

Advertised positions for community connector role/s and NDIS and Disability Support Coordinator have now closed.

QCCP

QCCP transition to NDIS and QCSS: We still have 4 active clients that were receiving QCCP services until 30th June 2019. Department have issued an email update that identified QCCP clients will be automatically be transferred over to Access Point and able to continue receiving services with our QCSS funding until Access with NDIS is either confirmed or denied. It is undetermined if we have received any funds from QCSS as yet.

A proposed budget for QCSS funds is in H drive.

Compliance

HR and Aged Care Manager have been providing incoming Blue card approvals and Yellow card exemption notices. Blue card and yellow card register is in process of update along with ROCS.

Centrelink – Centre is operating well. Contracts for this financial Year have been finalised.

Women's Meeting Place

Council has had discussion with DATSIP to utilise operation budget to purchase a 4WD bus primarily to be utilised by Kowanyama Women through the Women's Meeting Place.

Women's Shelter and Play Group

Women's Shelter - A desktop Audit will be conducted in July to ensure compliance across the Human Services Quality Framework.

The Playgroup – has moved into the old conference room. This will allow better utilisation of the undercover area. New resources have been purchased to enhance this area. Playgroup will also benefit from a more suitable kitchen.

Family enrichment program has invested in a toy library.

The old playgroup rooms will facilitate the new conference room and they have received a fresh coat of paint and will in no way be diminished by this move.

Sport and Recreation and Youth Engagement

In June, Sports and Rec Staff have undertaken the second out of 8 training blocks, they are well underway with their studies.

Multiple programs have been run over the month. The school oval has been utilised due to the MPC upgrades being undertaken. Unfortunately this has impacted on our Youth Disco's held every second Friday. Community has responded to this well and have been very understanding.

Sports and Rec Staff have supported multiple community events including an Under 8's day was celebrated at the MPC. This event was a collaboration between Kowanyama State School and our Sports and Recreation Program.

Pool remains closed until further notice – No staff rostered to this.

Cr. Wust raised how the Community Centre was progressing and whether further consultation was to take place regarding the building design.

Action Item

EMCS to liaise with EMIWP to ascertain current building plans for the Cultural Centre and to ensure Cr. Wust is involved in further building design consultation.

Action Item

EMCS to develop plan for Community Centre include – target groups, activities and management.

Cr Yam departed room 13:13pm – 13:19pm

f) Human Resources

Ms Delaney provided the monthly update for Human Resources.

Staff numbers: 127

Current advertised Vacancies: 5

Current Workers Compensation Claims: nil

Key Details

- Current vacancies:
 - Administration Officer – Cairns - interviews scheduled
 - Family Engagement Officer – interviews scheduled
 - Workshop Manager - letter of offer issued
 - Plant Operator – interviews scheduled
 - Groundsperson – Swimming Pool and Recreation Precinct – appointment on hold until Pool is operational

- New Appointments:
 - Personal Assistant to the CEO and Mayor – Sherie Nikolai commenced
 - Aged Care Services Team Leader -

- 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 ○ Authorised Officers ○ First Aid and CPR
---	--

Currently working with the Executive Team to put together a school holiday work experience program for students coming back into the community from Boarding school. The program will enable current students to work in identified areas within Council on a casual basis, 3- 4 hours per day for 2 -3 days per week whilst they are on holidays from school

Action Item

EMCS to review options available for community members to obtain ID.

6) Agenda Reports

a) 2019-2019 Operational Plan Final Year Review

Ms Wiggins presented the report

The purpose of an Annual Operational Plan is to set the projects that Council employees will be working on during the year to ensure that employees can effectively plan projects and to ensure council employees use resources as agreed by the Council. The projects contained in the Operational Plan are linked to the annual budget (which also needs to be approved by council).

As per the Local Government 2012 Regulations, every three months (a quarter) the Chief Executive Officer must present a written assessment of the local government’s progress towards implementing the annual operational plan.

<p>RESOLUTION – That Council endorse the 2018 – 2019 Operational Plan Final Year Review.</p>	<p>Moved Cr Wust Seconded Cr Teddy</p> <p>MOTION CARRIED: All in favour</p>
---	---

b) Operational Plan 2019-2020 3 Month Extension

Ms Wiggins presented the report.

As per the Local Government 2012 Regulation, Section 174, each year a local Council must endorse an annual Operational Plan. Our current operational plan expired on 30 June 2019.

An annual Operational Plan links to the 5 year Corporate Plan and details the projects that Council will be undertaking that year. The Operational Plan needs to be consistent with the projects detailed in the annual budget.

The purpose of an Operational Plan is to provide staff and Council a framework and direction to work towards during the year and also gives community members and stakeholders clarity on the position and projects that council is working towards.

CEO is currently working with the Executive Team to review the Corporate Structure, the review may impact on the Operational Plan. Therefore it is recommended that rather than endorsing a new 12 month plan (which may need to be altered following CEO's advice regarding the Corporate Structure) that the current plan be extended for a period of three months. Once the CEO has provided advice on the ongoing Corporate Structure the new Operational Plan can be presented to council.

<p>RESOLUTION – That Council adopt the extension of the 2018-2019 Operational Plan from 1 July 2019 to 30 September 2019.</p>	<p>Moved Cr Yam Seconded Cr Fry</p> <p>MOTION CARRIED: All in favour</p>
--	--

Other Business

Nil

Council Meeting Closed at 1.38 pm