



KOWANYAMA ABORIGINAL SHIRE
COUNCIL

Council Meeting Minutes

19 August 2020 10:14am – 2:50pm

Kowanyama Chambers Room and
Cairns Board Room

Present:

Councillors

- Mayor Robbie Sands (Chair) – Cairns Boardroom
- Deputy Mayor Cameron Josiah (Councillor) – Cairns Boardroom
- Cr Teddy Bernard (Councillor) – Cairns Boardroom
- Cr Elroy Josiah (Councillor) – Cairns Boardroom
- Cr Richard Stafford (Councillor) – Kowanyama Boardroom

Executive

- Gary Uhlmann, Chief Executive officer (CEO) – Cairns Office
- Katherine Wiggins, Executive Manager Governance and Operations (EMGO) – Cairns Boardroom
- Andrew Hay, Executive Manager Finance (EMF) – Cairns Boardroom
- Kevin Bell, Executive Manager Community Services (A/EMCS) – Kowanyama Boardroom
- David McKinley, Executive Manager Roads, Infrastructure & Essential Services, (EMRIES) – Kowanyama Boardroom
- Christine Delaney, Executive Manager Human Resources (EMHR) – Kowanyama Boardroom

Meeting Commenced: 10:14am

1) Welcome & Apologies

The Mayor welcomed the Councillors and Executive team to the meeting and thanked the Cairns Office for welcoming the Councillors to Cairns.

2) Minutes from Previous Meeting

- EMGO briefed the minutes from the last meeting

RESOLUTION – Minutes Minutes from previous Council Meeting 22 July 2020 Minutes That the above minutes be adopted as true and accurate	Moved: DM Josiah Seconded: Cr Stafford MOTION CARRIED: All in favour
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3) Action Items

Some adjustments to the last council meeting Action items to be made:

- Veterinarian will be in community from Wednesday 19 August until Friday 21 August
- A priority is for at risk dogs to be de-sexed or put down

Mr Bell entered meeting at 10:33am

- CR Stafford mentioned that the fencing around the Sports Club is inappropriate as it does not provide privacy
- Cr Stafford advised that the Bistro area should be a closed in area so that children were not in the main part of the canteen.

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| <ul style="list-style-type: none"> - <u>Action Item</u> - EMIRES to check the design to ensure that the bistro is closed in area so that children were not in the main part of the canteen. |
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- Interviews have been conducted by the EMRIES for the Mechanic position
- CR Stafford mentioned that National Disability Insurance Scheme (NDIS) clients have been offered an electric stove which is not acceptable due to the cost of power to run it and that gas stoves are more suitable.

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| <ul style="list-style-type: none"> - <u>Action Item</u> - EMCS to check if NDIS clients are provided electric or gas stoves. |
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4) Reports

a) Chief Executive Officer

- Roads Program – the Roads Crew have done and continue to do an excellent job. Credit to be given to the Roads Crew who have been working 6 days a week. Shelfo is almost finished.
- The Premier’s visit has been postponed
- The new dump site should have an incinerator included. The proposed new dump site requires a 24KA to be issued
- Batching Plant – In the final stages of buying back
- Cattle Company – getting closer to the final transfer (6 weeks) to Council.
- Topsy Creek – In the process of engagement with Minister’s office for the closing of Topsy to commercial fishing
- Canteen Lease – EMGO is resolving with Sports and Recreation
- In the process of obtaining new vehicles for the airport and the Rangers
- EMRIES – the accountability for council vehicles – all vehicles to be signed for and recorded. Any damage occurred while signed out, employee/driver will be liable. Also log books to be kept.
- Corona Virus update – Queensland is looking pretty good, but Victoria is having a lot of problems. Community to be prepared for any cases in Far North QLD
- Technical Working Group (TWG) Meeting – It has been reported that Council has tenancy management responsibilities for 60 properties.

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| <ul style="list-style-type: none"> - <u>Action Item</u> - EMF with EMGO to review asset register to identify properties that are managed by council. |
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- Homelessness and overcrowding – current housing data may not be accurate. Council may need to undertake a community consultation to identify the real figures.

b) Executive Manager Governance and Operations

Ms Wiggins presented the monthly report for Governance and Operations

Carbon Farming

Council has obtained a "Certificate of Verification" which identifies that our carbon project "...enables the continuation of cultural practice" and the "...project brings together both western and Indigenous scientists". We will report this in the next edition of our newsletter. An article of the benefits of carbon farming was provided,

Noise restrictions

Council is aware that after hours noise continues to be an issue for Kowanyama community members. Noise can result in lack of sleep which impacts the mental and physical health of people (including children), can lead to poor educational attainment and non attendance at work. As a result of this a review has been undertaken on the current powers the police and the council have to restrict noise. Recommendations include:

- 1) Council liaises with the Police to request that the Police more effectively enforces its powers to issue noise abatement directions.
- 2) Council can take the following steps without the need for Police intervention, or Local Law amendments:
 - a) issue a Penalty Infringement Notice or institute a prosecution for the offence of causing an environmental nuisance;
 - b) issue an Environmental Protection Order requiring the cessation of noise that exceeds an environmental protection policy, or that gives rise to a breach of a person's general environmental duty.
- 3) Council can amend its Local Laws to impose a penalty on occupiers of residences, where the residence has been the source of excessive noise on multiple occasions.

The Executive will be looking at implementing these recommendations in the coming weeks.

Close the Gap Target

In 2005 Aboriginal and Torres Strait Islander Social Justice Commissioner Tom Calma urged Australian governments to commit to achieving equality for Indigenous people in health and life expectancy within 25 years. Non-government agencies responded to Calma's appeal, developing a National Indigenous Health Equality Campaign in 2006, and launching a *Close the Gap* campaign in 2007. These targets have recently been reviewed.

Following this review, the Commonwealth has issued new Close the Gap targets. At the centre of the National Agreement are four Priority Reforms that focus on changing the way governments work with Aboriginal and Torres Strait Islander people. The Priority Reforms aim to:

- Strengthen and establish formal partnerships and shared decision-making
- Build the Aboriginal and Torres Strait Islander community-controlled sector
- Transform government organisations so they work better for Aboriginal and Torres Strait Islander people
- Improve and share access to data and information to enable Aboriginal and Torres Strait Islander communities make informed decisions.

Land

Council is still attempting to gain agreement from Housing that people who surrender Katter Leases for the purpose of new build construction will be able to tenant the property.

Dump

Council is currently undertaking projects that have been funded from the Indigenous Councils Critical Infrastructure Program (ICCIP). One of these projects is the planning for the

relocation of the current dump (to note we do not have funding for the actual relocation of the dump).

It is estimated that the current dump can be used until 2022. Infrastructure, Roads and Essential Services have coordinated an initial concept plan for the site relocation.

Once a site has been agreed, council will progress issuing a 24KA. This will enable council to utilise the land in accordance with native title legislation.

Action Item

EMGO with EMCS to undertake a community consultation for the relocation of the dump

Rangers

A review is currently being undertaken as to the possible models on ranger management. We are awaiting advice from the Department of Prime Minister and Cabinet (PMC) to finalise the review.

Review of Charges

It has been highlighted that some residential and commercial properties in Kowanyama are not being charged in line with our "Fees and Charges" and "General Rates Equivalent Charges". Governance and Operations will be working with Finance to undertake an audit of what should be charged.

Operational Plan Year End Review

Ms Wiggins, EMGO, 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. This update provides the Quarter 4 update, which is the final year update.

Self-assessment updates from the Executive Managers have been provided. Departmental and whole of council averages have been calculated, as below:

Office of the CEO - Department Average	86%
Community Services - Department Average	86%
Finance - Department Average	92%
Governance and Operations - Department Average	81%
Human Resources - Department Average	87%
Infrastructure, Works and Projects (Roads, Infrastructure and Essential Services) -	47%
<u>Whole of Organisation Average</u>	80%

RESOLUTION – 2019-2020 Operational Plan Final Year Review

That Council endorse the 2019-2020 Operational Plan Final Year Review

**Moved: Cr Sands
Seconded: Cr C. Josiah**

**MOTION CARRIED:
4 in favour – 1 against (Cr Stafford)**

c) Executive Manager Finance

Mr Hay, EMF presented the monthly update for Finance.

A Finance report for the month of June 2020 has not been completed for June as Council is finalising end of Financial Year for 2019-2020 and awaiting External Audit by the Queensland Audit Office.

Mr. Hay provided a 6-year Financial Statement for the Carbon Farming cost centre. This include operating and capital expenditure allocated to Carbon since 2014.

Auditors have been in the Cairns Office for the week

Ms Wiggins left the room at 11:55am and returned at 12:05pm

- Cr Stafford requested training for Councillors on financials

Travel and Accommodation Policy

Mr Hay, EMF, presented the report.

The change in policy is to reflect the setting of an applicable rate that is in line with the ATO guidelines and allow Council to update these rates once published by the ATO annually.

RESOLUTION – Travel & Accommodation Policy

That Council endorse the Travel and Accommodation Policy

**Moved: Cr Bernard
Seconded: Cr C. Josiah**

**MOTION CARRIED:
All in favour**

Travel and Accommodation policy will be reviewed annually and updated rates as per the ATO

d) Executive Manager Roads, Infrastructure and Essential Services

Works –Roads

Mr. McKinley, EMIRES presented the monthly report for Roads, Infrastructure and Essential Services.

Roading team have lodged a submission with Queensland Reconstruction Authority & Disaster Recovery Funding Arrangements (QRA & DRFA) for related works for the Town Streets and Kowanyama Dunbar Rd.

Heavy formation and 50mm Gravel Top Up on Topsy Road have been completed and DRFA works have been completed on South Mitchell Rd.

The Roothing Crew have completed the in-field assessment for the Alice to Coleman section of Council's road network and have been successful in gaining \$3.5 million to complete works on this section.

Council has engaged 2 new contractors to assist with the road program with the supply and operation of water trucks. They are Kowanyama Civil Projects (Monty Gilbert) and Vandy Beasley. Both are local Kowanyama people.

The Roads Crew is expected to continue on Landing Rd for another 8 days then move the operation out to the Coleman River end of the Alice to Coleman section.

The roads crew have also engaged a full-time mechanic to keep the operation going and will act as a plant supervisor. They will be responsible for all heavy plant and assist contractors with their plant in servicing and maintenance.

Rangers

Rangers are out on country, performing weed and fire management, as vehicles allow.

Also, crew have returned to the Oriners outpost to continue land management activities.

Fitzroy is preparing land management activities for the next financial. 2 x new Hilux ranger vehicles on order.

Viv Sinnamon has returned to assist and lift the profile of the existing Rangers through providing support to Scotty and the team.

Parks & Gardens

Parks and gardens team are working tidying and cleaning throughout community, along with maintaining the market garden and propagating seeds for future planting. This has not changed from last month

Animal Control

Vet and Tropical Health staff visiting community week of the 17 August 2020, and in doing so will be providing technical support to Shernel Banjo and Scott Olds where a focus will be on domestic animal welfare and additional environmental health support to Essential Services.

Building Services

Building works for repairs and maintenance are continuing, however with the biosecurity road closures no new upgrade works have commenced. All contractors have been informed of the requirement to employ local people as trades assistants with discussions continuing utilising Council's carpenters for on the job upskilling.

Pamela Lumsden, Building Services Manager is delivering quotations for the QBUILD carport program for next financial year.

Also, Pamela is providing quotes for home ownership program and quotations for the NAHA program.

Business as usual with roll out of QBUILD maintenance program.

Projects

WORKSHOP COMPOUND – Demolition & construction of sheds + toilets to the workshop compound.

Tender was completed in accordance with the KASC Procurement Policy. All tender submissions were accepted by COB 12/08/2020.

Tender Assessment meeting booked for Rebecca Dennien & Jacqui Cresswell have review tender submission (4 - 5 Builders).

A tender award recommendation will be issued for approval by David & Gary on completion.

FAMILY BISTRO / CANTEEN RENOVATION – New family bistro construction / renovation of canteen

All required project documents have been completed & submitted to Building Certifier for Building Approval.

In accordance with KASC Procurement Policy the tender will be advertised & available to download from the KASC website – tenders page. All tenderers will be requested to email Rebecca to manage a tender register for issue of addendums or Extension of Time.

Wellness Centre

Rebecca attended Kowanyama on 12/08/2020 to finalize the stage 2 plans for the Wellness Centre (Arts & Culture Centre). Stage 2 works will include new roof, re-cladding external & demolition / construction of a new toilets block.

Stage 1 will include electrical upgrade, new windows throughout, new kitchen, internal renovations, make good of stairs & stage access for future use. These works are expected to commence on site in September.

Contractors Camp / Storage

Covid funding was confirmed this week to allow for contractor's storage compound & single person accommodation units.

Draft design for storage compound provided for confirmation during Kowanyama trip 23-24/07 – Review of the Gas Australian Standards is required to confirm proposed works. All waste & tendered machinery will need to be removed from site

Design Development for stage 1 of the contractor's camp to be advanced when Building Approval for the workshop & Family Bistro / Canteen renovation are completed. An engineer inspection is required for the original dongas being utilized for the Civil Camp to proceed with this project. An internal work order has been requested for cleaning of the dongas rooves in their current location.

Aged Care

Renovation works at the Aged care centre are underway with completion expected end of month August 2020. The Gazebo is nearing completion with internal works underway for new amenities & the office upgrade. Site Inspection was completed on 11/08/2020 & the tiler was on site complete the Amenities waterproofing & tiling.

Airport

Airport activities for July 2020

Operationally the airport is busy with maintenance and repairs to plant and equipment. The main priority is the refuelling truck which needs a much-required service and parts replacement if it is to function safely. Training and Certification is also required for aviation refuelling, ARO renewals and other pending courses are being investigated.

Safety and continuity of air services are the airports priority and we are looking forward to a busy next few months as travel restrictions ease around Cape York.

Essential Services

POTABLE WATER

At present Council have no water restrictions as all three pumps are running at capacity, Essential Services can keep up with demand. Essential Services are maintaining the quality of water supplied on a daily basis, and when the system is fully commissioned and handed back to Council and all systems are on line, the system should be automated and less hands on, Essential Services are removing the citric acid system as it caused the failure, and the high levels of Trihalomethane (THMs).

The citric tank and pump are being re –purposed in conjunction with the tank currently being used for Sodium Hypochlorite (HYPO 10) as both will be running in conjunction with the salt-water chlorination and holding 2000litres to keep up with demands, a new tank will be installed in the front of the building and store the HYPO 10 as a backup, for the chlorination.

The fluoride system, to date is not in operation, Essential Services are waiting for commissioning and hand over to be completed.

Michael Leslie, Essential Services Manager currently setting up a maintenance schedule for all systems, machinery and vehicles for which Council officers will follow manufactures specification on servicing.

Contractor (PIMS) arrived on the 17-7-20 and was here for 10 days during that time they, cleaned both reservoir tanks, replaced all bearings and seals on all water pressure pumps and swapped pump two for the new pump which was at the ponds, Council now have a spare pump in stock, ready for use during any failures.

AUSTEK also upgraded the SCADA system (monitor, keyboard, main tower and new software)

Sewer

Reticulation and ponds are functioning ok with minimal disruption to service. The pumps are aging and causing concern that is being addressed through introduction of maintenance programs and in some wells masuration pumps or grinders and pump rebuilds/2 x new pumps.

Also, on the 16th sewer pump station 2, there was a failure on pump 1 and the soft start switch, we had a new pump coming up with PIMS and replaced it on the 17th and again due to sound asset management practices, Jarod through the help of AUSTEK replaced the soft start switch.

A new sewer pump is on back order it should be here soon, as back up as there are no spare pumps for pump station 1 and 2 the main pump stations.

Otherwise business as usual.

Landfill

Currently still providing 2 x wheelie bin kerb-side pickup per week, Officers still in the throes of site waste pushups and in conjunction with Community Development Executive Manager, implementing Containers for Change.

Workshop Contractors are in the throes of repairing both Council owned compactor trucks.

Workshop

With parts now arriving on a regular basis and appropriate tooling in the workshop we are now able to service and repair vehicles and equipment accordingly.

New workshop lights and power points have been fitted.

New air lines and hoses to be fitted in designated areas for faster production.

The workshop has successfully completed repairs and maintenance to Parks and Gardens Hino truck and ATV.

Garbage truck up and running, waiting on parts to arrive for both compactor's

Essential services Hilux. Running repairs to roads crew graders and rollers and Training centre Hilux.

A large percentage of vehicles in the council fleet has been inspected for repairs and maintenance with parts arriving weekly.

The introduction of Dan Cox from DCP mechanical has taken pressure off the workload which was greatly needed.

Bastian Bernard is transitioning well into his new role in the workshop. He is keen to learn and willing to do tasks that are required.

The reintroduction of Ishmael into the workshop will make a huge difference with regards to being able to supply tyre repairs and refits to private work as well as being able to assist in workshop maintenance and repairs.

Workshop are in the process of getting the Aircraft refueling truck serviced and certified as per aviation specification requirements.

Batching Plant

The batching plant tender was due for renewal as of 30 June. The CEO is negotiating with R&K Civil, for Council to outright purchase the plant and equipment.

Cr Elroy Josiah left room at 12:14pm and returned at 12:20pm

- Aged Care – if possible a fire pit to be added into plans

Action item

EMRIES to check that there is a fire pit in the plans at the Aged Care Centre as this is important culturally

Lunch Break – 12:41pm to 1:38pm

e) Executive Manager Community Services

Mr Bell, EMCS, provided the monthly update for Community Services.

- Renovations are near completion at the Aged Care Centre
- 4x4 bus arrived in Cairns
- Planning for more comprehensive radio broadcast with Russel (DJ Announcer). Mayor and Qld Health to organise and participate in some live radio

- Low numbers for employees turning up to work – staffing is low
- Domestic Violence appears to have increased and in turn the Women’s Shelter has been more busy
- Men’s Group – Lunch was organised for the men’s group. Cr Elroy & Deputy Mayor Cameron Josiah were present. There was much more engagement being a lunch time event.
- Pool has been closed due to the body in the morgue as some locals believe the noise is disrespectful. Council discussed and advised that it was important for children to still enjoy healthy activities which were beneficial to their social and emotional well-being.
- Cr Stafford has been asked to mention if Council Meetings / council work can be re-scheduled on the day of funerals being held. The day of the funeral should only be for sorry business is the view of some residents. Mr Mayor questioned who had requested as historically council had not shut when there was sorry business as it was vital that services were still provided to community members.
- Deputy Mayor Josiah stated that the pool should stay open for the children.
- Council could possibly do an announcement over the radio about pool being open

Action Item

EMCS with EMGO to design a community consultation to gain communities few on swimming pool closure during sorry business

- The pool is getting a new shade sail which may affect pool activity for a few weeks
- New post office assistant is doing well. Additional staff member recruited for Tuesday’s as that is the Post Office busiest day

f) Executive Manager Human Resources

Apologies from the Ms Delaney, Executive Manager Human Resources. CEO gave a summary on HR.

Staff numbers: 123

Current advertised Vacancies: 12

Current Workers Compensation Claims: 2

Key Details

- Current vacancies:
 - Workshop Manager – *interviews conducted*
 - Senior Mechanic – *interviews conducted*
 - Building Services Manager – *advertised*
 - Carpentry Supervisor – *re-advertised*
 - Business Enterprises Manager – *on hold*
 - Aged Care Cook – *re-advertised*
 - NDIS Team Leader – *re-advertised*
 - Essential Services Officer / Plumbing Apprentice – *re-advertised*
 - Disability Services Team Leader – *re-advertised*
 - Community Connector – *re-advertised*
 - Activities Officer – *re-advertised*

- Bakery Assistant – *re advertised*
- New Appointments July:
 - *Workshop – Bastian Bernard and Ishmael Birchley (Trades Assistants – with the intention of them commencing apprenticeships later this year)*
 - *DRFA Roads Crew – James Gilbert (team leader) Gerard Malachi (plant operator) Michael Burke (plant operator), Clive Gilbert (operator), Winston Paul (operator), Reubin Gibbo (trades assistant)*

Reception/Administration Officer Cairns – Joanne Ellis
- Staffing:
 - Current staffing numbers by Department (*vacant positions in brackets*)

Executive	7	Airport	3
Kowanyama Admin incl Community Bus	5	Bakery	2
Cairns Admin	9	Post Office	2
Building Services	9 (1)	Accommodation	6
Roads (currently working under DRFA)	-	Radio Station	1
Centrelink	1	Women's Shelter	5
Community Police	1	Child Care	4
Electrical	1	Multipurpose Centre	14
Essential Services	5 (1)	Aged Care Facility	17 (1)
Purchase Store	4	Land, Sea and Environment	10
Workshop	(2)	Family Engagement Officer	1
Parks and Gardens Incl Market Garden	3	Blue Cafe	4
NDIS	2 (1)	Disaster Recovery Funding Arrangements (DRFA)	6

- Training:
 - 3 Traineeship positions for 2020/2021 have been requested
 - First Aid and Snake Handling Training on hold due to poor attendance of staff
 - Ian Butterworth and Michael Leslie will attend Backflow Prevention and Hot Water Systems training in Cairns at the end of August.
- Issues:
 - Poor attendance continues to be an issue across all areas,
 - Lack of interest from community members wishing to work'
 - Disrespectful behaviour from staff members towards supervisors and in Council Enterprises
 - Staff housing is also of concern as there are more vacant positions than available houses

Mr Bell suggested paid work experience for young people to provide them experience in different fields and industries.

Cr Stafford stated that it would be good to find out what young people's interests were. He also suggested that brighter students could be put into a different class. It was discussed that this was a Department of Education consideration.

Time off in Lieu Policy

Mw Wiggins, EMGO presented the policy.

Ms Wiggins stated that at times it is necessary for an employee to accrue Time off in Lieu rather than being paid Overtime. TOIL is a non-cash allocation of hours undertaken by the employee in addition to their normal hours.

In order to clarify when TOIL should be accrued and taken a policy has been developed.

RESOLUTION – Time Off in Lieu That Council endorse the Time Off in Lieu (TOIL) Policy	Moved: Cr Sands Seconded: Cr Bernard MOTION CARRIED: All in favour
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5) Closed Business

RESOLUTION – Closed Business That Council moved into Closed Business at 2:31pm	Moved: Cr Sands Seconded: Cr Bernard MOTION CARRIED: All in favour
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RESOLUTION – Closed Business That Council moved out Closed Business at 2:33pm	Moved: Cr Sands Seconded: Cr Bernard MOTION CARRIED: All in favour
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a) Agenda report – XtraCo – Payment Over 200k

RESOLUTION – XtraCo Contracts exceeding \$200,000 That in line with Council's financial delegations Council endorse payment of \$1,569,265.70 to XtraCo for procurement and cartage of the gravel to stockpile hard stand area on Pompokuraaw Road and work sites on Pompokuraaw Road.	Moved: Cr Josiah Seconded: DM Josiah MOTION CARRIED: All in favour
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6) Other Business

Cr Stafford raised questions from community members:

- Kowanyamul have requested support from Council for the donation of tags (\$300) to proceed with muster at station. It was agreed that they will need to write a letter to Council asking for support and that this could be provided from Councillor Discretionary Funds.

Meeting Closed at 2:50pm