



KOWANYAMA ABORIGINAL
SHIRE COUNCIL

Council Meeting Minutes

25 September 2019 09.11 am –
1.36pm

Kowanyama Chambers Room and
Cairns Board Room

Present:

Councillors

Mayor Michael Yam (Chair)

Cr Aaron Teddy

Cr John Fry

Cr Wendy Wust, Councillor (arrived 09.30am)

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)

Jacqui Creswell, A/Executive Manager Infrastructure Works Projects, A/Executive Manager Community Services (A/EMIWP, A/EMCS)

Apologies

Cr Territa Dick, Councillor

Other

1) Welcome & Apologies

The Mayor welcomed Councillors to the meeting.

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| RESOLUTION – That Council accept the apology from Cr Dick for absence at this meeting. | Moved Cr Fry Seconded Cr Teddy All in Favour: MOTION CARRIED |
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Bruce Callaghan – Aged Care Audit Presentation

Kowanyama Plan and Risk Management Plan.

Mr Callaghan provided a presentation on the Council’s Aged Care Plan and Risk Management Plan. Mr Callaghan stated that standards are now being met. Mr Callaghan further stated that council is currently responsible for Aged Care in community and therefore need to ensure we maintain our compliance with the Australian Standards:

- Consumer dignity and choice
- Ongoing assessment and planning with consumers
- Personal care and clinical care
- Services and supports for daily living
- Organisation’s service environment

- Feedback and complaints
- Human resources
- Organisational Governance.

Cr Fry left the room at 09.17am returned 09.21am

Cr Wust raised that it would be beneficial for Aged Care Facility, with capacity for Palliative and Dementia patients, to be established in Kowanyama in the next three years.

Action Item

EMGO with EMCS to coordinate ongoing review of Aged Care Risk Management Plan, and present at Council meetings each quarter

Action Item

CEO, through Grants and Business Development Manager, to add Complex Needs Aged Care facility to Project Prioritisation List

Action Item

CEO – To review opportunities for governance training for young people and future leaders in Kowanyama to support capacity building

2) Updates to Councillor Register of Interest or Related Parties

NIL

3) Minutes from Previous Council Meetings

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| <p>RESOLUTION – Minutes Minutes from Council Meeting 21st August 2019</p> <p>Minutes That the above minutes be adopted as true and accurate.</p> | <p>Moved Cr Wust Seconded Cr Yam</p> <p>MOTION CARRIED: All in favour</p> |
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Cr Teddy left the room at 09.49am returned at 09.52am

Action Item

EMCS to liaise with the Mayor regarding signage at the Football grounds

4) Action Items from Council Meeting

- a) Ms Wiggins presented the actions from the August 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.

5) Departmental Updates

a) CEO Update

Mr Uhlmann provide a verbal update.

Mr Uhlmann has been on two weeks leave, in addition he attended the LGAQ “CEO Induction” in Brisbane which he states was very beneficial. Mr Uhlmann thanked Mr Hay for acting in his role during his absence.

Other achievements include:

- Signed a Memorandum of Understanding (MOU) with Carpentaria Shire for the National Parks Roads for 2 years
- Airport is progressing well
- The Director General should have signed off the roads application by next week.

Action Item

EMGO to send previous Annual Report, and dot points for 2018 and 2019 Annual Report Mayoral Foreword, to Mayor and CEO

Action Item

EMGO with CEO to pursue lease and arrears for the Church (Diocesan Synod of North Queensland), with update for next steps to be provided at the October Council Meeting

Cr Wust left the room at 10.52am returned at 10.57

b) Governance and Operations

Ms Wiggins provided a monthly update for Governance and Operations.

Local Election March 2020

The Electoral Commission of Queensland (ECQ) is planning for the upcoming Local Government elections to be conducted in March 2020. ECQ is seeking feedback from councils regarding contact details and other operational matters. The ECQ are seeking premises for the Returning Officer for the election to work in, and is also needs to confirm where council wishes the voting to take place.

Current options are:

- MPC Building
- School
- Justice Centre

Council advised that the School would be the most suitable venue

Action Item

EMGO to liaise with ECQ and Department of Education for the 2020 Local Government election to be held at the School

c) Finance

Mr Hay presented his report to Council verbally and provided an overview of the current financial position.

d) Infrastructure Works & Projects

Ms Cresswell is currently acting in the role of Executive Manager Infrastructure Works and presented the report. Ms Cresswell will be spending her time between both Kowanyama & Cairns offices whilst undertaking the role.

Works - Roads

Tender documents have been issued for road works with tender closing 20 September. Council have successfully lodged their Disaster Recovery Funding Arrangements (DRFA) submissions for both town streets and rural roads. Planning has commenced for the next year to ensure works are ready to go ahead in dry season.

Works - Building Services

Building Services team continue to be extremely busy with the BAS upgrade & maintenance programs along with internal and external works. The duties of the infrastructure administration officer have changed resulting in the position being advertised. Interviews have been concluded.

Our 2 local building apprentices continue to work on site at the Airport Terminal with contractors undertaking technical trade components our team cannot currently provide to our apprentices.

Men's Shed – Whilst the majority of building elements are completed there are some minor issues still to progress.

Airport Terminal Stage 2 - Works have commenced and are ahead of schedule. There have been some challenges but the team are resolving.

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

Workshop – The temporary workshop manager has identified a number of challenges and is working with A/EMIWP to ensure 'best practice' and efficiencies.

Parks and Garden - Dave Manning has been undertaking the role of A/Parks and Gardens Coordinator. The team continue to undertake work as requested. The AEMIWP will continue to monitor and work with Rise regarding the trainees.

e) Community Services

Ms Cresswell is currently acting in the role of A/Executive Manager Community Services whilst Kevin Bell is on leave and presented the monthly update,

Kevin Bell appointed at the Acting Executive Manager Community Services. Kevin has been provided with a handover and is looking forward to the challenges in the role and serving the

community well. In the meanwhile Kevin is on leave and Ms Jacqui Cresswell is currently acting in the role.

Aged Care

Aged Care have seen the return of their much loved Troop Carrier and are planning many on country activities.

NDIS

Participants have been able to engage budgeting supports, shopping and cooking activities improving their independence and capacity. They have also been able to engage art, craft and media activities and receive mentoring supports.

Centrelink – August has seen the return of our long term staff member Maxanne. Department of Human Services postponed their outreach visit due to sorry business and have rescheduled to later in September.

Women’s Shelter and Play Group

Council is in the process of sourcing suitable consultancy around this service and has received interest from several firms. This will be followed up in the coming weeks.

Playgroup has finalised its relocation and is getting ready to set up the Toy Library it recently acquired.

Womens Meeting Place

Council and DATSIP are meeting weekly to progress the Women’s Meeting Place.

Family Engagement Officer

A new Family Engagement Officer will commence in the coming month.

Sport and Recreation and Youth Engagement –

Sports and recreation have had a busy month with the major focus ensuring Kowanyama Community Sports Precinct is operational and all assets and grounds are in working order to a high standard. The team continues to offer programs in line with our operational plan and engagement with in programs have been strong. **Programs consisted of**

- **After School Sport** (12 sessions delivered 12 planned) (121 community members engaged), 71 kids aged 4-12, 45 youth aged 13-18 & 16 community members aged 19-40. This consisted of 57 boys and 33 girls.
- **School Holiday Program** (10 sessions planned 8 delivered) 740 community members engaged. 292 kids aged 4-12, 284 youth aged 13-18 & 164 community members aged 19-40 engaged in the holiday programs. 361 males & 379 females engaged
- **Kowanyama Gym Fitness** (20 sessions planned 14 delivered) 85 community members engaged aged between 18-45, 46 males & 39 females.
- **Kowanyama Community Rugby League** (9 sessions planned 6 delivered) 218 men engaged in Training for upcoming semifinals in Normanton, all aged between 18-45 years of age. Unfortunately the team lost to Mornington Island 18-16 in a very hard fought even match.

The Multi Purpose Centre (MPC) is at 85% completion of works and is looking great and the community are really enjoying the new big fans and lighting.

Staff are rostered to reflect required hours of operation. Programs include:

- ✓ Multisport program Monday- Thursday 3:00pm – 6:00pm
- ✓ Friday Multisport program 1:00 pm- 5:30pm (alternate weeks)

- ✓ Friday Disco 6:00pm-10:00pm (alternate weeks)
- ✓ Kowanyama Rugby League Monday/Tuesdays 5:00pm – 7:00pm
- ✓ Men's Group Tuesday fortnightly 5:30pm – 7:00pm
- ✓ Community Gym Open Monday – Thursday 4:00pm – 6:00pm

The pool remains closed until further notice.

f) **Human Resources (EMHR)**

Ms Delaney provided a monthly update for Human Resources.

Staff numbers: 127

Current advertised Vacancies: 3

Current Workers Compensation Claims: nil

Key Details

- Current vacancies:
 - Executive Manager Infrastructure Works and Projects
 - Executive Manager Community Services – advertised
 - Records Officer – advertised (currently shortlisting)
 - Project Officer – conducted
 - Parks and Gardens Coordinator – (currently shortlisting)
 - Administration Officer – Cairns - interviews scheduled
 - Workshop Manager – Temporary manager engaged
 - Project Manager – currently on hold
 - Groundsperson – Swimming Pool and Recreation Precinct – appointment on hold until Pool is operational
- New Appointments:
 - Family Engagement Officer – Interviews conducted, applicant to commence 30/09/2019
 - NDIS Connectors – Craig Goggeley and Evelyn Birchley
 - Infrastructure Administration Officer – Interviews conducted, applicant to commence 21/10/2019
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

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| Executive | 5 (2) | Airport | 3 |
| Kowanyama Admin | 3 | Bakery | 3 |
| Cairns Admin | 6 (1) | Post Office | 2 |
| Building Services | 10 | Accommodation | 6 |
| Roads | 7 | 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 | 6 | 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 | 9 (1) | Family Engagement Officer | (1) |
| NDIS | 3 | | |

- Training:
 - Council currently has 4 Apprentices/ Trainees
 - Raymond Googleye – Cert III Water Operations
 - Teddy Bernard – Cert III Business
 - Liam Tommy – Cert III Carpentry
 - Julius Bernard – Cert III Carpentry
- A request has been placed for 6 Apprenticeships/Traineeships under the 2019/2020 First Start Program. Advice on the outcome will be provided in the next few weeks.

There have been nil incident’s reported for the past 4 months.

Council broke for morning tea at 11.10am resumed at 11.36am

6) Agenda Reports

a) Vehicle Hire Policy (EMGO)

Ms Wiggins presented the report.

The fees and vehicle list within the current Vehicle Hire Policy, dated February 2018, does not reflect the vehicles we have available, or their rates.

Vehicle Hire Policy

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| Toyota Trayback - per hour | \$65 |
| Toyota Dual Cab - per hour | \$65 |
| Toyota Landcruiser Wagon - per hour | \$75 |
| Toyota Trayback - per day | \$195 |
| Toyota Dual Cab - per day | \$195 |
| Toyota Landcruiser Wagon - per day | \$195 |

Actual

Toyota Dual Cab 2 wheel drive - per day Incl GST \$218.59 (two vehicles available)

Rather than having two documents referring to fees, it is recommended that the policy is amended to reference the current Fees and Charges schedule.

In addition the current policy notes Executive Manager Infrastructure, Works and projects as the responsible officer. As Vehicle Hire in fact reports to the Office of the CEO the policy is also being amended to reflect that.

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| <p>RESOLUTION – That Council endorse the Vehicle Hire Policy</p> | <p>Moved Cr Fry Seconded Cr Teddy MOTION CARRIED: All in favour</p> |
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Action Item

EMGO to update the CEO's name on Vehicle Hire Policy, and re-table policy for additional review in 2020.

b) Information Report Alcohol Management Plans (EMGO)

Ms Wiggins advised that one of council's operational plan goals is for the Alcohol Management Plan to be reviewed:

Review of Alcohol Management Plan (AMP)

- *Advocate for a review of the AMP, including research into the short and long-term social, health and economic impacts of fining and charging community members*
- *Collaborate with community groups, and Local, State and Federal government departments to ensure the AMP meets the needs of community*

Over the past two years council has been calling for the AMP to be reviewed and has discussed this at various meetings with State and Federal Ministers, MPs and public servants.

On the 3 September, DATSIP provided details of an "AMP review" to council, and stated that the AMPs were being "refreshed", but that they were broadly working and only "minor" amendments would be considered.

The details provided by DATSIP have been reviewed by the Executive and the following concerns have been highlighted:

- The potential detrimental impact to the economy does not appear to have been included in the review.
- That council was not involved in information gathering for the review

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| RESOLUTION – That Council consider the review, and consider whether it would be appropriate to write to DATSIP noting our objections to the review | Moved Cr Seconded Cr |
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b) Information Report Thriving Communities (EMGO)

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| RESOLUTION – That Council consider whether they have any objections to the Thriving Communities strategy and respond to DATSIP accordingly. | Moved Cr Seconded Cr |
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d) Agenda Report Fee Waiver

Ms Cresswell provided information regarding the Heli Safaris annual fundraiser. Which this year departed from Airlie Beach travelling clockwise around the Cape, returning to Airlie Beach. The trip will last nine days and transport 35 people on 15 helicopters.

HELI Safaris have requested Council waive their landing fees to allow more of the monies raised to be provided to the charity. HELI Safaris have stated that that will be purchasing fuel from Kowanyama airport when they land.

This initiative supports our Corporate Plan (as below),

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| 44 | Advocacy | Advocating Council's strategy objectives to Local, State and Federal government departments and relevant bodies (2) |
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In addition, the initiative also appears to support our core value "Partnership" (as below), as noted in our Corporate Plan.

Financial Costs

It is estimated that the waiver of the fees will have the following financial costs to council:
 Landing Fees: \$117.19 (as per our fees and charges) x 15 helicopters = \$1,757.85

Benefits

Support of Council's Corporate Plan goals and values.
 Will generate extra revenue for fuel sales.

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| <p>RESOLUTION – That council waive fees and charges for landing fees at Kowanyama airport for 15 helicopters on Wednesday 11 September 2019 for Heli Safaris.</p> | <p>Moved Cr Teddy Seconded Cr Fry</p> <p>MOTION CARRIED: All in Favour</p> |
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e) Agenda Report Drinking Water Quality Management Plan 2018/19

Ms Cresswell presented the report.

Ms Cresswell stated that the Report Drinking Water Quality Management Plan (DWQMP) has been established and is being adhered to in order to protect public health through the identification and minimisation of public health related risks associated with drinking water. Council is operating under an approved DWQMP, with the approval granted by the Water Supply Regulation unit, Department of Natural Resources, Mining and Energy (WSR, DNRME).

This annual report summarises Council's drinking water quality performance for the reporting period, including progress on the implementation of the improvement plan. Been prepared to fulfil the legislative DWQMP reporting requirements set out in the Water Supply (Safety & Reliability) Act 2008.

This annual report aims to:

- be a reference document for the Regulator, as well as customers, on Council's performance in relation to the DWQMP reporting obligations under the Act, for the reporting period
- provide a summary of Council's performance in implementing the DWQMP.

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| <p>RESOLUTION – That Council approve the DWQMP 2018/19 and the document be uploaded to Council’s website as per regulations.</p> | <p>Moved Cr Yam Seconded Cr Teddy</p> <p>MOTION CARRIED: All in Favour</p> |
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7) Closed Business

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| <p>RESOLUTION – The Council moves into Closed Business.</p> | <p>Moved Cr Teddy Seconded Cr Yam</p> <p>MOTION CARRIED: All in Favour</p> |
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| <p>RESOLUTION – The Council moves out of Closed Business.</p> | <p>Moved Cr Teddy Seconded Cr Fry</p> <p>MOTION CARRIED: All in Favour</p> |
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7a) Information Report 410 Armin Away Street

Left matter on table

8a) Housing Allocation (EMGO)

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| <p>RESOLUTION – That Council endorse the New Housing Build Allocation</p> | <p>Moved Cr Seconded Cr</p> <p>Left matter on the table</p> |
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8b) Sale Price of Social Housing (EMGO)

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| <p>RESOLUTION – That Council endorse the Sale Price of Social Housing Methodology for a 1 year trial period.</p> | <p>Moved Cr Seconded Cr</p> <p>Left matter on the table</p> |
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8c) Audit and Risk Committee Minutes (EMGO)

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| RESOLUTION – That Council note and endorse the September 2019 Audit and Risk Committee minutes | Moved Cr Yam Seconded Cr Fry MOTION CARRIED: All in Favour |
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8d) Development Application Airport

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| RESOLUTION – That Council approve the Development Application for Kowanyama Airport as recommended by the assessment report. | Moved Cr Wust Seconded Cr Teddy MOTION CARRIED: All in favour |
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8e) Tenancy Management Cultural Approval (EMGO)

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| RESOLUTION – That Council endorse the suggested change to social housing allocation as requested by the Aboriginal and Torres Strait Islander Housing Unit. | Moved Cr Yam Seconded Cr Teddy MOTION CARRIED: All in favour |
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Council meeting closed at 1.30pm

Trustee Meeting

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| RESOLUTION – That in accordance with Section 83 of Local Government Act 2009 (Qld), the meeting of the Trustee of Community DOGIT be convened and conducted as separate meetings from the Indigenous Regional Council | Moved Cr Teddy Seconded Cr Fry MOTION CARRIED: All in favour |
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9a) Airport Development Approval

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| <p>RESOLUTION – Kowanyama Aboriginal Shire Council as Trustee approves the Development Permit for Material Change of Use (Air Services) on land located at Shelfo Road, Kowanyama precisely described as Lot 51 on SP272070 ('the site'), used as a terminal for users of the airport.</p> | <p>Moved Cr Wust Seconded Cr Yam</p> <p>MOTION CARRIED: All in favour</p> |
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Trustee Meeting Closed at 1.36pm