



KOWANYAMA ABORIGINAL
SHIRE COUNCIL

Council Meeting Minutes

20 June 2019 | 10:11 am – 3:32
pm

Kowanyama Chambers Room
and Cairns Board Room

Present:

Councillors

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

Executive

- Gary Uhlmann, Chief Executive Officer (CEO)
- 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)

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

CEO and Mayor to contact Premier about the opening of the Men's shed

Action Item

EMIWP to advise Paul Clemminson (ICCIP) that the dump move will be a part of the project plan

Action Item

EMIWP to progress helicopter flyovers to address the Corella problem in community which would reduce the amount of noise and destruction of habitat in Kowanyama

Councillors asked about the progress of the batching plant tender. Mr Corrie advised that the assessment was in process and that a Special Council Meeting will be arranged to discuss the tender.

Action Item

PA to set meeting time and dates for EMIWP, CEO and EMF to review batching plant tenders

Action Item

PA to create notice for Special Council Meeting to be held 27th June 2019

4) Action Items from Council Meeting

- a) Ms Wiggins presented the actions from the May 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. Ms Wiggins stated that the Executive Team will continue working on the outstanding items to make sure that they are actioned in a timely manner.

5) Departmental Updates

a) CEO Update

Mr Uhlmann presented his report to council.

Key Priorities

Mr Uhlmann stated that his key priority for the first month was to gain an understanding of the business of Council, meeting staff and stakeholders and visiting our facilities. In addition, Mr Uhlmann stated that his focus has been on priority projects and grants that needed to be expended prior to 30 June.

The following items and progress were noted:

1. The financial performance for the year is strong and there are minimal concerns now about unspent grant monies or outstanding reporting impacting on receiving outstanding monies.
2. A significant focus on key projects has seen delivery performance improve e.g. significant progress has been made on the Men's Shed and other projects.
3. Department of Housing and Public Works has informed us that we have been allocated \$2.35m from the State Government Interim Housing Program for improved housing outcomes for Kowanyama.
4. Meetings with the Department of LGRAMA appear to have cleared the roadblocks that have caused no approvals to be issued by the department in the last 18 months for any of the proposed projects under the 4 year \$10m ICCIP funding program.
5. The Mayor and CEO met with the Mayor and CEO of Carpentaria Shire and obtained an in principle agreement that Kowanyama would undertake the road maintenance program for the National Park in the future and work together to train our road crew on the Dunbar to Kowanyama road after the wet.
6. Confirmation was received that the pastoral leases on Sefton and Oriners have been extended to 2049 and 2055. We will apply to have these further extended as soon as we are able under the current guidelines.
7. Discussions are ongoing with Carbon farming entities about possibly increasing the scale of the program and increasing the revenue from it.
8. Council and CEO attended the Cape Indigenous Leader's Forum in Cairns where some very interesting matters were raised and discussed including:
 - a. The value of an Indigenous Knowledge Centre in each community
 - b. The NT Timber Creek Native Title Case implications for Council Infrastructure
 - c. A revised Remote Housing Strategy by the Department Housing & Public Works incorporating \$40m State government monies & \$105m commonwealth monies
 - d. Cherbourg camera based security strategy

Mayor and Councillors discussed housing situation in Kowanyama and agreed that the funding coming in to community was a great start to addressing some of the problems that are faced in community. Councillors agreed that the Master Plan with all pending future works would benefit community as there would be a clear plan for community to understand the works that council is undertaking and the benefits to community.

Action Item

PA to set meeting with CEO, Mayor and Viv Sinnamon to look at all artefacts and how we can best conserve and secure them

Future Priorities

The following should be noted:

1. The Director General of DATSIP will be visiting Kowanyama and staying overnight on the 26th June. He is particularly keen to discuss his plans and proposed programs for investing in and improving aboriginal communities – ‘Thriving Communities Reform’. The key elements of his day visit will be:
 - a. Meeting with Council and Executive to explain and discuss proposed initiatives
 - b. Meeting with Community Leaders to explain and discuss proposed initiatives
 - c. Touring Kowanyama Aboriginal township
 - d. Evening men’s group Kup Murri and discussion
2. Program planning for all infrastructure projects for the 2019/20 financial year has commenced and will continue to be refined.
3. 3 key employees will be attending a project management course in July with the intention of introducing professional project management disciplines into our daily activities.
4. Financial management will be a focus for the coming Financial Year with detailed budgets introduced for all managers, monthly financial reporting and reviews and early identification of any risks and issues being key components.
5. A vehicle and plant fleet audit is being undertaken which will result in an auction of unrepairable fleet and a fleet management strategy covering maintenance and replacement according to the needs of each organizational and service delivery area.
6. A Kowanyama Master Plan is currently being developed with a final Council and Community consultant day being scheduled.
7. A Housing and Development Plan will be undertaken in FY2019
8. All business processes for all facilities will be documented and refined and all staff trained in how these processes will work.

The grants area continues to grow with 54 grants totaling over \$34 million currently being administered, this is compared to 2017/18 with 43 grants at \$19.9 million an increase of approx. 78%

OPERATIONAL GRANTS:

- **Community Services** – currently has 14 grant funded programs, requiring monthly/ quarterly reporting, totalling \$1,929,563. This includes Aged Care, Sport & Rec, Radio Station, Women’s and Children’s Services
- **Infrastructure Services** – currently has 2 grant funded programs, requiring quarterly reporting, totalling \$952,169. This encompasses Land & Sea and Environmental Health;
- **General Council** – currently has 4 operating grants requiring yearly reporting;

CAPITAL GRANTS:

- **Infrastructure – roads** – currently 7 grants with progress claims being made totalling \$12,094,397 including TMR, TIDS, NDRRA, R2R and REPA
- **Infrastructure – capital works** - currently 27 grants, requiring monthly reporting, totalling \$16,922,100, including ICCIP, Bore 3, W4Q and Airport terminal stage 2

Key Details

Capital Works Grants – Items of note:

- \$120,000 to design the airport terminal
- \$1million to construct airport terminal stage 2 – being constructed alongside stage 1 Tender closed 13 June and expected to be awarded for both stages by June 30.
- Men’s Shed construction \$888,000
- MPC roof works \$956,796
- Yellow Road Plant \$1,100,000
- Aged Care Refurbishment \$453,630 (yet to commence)
- Working 4 Queensland \$1,630,000 for construction of airport terminal stage 1, arts and culture centre, market garden, training centre upgrade, workshop compound upgrade stage
- 1 and ride safe bike path

New Projects

Current operational grant funding will continue for the 2019/20 financial year with agreements being extended. These may receive a CPI increase, however will be kept the same for budgeting purposes - \$2,881,732

Council have just been awarded the following projects, totaling \$3,084,488, which will commence in July:

- Canteen & Blue Café upgrade & refurbishment \$946,688
- Working 4 Queensland \$1,560,000 – for workshop compound stage 2 and contractors camp upgrades.
- Bore 3 connection \$487,800
- Purchase of knuckle boom lift (PM&C special project) \$90,000

The ICCIP funding will continue until projects are completed – 2021

Action Item

CEO to communicate with Carpentaria Shire about road maintenance. Once Memorandum of Understanding is finalized the money will come directly to Kowanyama Roads rather than via Carpentaria

Action Item

Sefton and Oriners extensions to be monitored by EMGO and council to make next extensions as required

Action Item

EMIWP to undertake audit of street lights to be completed and to see how many more we need and approximate costs. To be presented in July council meeting.

Action Item

CEO to progress with Dr Chris Zara about the possibility of using funding to get a community 4WD bus

Action Item

CEO to follow up with EMCS about the funding of play group containers

Action Item

PA to schedule budget workshop for councilors wither first or second week of July

Action Item

PA to schedule a meeting with Grants and Business Development Manager, CEO, EMCS, EMIWP to discuss pool

Action Item

EMHR to organize online fraud training module to be completed by all councilors and Executives

b) Governance and Operations

Ms Wiggins presented the report for Governance and Operations.

Cattle Company

Following a meeting between CEO, EMGO and PWC, CEO and Mayor will be meeting with the PBC the week of the 17 June to gain clarification on their views for the cattle company.

Leases

Ongoing

- Sports and Recreation Association– Canteen and Blue Cafe
- RAATSIC – additional office space - **Complete**
- Apunipima – social and emotional well-being center – **Complete**. Further discussions with Apunipima regarding the build.
- Anglican Diocese – church, store and residence

Operational Plan

A revised Operational Plan for 2019-2020 is currently in development. A draft plan will be provided for comment once CEO has confirmed current projects with the Executive Team.

Masterplan

DATSIP are currently developing the Masterplan for community. Following their community consultation a draft masterplan has been developed. We have requested that DATSIP undertake a final workshop with Councillors, key Council staff, Ranger representatives, PBC and other traditional owner representatives. The workshop is proposed for the 10 July.

PBC

Council recently received correspondence from PBC about the alleged use of materials on PBC owned land and native title land. We are currently seeking further details from Council employees about use of land. We are also seeking to enter into an Indigenous Land Use Agreement (ILUA) with the PBC for future land use.²

Information technology

Council is transitioning from Future Computers to Fourier on 17 June 2019.

Photos

Council is currently working with a photographer to take aerial images for inclusion in the annual report and future newsletter. Advice is sought from council as to areas that are not appropriate to photograph.

Local Fare Scheme

The Queensland government have announced that the Local Fare scheme has been extended for another 24 months. Council will continue to advocate for the scheme to be staggered so that residents of 1 and 2 years are also eligible for a proportion of flights.

Special Public Holidays

Special Public Holiday's for 2020 have been proposed as:

- Friday 17 July– Cairns Annual Show
- Monday 3 August– Kowanyama Rodeo Day
- Monday 17 August– Kowanyama DOGIT Day

Elected Member Training Opportunities

LGAQ (Peak Services) have released their calendar for Councillor training opportunities.

Office of the Independent Assessor (OIC)

The OIC has developed resources for Councillors such as previous Tribunal Decisions and key issues in Conflict of Interest. <https://oia.qld.gov.au/office-of-the-independentassessor/resources-for-councillors.html>. We encourage councillors to view the materials.

Action Item

CEO and EMIWP to follow up on community request for a more suitable location and size for morgue

Action Item

EMGO to provide correspondence to special public holidays for 2020

c) Finance

Mr Hay presented the monthly report

Key Updates

1. Financial Report June 2019

A monthly Finance report for the month of May 2019 has been prepared as at

Attachment 1.

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

- net result is a \$1,467k surplus, this is \$1,190k more than budget
- actual net **income** is \$32,959 this is \$4,221 k lower than budget
- actual **expenditure** is \$31,491, this is \$5,412k lower than budget
- Untied Cash Funds balance is \$4,679k

1. Credit Card Acquittal

Mr Hay also presented the acquittal for the Council's Credit Cards.

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 with outstanding results. Mr Corrie stated that he has instigated fortnightly Line Manager meetings to maintain the ongoing strategies implementation and address.

Works -Roads

The ATSI TIDS allocation for 18/19 (Topsy Gravel and Formation Application) has been forwarded to TMR Cloncurry for assessment and approval. Awaiting confirmation, this program is to be completed before EOFY inclusive of on ground works and materials supply. KASC will organize materials and work force to complete.

CEO, JRG, Grants and EMIWP have commenced a mapping and scheduling process we will develop for the 19/20 roads projects and the ongoing 4 year programs of the Roads to Recovery and ATSI TIDS allocations

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

Works - Building Services

Building Services team continue to improve the completions under the BAS responsive maintenance program. Building Services Manager appointed, Ms. Pamela Lumsden has accepted the position.

Council have appointed another fully qualified carpenter who has been of great assistance to the Building Services team, we currently have our apprentice Julius Bernard working under supervision of Jason and on successful completion of probation appoint another local apprentice to undertake their carpentry apprenticeship.

Training Centre Accommodation – 90% complete, internal kitchen and laundry to complete. Only minor works to finish has been set back to complete priority jobs.

Men's Shed – To be advised.

Airport Terminal Stage 2- Existing block decommissioned and demolished, implementation of slab form works to commence week of 17th June

Indigenous Communities Critical Infrastructure Program – Meeting organised attended with Paul Cleminson (DLGRMA) in Council chambers, assessed prioritised critical upgrades required in community and obtain feedback from Paul. CEO also advised DLGRMA of Council process and structuring of program

Workshop – Workshop Supervisor Position has been advertised.

Airport – Airport team have been nominated and received the RFDS Local Hero Award. Voting is now open for our Local Heroes Statewide competition. Please let friends and family know and vote daily for our community and Airport Team.

Maintenance around runway and apron needs to be undertaken on weekends (no scheduled flights) to minimise bird hazards.

Back burns will be undertaken on the south western approach when winds are favorable. Fire breaks have been cut by Council.

Fit for purpose vehicles required to service airport include Safety Vehicle (4WD twin Cab Tray Back) and baggage tug.

Lands Office/ Carbon Project – Oriners carbon burns are currently the planning stages to commence in the next couple of weeks. Working with team on vehicle maintenance, the Rangers need to assist in maintaining their vehicles to prevent down time awaiting for repairs.

Fire Season – Fire breaks have been cut around the township and homelands. It seems younger people are starting fires close to town as the Adams family, Joe, Maxine, Kyle and I have been fighting fires and doing back burns on most evenings these last couple of weeks. May need to look at more education and notices being dispersed in relation to the danger wild fires present to community housing and health issues.

Action Item

EMIWP to discuss with SES about targeting the youth to join Kowanyama SES

Action Item

EMIWP to discuss with RFS about targeting youth to join Kowanyama RFS

Council broke for lunch at 12.45

Council meeting resumed 13:15

e) Community Services

Ms Vick was unavailable to provide monthly update. Councillors reviewed Mrs Vick's report.

Action Item

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

f) Human Resources

Ms Delaney presented the monthly report for Human Resources.

Executive Summary

Staff numbers: 125

Current advertised Vacancies: 5

Current Workers Compensation Claims: nil

Key Details

- Current vacancies:
 - Administration Officer – *Cairns (closes 19/06/2019)*
 - Family Engagement Officer
 - Personal Assistant to the CEO and Mayor (closes 14/06/2019)
 - Workshop Manager (closes 14/06/2019)
 - Plant Operator – interviews scheduled
 - Groundsperson – Swimming Pool and Recreation Precinct – *appointment on hold until Pool is operational*
- New Appointments:
 - Carpenter – Jason Zahn commenced 27/05/2019
 - Traineeship – Essential Services Officer – *Raymond Goggleye commenced 28/05/2019*
 - Animal Management Officer – *Shernel Banjo commenced 27/05/2019*
 - Bakery Assistant – *Desmond Crombie commenced 27/05/2019*
 - Temporary Administration Manger – *Sherie Nikolai commenced 20/05/2019*
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	6 (1)	Airport	3
Kowanyama Admin	3	Bakery	2
Cairns Admin	6 (1)	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 (1)	Aged Care Facility	16
Purchase Store	4	Environmental Health/Animal Control	2
Workshop	5	Land And Sea Office	9
Parks and Gardens (Including Market Garden)	14	Family Engagement Officer	(1)

- 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
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6) Agenda Reports

a) Festival- Waiving of charges

Ms Wiggins presented the report

The Ngethn o' Festival is being held in Kowanyama in July 2019.

The festival Coordinator Viv Sinnamon has indicated that food stalls would be beneficial to provide food for volunteers and visitors. It has also been noted that the Multi-Purpose Centre kitchen would be useful for the volunteers to utilise in order to prepare foods.

Currently rental of the MPC kitchen, vendor licensing and temporary food licences are included in Council's 2018-2019 Fees and Charges, as below:

Kitchen per hour: \$25.48

Outdoor Barbeque per Hour: \$20.38

Food licence temporary stall per event: \$61.14

Vendor permit fees per day: \$101.90

It has been identified that as the festival is for the benefit of the community, and supports our Corporate Plan, it may be appropriate for council to waive the fees.

<p>RESOLUTION – That Council waive fees and charges for the rental of the Multi Purpose Centre kitchen rental, Vendor Fees for food stalls, and temporary food licenses in relation to Ngeth o'.</p>	<p>Moved Cr Yam Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – that council endorse \$5000.00 from the community grants for the purpose of the Ngeth o’ festival in July 2019.</p>	<p>Moved Cr Yam Seconded Cr Wust</p> <p>MOTION CARRIED, All in Favour</p>
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b) National Disability Insurance Scheme Update

Ms Bailey presented the report.

Executive Summary

Registration for NDIS is now complete and service provision has now commenced. Services and stakeholder support is being provided from unit 4 at Aged Care Centre and has been named ‘The NDIS Hub’.

To date four service agreements have been signed with five additional agreements due to be signed by 25th June 2019. Date has been set for the 17th June for first submission of support logs and our first payment for service provision is due with 7-10 days from this date. All future support logs will be submitted, on a fortnightly basis, from the 17th June 2019.

Kowanyama Aboriginal Shire Council is still waiting response from the NDIA Remote Area Team in regards to application sent for community connector role/s.

ITEC health have arranged a visit from an occupational therapist to complete 9 functional capacity assessments for NDIS clients. These assessments are vital to ensure the correct support is being provided to each client and to assess ongoing or additional needs being provided in support plans.

Key Details

Continued support to implement NDIS service in Kowanyama is required. NDIS Coordinator Role not yet established.

Kowanyama Aboriginal Shire Council is yet to employ Community Connector/s and provide additional support worker hours to meet demand of client needs

Action Item

EMCS and CEO to review NDIS operations in 1 year

Action Item

Administration and finance officer to liaise with Cr Wust and elders to tailor NDIS plan so that it is culturally acceptable

7) Closed Business

RESOLUTION – The Council moves into Closed Business.	Moved Cr Yam Seconded Cr Fry MOTION CARRIED, All in Favour
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RESOLUTION – The Council moves out of Closed Business.	Moved Cr Yam Seconded Cr Teddy MOTION CARRIED, All in Favour
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7a) Ergon Quote Mains Power Supply

RESOLUTION – That in line with Council's financial delegations Council endorse payment of \$414,227.27 to Ergon Energy.	Moved Cr Fry Seconded Cr Yam MOTION CARRIED, All in Favour
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7b) Audit Committee Minutes

RESOLUTION – That Council note the 27 May 2019 Audit and Risk Committee Minutes, and subsequent flying minutes	Moved Cr Teddy Seconded Cr Yam MOTION CARRIED, All in Favour
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7c)

<p>RESOLUTION – That Council endorse variations to existing XtraCo contract TKASC2018-004 for supply and delivery of gravel to:</p> <p>Roads to Recovery (Shelfo Rd) \$180,900.00 TMR (Topsy Ck Rd) \$82,410.00</p>	<p>Moved Cr Yam Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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<p>RESOLUTION – That Council endorse the debt write off for Tupoa Nona \$5705</p>	<p>Moved Cr Yam Seconded Cr Fry</p> <p>MOTION CARRIED, All in Favour</p>
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8) Other Business

Nil

Council Meeting Closed at 1532 pm