



KOWANYAMA ABORIGINAL  
SHIRE COUNCIL

**Council Meeting Minutes**

21 August 2019 10:11 am – 4:36  
pm

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Kowanyama Chambers Room and  
Cairns Board Room

**Present:**

**Councillors**

Mayor Michael Yam (Chair)

Cr Aaron Teddy

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)

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

**Apologies**

Cr Territa Dick, Councillor

Cr Wendy Wust, Councillor

Michelle Vick, Executive Manager Community Services (EMCS)

Chris Delaney, Executive Manager Human Resources (EMHR)

**Other**

**1) Welcome & Apologies**

The Mayor welcomed Councillors to the meeting.

<b>RESOLUTION</b> – That Council accept the apology from Cr Dick for absence at this meeting.	<b>Moved Cr Teddy</b> <b>Seconded Cr Fry</b>  <b>All in Favour:</b> <b>MOTION CARRIED</b>
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<b>RESOLUTION</b> – That Council accept the apology from Cr Wust for absence at this meeting.	<b>Moved Cr Teddy</b> <b>Seconded Cr Fry</b>  <b>All in Favour:</b> <b>MOTION CARRIED</b>
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## 2) Updates to Councillor Register of Interest or Related Parties

NIL

## 3) Minutes from Previous Council Meetings

<p><b>RESOLUTION – Minutes</b> Minutes from Special Council Meeting 12<sup>th</sup> July 2019</p> <p><b>Minutes</b> That the above minutes be adopted as true and accurate.</p>	<p>Moved Cr Yam Seconded Cr Fry</p> <p><b>MOTION CARRIED:</b> All in favour</p>
<p><b>RESOLUTION – Minutes</b> Minutes from Council Meeting 17<sup>th</sup> July 2019</p> <p><b>Minutes</b> That the above minutes be adopted as true and accurate.</p>	<p>Moved Cr Fry Seconded Cr Teddy</p> <p><b>MOTION CARRIED:</b> All in favour</p>
<p><b>RESOLUTION – Minutes</b> Minutes from Special Council Meeting 26<sup>th</sup> July 2019</p> <p><b>Minutes</b> That the above minutes be adopted as true and accurate.</p>	<p>Moved Cr Yam Seconded Cr Teddy</p> <p><b>MOTION CARRIED:</b> All in favour</p>
<p><b>RESOLUTION – Minutes</b> Minutes from Special Council Meeting 1<sup>st</sup> of August 2019</p> <p><b>Minutes</b> That the above minutes be adopted as true and accurate.</p>	<p>Moved Cr Yam Seconded Cr Teddy</p> <p><b>MOTION CARRIED:</b> All in favour</p>

## **Action Item**

EMCS to discuss with Cr Wust name of Community Centre.

### **4) Action Items from Council Meeting**

- a) Mr Uhlmann presented the actions from the July Council meetings.
- b) Mr Uhlmann 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.

### **5) Departmental Updates**

#### **a) CEO Update**

Mr Uhlmann provided a monthly update.

The end of the financial year finished well for Council including.

Significant Achievements Financial Year 2019 (FY19)

- Progressing strongly with our objective of being the best Council on the Cape
- Men’s Shed completed (best men’s shed on the Cape)
- MPC upgraded (best MPC facility on the Cape)
- Sports oval completed (best oval on the Cape)
- New Carpenter’s Shed nearly completed
- Community Centre upgrade commenced
- Blue Café upgrade commenced
- Church committed to providing a new Minister February 2020
- NDIS approval for Kowanyama to commence NDIS services in Community
- Establishing strong relationships with government Champion and DGs
- Agreement in principle with PWC to return to court in October 2019 for Council to take over the rest of the cattle business
- New approaches being implemented for all capital works projects

Major Projects FY20

- Airport Terminal build has commenced (best airport terminal on the Cape)
- Community Centre rebuild (Stage 1)
- Women’s Activity Centre (Stage 1)
- Aged Person’s Home renovation
- Upgrade Oriners housing facility
- Renewal of Workshop operations – vehicle, & fleet management
- Blue Café renovation and reopening
- Canteen renovation and lease renewal
- Establish new Contractors Camp
- Potential establish an interim contractor’s camp
- New Carpenter’s Shed completed
- Batching Plant lease renewal
- Pool renovation
- Focus on Communities program delivery and audits

- Focus on internal Council operational efficiency
- Asset management

## **b) Governance and Operations**

Ms Wiggins provided a monthly update for 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. A report is being presented at the council meeting today.

### **Memorandum of Understanding - Carpentaria Shire Council.**

We are currently considering the development of a Memorandum of Understanding (MOU) with Carpentaria Shire Council. The MOU would detail agreed processes with Carpentaria for undertaking works within each Council's local government boundaries.

### **Newsletter**

We are currently working with a firm "Zakazukha" to produce our newsletter. Zakazukha were successful in our 2018 Prequalified Supplier tender. Zakazukha are a Gold Coast based firm but regularly travel to Cape York, there other major client in the area is Torres Strait Regional Authority. In our next edition we are looking at placing the following articles:

- Update from Mayor
- Update for CEO
- Annual budget update
- Updates from Executive Managers
- Policy updates
- Animal management
- Upcoming council meetings
- Recipe
- New staff
- Update from PBC
- Events calendar

If there are other topics that should be included please let us know

### **Action Item**

EMGO to liaise with Zakazukha regarding strategy and whether newsletter will be quarterly or not.

### **Annual Report**

We are currently developing our 2018-2019 Annual report. This will be presented at the October Council meeting.

### **Records Management Officer**

A Records Management Officer will be recruited to in the following weeks. This position will support council to meet our legislative needs in Records Management. The position can be based from either Kowanyama or Cairns (no accommodation provided).

## **Project Officer**

A Project Officer will be recruited to in the following weeks. This position will assist in business mapping across council (identifying the processes and procedures that need to be developed to improve efficiencies and reduce risks), and to provide support across other areas in Governance and Operations, such as social media, website, and legal. The position can be based from either Kowanyama or Cairns (no accommodation provided).

*Mayor left the room at 11:10am – 11:20*

## **c) Finance**

Mr Hay presented his report to Council.

## **d) Infrastructure Works & Projects**

Mr Corrie provided a monthly information report for Council.

All End Of Financial Year (EOFY) reports were completed and submitted, the finalisation of plant operator roles, reorganisation of solid waste land fill site. Ongoing mentoring training and support for local community employees. Negotiating placements for Council apprentices on contracted works.

### Works -Roads

Council now have a number of operators in the Roads Crew.

### Works - Building Services

Building Services team continue to improve the completions under the BAS responsive maintenance program. BAS have allocated a new Program Manager to Kowanyama, (Daniel Chambers). Our 2 local building apprentices will be on site at the Airport Terminal construction with contractors.

Training Centre Accommodation – have received excellent feedback on facility, still have some work and landscaping to complete.

Men's Shed – Our Building Supervisor, Mark Forrest has prepared the container to house the generator, Project Manager has organised supplies to secure the facility from stock destruction.

Airport Terminal Stage - Contractors ready to commence, pre start meetings have commenced, cultural induction and airside inductions to be delivered on Tuesday 13<sup>th</sup> August.

Indigenous Communities Critical Infrastructure Program – Essential Services Manager has commenced contacting successful tenderers. We are working towards coverage and security of all water bores and sewage pump station switch boards before the upcoming wet season.

Workshop – Workshop Supervisor Position has been re-advertised. We have a temporary Workshop Manager to assist the development of the business. A number of issues have been identified.

Parks and Gardens - The team continue to do an excellent job around the community. We will need to ensure continuity since losing Gary Vick as Manager.

Airport – Unfortunately our Airport team did not win the state award however their attendance was very well received.

Lands Office/ Carbon Project – EOFY report submitted, feedback from PMC excellent.

Fire Season – Back burns are still needed at the Airport. Looking to develop a map of all outstations to develop an annual fire break program.

Utilising Oriners fire break as experiment this season. The current burn maps will inform the areas to be protected for next and preceding yearly burns.

#### Road submissions

Mr Corrie states that the road submissions were still awaiting approval by QRA. Mr Hay queried why a tender had been advertised if the works were will awaiting approval by QRA.

*Council broke at 11:30 as the Director General Warrick Agnew and his Party had arrived in Kowanyama to meet with the Mayor, Councilors and the CEO.*

CEO raised the current needs for Council and community and discussed future projects. Mr Mayor, Councillors and CEO invited Mr Agnew to view projects around the township.

*Lunch break 12.30pm – 2.06pm*

#### **e) Community Services**

Mrs Vick provided a monthly update for Community Services.

Mrs Vick stated that July has seen completion of reporting across this sector to our funding bodies.

#### Aged Care

From July 1 2019 Aged Care is required to commence adhering to a new set of Aged Care Quality Standards.

#### NDIS

During the Month NDIS and Disability Support Service has appointed a Coordinator that has commenced further interagency and participant consultation to progress service supports.

Post Office –Have an experienced Post Master arriving who has covered during leave previously.

#### Women's Shelter and Play Group

A desktop Audit was commenced in July to ensure compliance across the Human Services Quality Framework.

Playgroup has relocated to the conference room of the MPC.

#### Women's Meeting Place

A Position Description is being finalised to present to DATSIP.

#### Sport and Recreation and Youth Engagement

Sports and Recreation had a busy July with programs getting back into full swing. The team delivered many programs aligned to our operational plan and community needs. Centre is operating well. Contracts for this financial year have been finalised.

Football Carnival 14, and 15 September 2019 - Kevin is managing. Teams will be arriving on the Friday, camping and staying at the Riverhouse.

## **f) Human Resources**

Ms Delaney provided a monthly update for Human Resources.

Ms Delaney enquired as to Cairns Administrative role, which has been extended for 3 months. EMF stated that the recruitment had been delayed due to competing priorities. Shortlisting will be finalised after the External Audit visit.

Staff numbers: 129 - Current advertised Vacancies: 3 - Current Workers Compensation Claims: nil

### Current vacancies

Records Officer - advertised

Project Officer - advertised

Project Manager – currently negotiating

Parks and Gardens Coordinator – interview scheduled

NDIS Connectors – interviews scheduled

Administration Officer – Cairns - interviews scheduled

Family Engagement Officer – re-advertised

Workshop Manager – Temporary manger engaged

Groundsperson – Swimming Pool and Recreation Precinct – appointment on hold until Pool is operational.

### New Appointments

Plant Operator – James Gilbert and Simon Malone

NDIS Coordinator – Sharon Bailey

Traineeships comping up next year Each area to provide what areas they see look at email

### Training

6 staff have successfully completed their Certificate III Horticulture

- Online Fraud Awareness
- Project Management
- Cert III Business
- Cert III Water Operations
- Authorised Officers
- First Aid and CPR
- Cert III Carpentry

## **6) Agenda Reports**

### **a) Leave Policy Report**

Ms Wiggins presented the report.

Ms Wiggins stated that in February 2019 Council endorsed an amended Leave Policy to align the requirements of providing a medical certified to that required by the Industrial Relations Act.

It has been identified that the policy that was presented to council did not incorporate the changes that were endorsed in August 2018 which included the working from home provision.

The current policy has been updated.

<p><b>RESOLUTION</b> – That Council endorse the updated Leave Policy</p>	<p><b>Moved Cr Yam</b>  <b>Seconded Cr Fry</b></p> <p><b>MOTION CARRIED:</b>  <b>All in favour</b></p>
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**b) Masterplan Report**

Ms Wiggins presented the report.

Ms Wiggins stated that in recent months DATSIP have been developing a Masterplan for Kowanyama. The purpose is to provide a long term planning document that will inform where new infrastructure is built.

In mid-2019 DATSIP provided their draft Masterplan. However it was requested by Council that the Aged Care facility be moved closer to the river to allow elders to connect to cultural practices.

DATSIP have provided an amended Masterplan. Including the future move of the Aged Care Facility to the river.

<p><b>RESOLUTION</b> – That Council endorse the Masterplan.</p>	<p><b>Moved Cr Yam</b>  <b>Seconded Cr Fry</b></p> <p><b>MOTION CARRIED:</b>  <b>All in favour</b></p>
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**7) Closed Business**

<p><b>RESOLUTION</b> – The Council moves into Closed Business.</p>	<p><b>Moved Cr Teddy</b>  <b>Seconded Cr Yam</b></p> <p><b>MOTION CARRIED:</b>  <b>All in Favour</b></p>
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<p><b>RESOLUTION</b> – The Council moves out of Closed Business.</p>	<p><b>Moved Cr Yam</b>  <b>Seconded Cr Teddy</b></p> <p><b>MOTION CARRIED:</b>  <b>All in Favour</b></p>
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**7a) Sale Price of Social Housing (EMGO)**

<p><b>RESOLUTION</b> – That Council approves the Sale of Social Housing Pricing methodology of ¼ of the council valuation of the property, with a review to occur in September 2020.</p>	<p><b>Moved Cr</b>  <b>Seconded Cr</b></p> <p><b>Left the matter on the table.</b></p>
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**Action Item**

EMGO – Council approval of the Sale of Social Housing Pricing methodology of ¼ of the council valuation of the property, with a review to occur in September 2020 will be left on the table.

**7b) New Housing Build Allocation (EMGO)**

<p><b>RESOLUTION</b> – That Council endorse the New Housing Build Allocation</p>	<p><b>Moved Cr</b>  <b>Seconded Cr</b></p> <p><b>Left the matter on the table</b></p>
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*Cr Teddy left the room at 3:15pm returned at 3:28pm*

**Action Item**

EMGO – Council endorsing the New Housing Build Allocation will be left on the table.

*Mr Corrie (EMWIP) entered to present his report to Council at 3.28pm – 3.32pm*

### 7c) Sole Supplier (EMWIP)

<b>RESOLUTION</b> – That Council endorse a “Sole Supplier” arrangement with Tropical Vet Services for the delivery of scheduled Veterinarian services to the Kowanyama community for the financial years of 2019/2020 and 2020/2021.	<b>Moved Cr Yam</b> <b>Seconded Cr Teddy</b>  <b>MOTION CARRIED:</b> <b>All in Favour</b>
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### 7d) Canteen Lease (EMGO)

<b>RESOLUTION</b> – That the CEO and delegates meet with Sports and Recreation Association to discuss canteen lease, and that if negotiations are not successful, the CEO or delegate advertise an Expression of Interest for the lease of the canteen.	<b>Moved Cr Yam</b> <b>Seconded Cr Fry</b>  <b>MOTION CARRIED:</b> <b>All in Favour</b>
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#### **Action Item**

That the CEO and delegates meet with Sports and Recreation Association to discuss canteen lease, and that if negotiations are not successful, the CEO or delegate advertise an Expression of Interest for the lease of the canteen.

### 7e) Tenancy Management Cultural Approval (EMGO)

<b>RESOLUTION</b> – That Council endorse the suggested change to social housing allocation as requested by the Aboriginal and Torres Strait Islander Housing Unit.	<b>Moved Cr</b> <b>Seconded Cr</b>  <b>Left matter on the table</b>
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#### **Action Item**

EMGO – To verify the wishes of the family and history in relation to the request from the Aboriginal and Torres Strait Islander Housing Unit received in August 2019.

**7f) In Kind Waiving of Fees Approval (EMGO)**

<p><b>RESOLUTION</b> – That Council waive fees and charges for the rental of the Multi-Purpose Centre (MPC) kitchen rental and temporary food licenses, for the PBC, for the purpose of catering for the Football Carnival.</p>	<p><b>Moved Cr Teddy</b> <b>Seconded Cr Yam</b></p> <p><b>MOTION CARRIED:</b> <b>All in favour</b></p>
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**Action Item**

CEO – Council discussed the naming of the football ground. CEO to further progress naming of the ground to acknowledge the recently passed elder.

**Other Business**

**Nil.**

**Council Meeting Closed at 4. 36pm**