



KOWANYAMA ABORIGINAL SHIRE  
COUNCIL

**Council Meeting Minutes**

29 October 2020 9:02am – 3:34pm

Kowanyama Chambers Room and  
Cairns Board Room

**Present:**

**Councillors**

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

**Executive**

Gary Uhlmann, Chief Executive officer (CEO) – Kowanyama Boardroom  
Chris McLaughlin, Acting Executive Manager Governance and Operations (A/EMGO) – Cairns Boardroom  
Andrew Hay, Executive Manager Finance (EMF) – Cairns Boardroom  
Kevin Bell, Executive Manager Community Services (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: 9:02am**

**Housing Public Works (HPW) Report Review**

Department of Housing joined Council for a meeting regarding the social housing in Kowanyama.

**Attendees from HPW:**

Jacob McKenna – A/Manager (Remote Home Ownership)  
Tim Poole – A/Director (Engagement and Partnerships Team / Aboriginal and Torres Strait Islander Housing)  
Jamie Lupson – A/Principal Program Officer

**Attendees from Kowanyama Aboriginal Shire Council:**

Judy Austin – Project Officer – Governance and Operations  
Chris McLaughlin – A/Executive Manager Governance and Operations  
Gary Uhlmann – Chief Executive Officer  
Robbie Sands – Mayor  
Cameron Josiah – Deputy Mayor  
Jacob Elroy Josiah – Councillor  
Teddy Bernard – Councillor  
Richard Stafford – Councillor

Attendees from Housing Public Works presented information on the current situation of Kowanyama social housing, Katter Leases and the Remote Home Ownership program.

## **COUNCIL MEETING – commenced 10:29am**

### **1) Welcome & Apologies**

The Mayor welcomed the Councillors and Executive team to the meeting. Council acknowledged that Ms Katherine Wiggins is on maternity leave and Dr Chris McLaughlin is acting in her position as Executive Manager Governance and Operations.

Councillor Stafford advised that he will be leaving at 3pm due to personal reasons.

### **2) Minutes from previous meeting**

<b>RESOLUTION – Minutes</b> Minutes from previous Council Meeting 16 September 2020 <b>Minutes</b> That the above minutes be adopted as true and accurate	<b>Moved: Cr Sands</b> <b>Seconded: Cr J. Josiah</b>  <b>MOTION CARRIED:</b> <b>All in favour</b>
---	---

### **3) Current and Ongoing Action Items**

Dr Chris McLaughlin presented the action items from September council meeting.

#### **Action Item**

EMGO to organise meeting with the PBC

- Animal Management – working on pest management plan for corellas. Act early to cull the scout birds first.
- Housing – Council’s decision for 99-year leases
- Katter Leases have a different process – social housing was developed on Katter Lease properties. Social house would be transferred as well as the land.

Executive Team to continue working on outstanding action items.

### **4 a) Chief Executive Officer – Information Report**

- Infrastructure – roads crew have done a fantastic job and the quality is excellent.
- Stockpiling gravel at Shelfo for after the wet season (Shelfo to National Park).
- Kowanyama is the first to finish the TIDS money funding giving the community a good reputation.
- Building projects are going well and tenders have been sent out and awarded for: Contractor’s Camp, Workshop, Design for the Women’s Meeting Place, Canteen.

#### **Action Item**

EMCS to organise steel blade fans in Community Centre

- Contractor’s (Kieza) are out at Oriner’s Station doing work on the tanks

- Have contacted the Justice Department for a 6-month extension on take-aways
- All contractor's have been told to get all materials into community ASAP
- Batching Plant – estimated 800-1200 cubic metres – program for deliveries
- Workshop operations – mechanics are going well
- Cattle Company – legal advice – meet with the PBC
- Canteen Lease – working through different options. CEO to meet with Thomas Hudson and Jenny Fruscher
- Carbon monies - \$688k billed
- Rangers – interviews have been conducted and are to start next week
- Win \$250k – trial tourism options for Oriner's and Sefton Stations. Have spoken with TO's for ideas. Camping, tours of land with the TO's etc.

#### **4 b) Executive Manager Governance and Operations**

##### **i) Information Report**

##### **Cattle Company**

The legal position with regard to the Cattle Company is now settled following the 2020 Supreme Court of Queensland decision – *Council is now the owner of all cattle and Cattle Company infrastructure and cash.*

Council is however receiving some resistance from Abm Elgoring Ambung Aboriginal Corporation RNTBC (“the PBC”) with regard to ownership of the cattle on PBC DOGIT.

In the meantime, Council management continues to work with the Cattle Company liquidators, Price Waterhouse Coopers (PWC), to ascertain transfer and registration processes for cattle in line with the Supreme Court of Queensland ruling and to ensure the wellbeing of livestock, for the benefit of the wider Kowanyama community.

##### **Action Item**

EMGO to organise and send a town mapping plan to the CEO

##### **Carbon Farming**

In October 2020, Council invoiced Aboriginal Carbon Foundation for \$680,000.

##### **Community Consultations**

Governance and Operations is currently working with Community Services to design community consultations for:

- The relocation of the dump;
- Use of the swimming pool during sorry business; and
- Noise restrictions and local law.

### **Aviation Services Australia Lease**

The Aviation Services Australia (ASA) lease over its current transmitter site has expired. Formal notice has been issued by Council to ASA seeking it to remove its improvements from the site and restore the land in question by 31 October 2020. ASA has been advised that no holding over period will be granted by Council. A detailed exit plan has been requested of ASA by Council. It is noted that the land has been earmarked for potential future social housing subdivision. Once more information is available in relation to the exit plan, details will be provided to Council.

### **Records Management System**

The move to the new records management system is on track, comprising:

- Physical Records Archiving Process.
- Develop plan for digitization of records.
- Continue Migrating teams to SharePoint – Community Services and Finance.
- Server replacement/installation.
- IT Assets Management (Tracking & Disposal).
- Migrating more teams over to SharePoint and follow-on training.
- Active Directory Re-alignment.
- Multi-Factor Authentication (MFA) Roll-out.

### **Social Housing Tenancy Management**

It has been identified that approximately 53 social housing lots, comprising 67 social houses are not presently being tenancy-managed by the Department of Housing and Public Works (HPW) under an Agency Agreement with Council. Note that an Assistance Agreement still exists between HPW and Council with regard to ongoing maintenance of the 67 social houses by HPW.

A lack of Agency Agreement means that HPW is not receiving rent on behalf of Council with respect to those 67 social houses. Council's current strategy is to seek to include those 67 houses under an Agency Agreement with HPW, so that they are appropriately managed in the best interests of the tenants. HPW has previously argued that this is not possible due to granted Katter Leases over these 53 lots. However, Council management is aware of precedents in other Indigenous communities where Agency Agreements exist over Katter Leased-lots and will continue to advocate in this regard to appropriate HPW management.

Political support may be sought (Mayor Sands, Warren Entsch & Cynthia Lui etc).

### **Township Mapping Project**

Judy Austin, Project Officer, is continuing to work with DATSIP on a mapping project which will identify current land uses in Kowanyama township, including social housing and vacant land. The mapping project also includes a set of maps identifying essential infrastructure (e.g. water, sewage and electricity) and Judy is coordinating a review of these with Council's Road, Infrastructure and Essential Services team.

### **New Social Housing Builds**

Native Title consultation for some of the properties earmarked for new social housing builds will occur with the PBC in Kowanyama on Tuesday 3 November. DATSIP have been coordinating the process and will attend the consultation along with Council representatives. Dr Chris McLaughlin and Judy Austin from Council's Governance and Operations team will be in Kowanyama from the 2<sup>nd</sup> to the 4<sup>th</sup> November.

### **Native Title Training**

Native Title training for the Mayor and Councillors is scheduled to occur during the morning of Wednesday 4 November in Kowanyama. This will be conducted by DATSIP, Crown Law and Dr Chris McLaughlin, A/Executive Manager Governance and Operations.

### **Annual Report**

Council's Annual Report is required to be endorsed by Council within 30 days of Council's audited financial statements for the previous financial year being endorsed by the Auditor General. It is expected endorsement will occur at the December 2020 Ordinary Meeting.

### **Annual Operational Plan Q1 Update**

It is a requirement of the *Local Government Act 2009* (Qld) that Council receive quarterly updates of progress against its Annual Operational Plan. This will be presented to Council at its November Ordinary Meeting covering the period July/ Aug/ September 2020.

### **Register of Interests**

Further to this month's Governance and Operations Information Report on New Local Government Reforms commencing 12 October 2020, the Mayor and Councillors must complete and submit to the CEO a new Register of Interests for themselves and their related persons by **no later than 11 November 2020**.

#### **ii) Agenda Report – Information Report updates to Local Government Reform**

Dr Chris McLaughlin presented Agenda report – update on the Belcarra Report.

*Cr J. Josiah left meeting at 11:35am*

*Cr Bernard left meeting at 11:35am and returned at 11:36am*

### **Background**

Following recent Local Government Reforms, the Department of Local Government and Multicultural Affairs has announced a set of reforms that council must abide by. Details that of particular relevance to Kowanyama Aboriginal Shire Council are detailed below.

### **Key Details**

#### **Agenda Reports**

Currently councils are only required to upload their minutes to their websites. This has now changed; all Agenda Reports must also be uploaded by 5pm the day following councillors being provided them.

#### **Closed Business Reports**

The reasons why a council report can be discussed in closed business has been updated and no longer allows for contracts, such as tenders, sole supplier and specialist supplier report, to be discussed in Closed Business. The reasons why a meeting can be closed are now as follows:

- the appointment, discipline or dismissal of the chief executive officer
- industrial matters affecting employees
- the budget
- rating concessions
- legal advice or legal proceedings
- matters that directly affect the health and safety of an individual or group
- negotiations about commercial matters or acquiring land
- matter council is required to keep confidential by the state or commonwealth.

### Receiving Papers

Whilst this is not a new requirement, it is worth noting that Councillors in an Indigenous regional council must receive written notice at least four days before the meeting. The written notice will include an agenda of items to be discussed as well as reports or other documents that are being presented at the meeting.

### Model Meeting procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings. Council already has a set of endorsed Model Meeting Procedures but is now required to update them including the following amendments. Model meeting procedures specifically detail the following:

- Process for dealing with unsuitable meeting conduct by a councillor in a meeting
- Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor
- Prescribed conflict of interest – this replaces a “Material Personal Interest” and is largely the same. Councillors must leave the room.
- Declarable conflict of interest – this replaces a “Conflict of Interest” and is largely the same. Councillors can exclude themselves from the meeting or stay in the meeting if they believe they can be impartial.
- Reporting a suspected conflict of interest
- Loss of quorum
- Recording prescribed and declarable conflicts of interest
- Closed meetings
- Teleconferencing meetings – councillors must apply three days prior to the meeting
- Voting procedures - Once a collective decision is made, all councillors must abide by the decision. Councillors are free to publicly disagree with the decision afterwards, but they should be respectful and always acknowledge that the decision was agreed by the majority of councillors.
- Chairperson’s casting vote - If the vote is equal (tied) the chairperson gets a second additional vote, known as a casting vote.
- Failed motions - If a vote of council does not pass, this does not mean the opposite decision was made. For example, if council votes on the approval of a development application, but it does not receive a majority of votes from councillors, this does not mean that council has decided to refuse the application.
- In that case, to reach a decision, councillors must make a new motion resolving to refuse the application. If this does not occur, the decision may be reconsidered by council at a later date, or in the case of some development decisions it may after a period of time be ‘deemed to have been approved’.

## Code of Conduct

The Code of Conduct for Councillors has also been updated. The Code of Conduct is largely the same as the current version, there are some updates such as:

- Referencing council Advisors (but this is not applicable to our council as we do not have councillor advisors)
- Amending:
  - *“Not bully, harass, intimidate or act in a way that the public would reasonably perceive a Councillor’s behaviour to be derogatory towards other Councillors, Council employees and members of the public”*  
  
To
  - *“Not use abusive, obscene or threatening language”*
- Amending:
  - *“Avoid making unnecessary or irrelevant comments or accusations about Councillors or Council employees in order to undermine them or their position 3.4 Ensure behaviour and presentation is appropriate to maintain the dignity of the office of the Councillor “*  
  
To
  - *“When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views 3.3 At all times strive to maintain and strengthen the public’s trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity”*

## Register of Interests

Register of Interest forms have also been updated. Forms must be completed by Councillors and the Executive, their spouses and dependent children by 11 November 2020.

## Conflict of Interest:

Conflict of Interests are **now considered 'misconduct' and referred to Office of the Independent Assessor.**

## Councillors directing staff

No councillor, including the mayor, may give a direction to any other local government employee.

- Mayor Sands noted that the reference 3.3 of the code of conduct is important.

3.3 At all times strive to maintain and strengthen the public’s trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

- Tender prices are confidential. The tender winner’s price will have amount in the resolution.



**Action Item**

EMGO to check the ruling for Conflict of Interest (being 4 years prior to Councillor election)

**4c) Executive Manager Finance****i) Information Report**

Key points from the September 2020 YTD report are as follows:

- net operating result is a \$512K deficit, this is \$3,006k less than budget
  - actual net operating income is \$3,648 K this is \$3,264K lower than budget
  - actual operating expenditure is \$4,160 this is \$257K lower than budget
  - Untied Cash Funds balance is \$1,675 K
- The latest status on acquittal of the Council's credit.
  - No expenditure is outside of the Procurement Policy for the reported month.

*Cr J. Josiah returned to meeting at 11:53am***Carbon Farming Profit & Loss YTD September 2020**

KOWANYAMA ABORIGINAL SHIRE COUNCIL									
CARBON FARMING									
		6 Year Total	2019/20	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
A/C Code	Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
							\$	\$	\$
<b>Income</b>									
14110	Commissions & Fees Revenue	3,000	-	-	-	-	3,000	-	-
15000	Other Income	1,691,097	-	-	-	622,879	76,818	264,400	612,000
<b>Total Income</b>		<b>1,694,097</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>622,879</b>	<b>79,818</b>	<b>264,400</b>	<b>612,000</b>
<b>Expenses</b>									
	Salaries & Wages	75,521	2,666	32,374	29,838	13,308	-	-	-
24140	Staff Education & Training	25,280	-	8,000	-	2,900	10,300	-	4,080
32110	Plant Hire	16,383	-	-	-	-	3,330	12,740	-
40100	Consultants	144,152	-	6,000	15,667	19,659	5,017	44,773	52,724
40110	Contractors	102,855	-	28,188	-	14,927	59,741	-	-
42110	Travel Exps - Airfares	16,096	12,626	310	1,036	2,089	3,246	5,600	5,888
42130	Travel Exps - Meals & Incident	5,537	-	1,674	154	2,720	989	-	-
43150	Fees & Charges	10	-	-	-	-	10	-	-
	Motor Vehicles Expenses	7,538	322	1,139	2,730	3,669	-	-	-
	Repairs & Maintenance	20,972	-	13,723	260	6,989	-	-	-
43170	Rates & Taxes	79,259	15,419	30,707	29,790	4,973	8,848	4,941	-
43180	Rent	68,292	5,824	23,150	22,215	16,759	6,169	-	-
44100	Catering & Cleaning	45	-	-	-	-	45	-	-
44170	Consumables/Materials	29,814	492	10,512	4,859	3,108	9,201	2,134	-
45105	Admin Expenses	36,086	123	14,743	1,513	30	0	-	-
<b>Total Operating Expenses</b>		<b>627,213</b>	<b>37,472</b>	<b>170,520</b>	<b>105,989</b>	<b>91,131</b>	<b>106,896</b>	<b>70,186</b>	<b>62,691</b>
<b>Capital Expenditure</b>									
32130	KASC23 Toyota L/Cruiser	50,900	-	-	-	-	50,900	-	324,672
	2017-5025 Custom Container Office	30,000	-	-	-	-	30,000	-	-
	2016-5013 Oriners Solar System	61,852	-	-	-	-	-	61,852	-
	2016-5016 Toro Titan Mower	7,759	-	-	-	-	-	7,759	-
	2016-5017Backpack Blower	3,088	-	-	-	-	-	3,088	-
	KASC36 Canter Tipper	32,638	-	-	-	-	-	32,638	-
	Kubota F3690AAU Side Dischareg Deck	25,000	-	-	25,000	-	-	-	-
	Toyota Hilux Dual Cab	20,972	-	-	-	-	-	-	20,972
	New Toyota Hilux 2020	50,257	-	50,257	-	-	-	-	-
	New Toyota Hilux 2020	51,899	-	51,899	-	-	-	-	-
	New ATV	55	26,196	55	-	-	-	-	-
<b>Total Capital Expenditure</b>		<b>334,310</b>	<b>26,196</b>	<b>102,101</b>	<b>25,000</b>	<b>0</b>	<b>80,900</b>	<b>105,336</b>	<b>345,644</b>
<b>Total Net Position - Profit / (Loss)</b>		<b>407,902</b>	<b>(63,668)</b>	<b>(272,621)</b>	<b>(130,989)</b>	<b>531,748</b>	<b>(107,978)</b>	<b>88,877</b>	<b>203,664</b>

**ii) Agenda Report – Asset Disposal – Housing Assets**

Mr Andrew Hay presented Agenda Report to Council:

As per Council’s Asset Disposal Policy, all asset disposals need to be disposed either via:

1. Council’s Annual Asset Disposal Plan and adopted annual Budget
2. or a specific Council Resolution

Therefore, we propose the disposal of the following Assets

House – 226 Kowanyama Street Kowanyama was transferred to Rose Linda Possum under a Katter Lease dated the 11<sup>th</sup> September 2020.

House – 118 Street Kowanyama was transferred to Theresa Denise Jimmy and Faylene Jimmy under a Katter Lease dated the 2nd October 2020.

<b>RESOLUTION</b> That in line with Council’s Asset Disposal Policy, Council endorse the disposal of the following assets: House – 226 Kowanyama Street, Kowanyama (was transferred to Rose Linda Possum under a Katter Lease dated 11 September 2020 House – 1189 Chellikee Street, Kowanyama (was transferred to Theresa Denise Jimmy and Faylene Jimmy under a Katter Lease dated 02 October 2020	<b>Moved: Cr Sands</b> <b>Seconded: Cr J. Josiah</b>  <b>MOTION CARRIED:</b> <b>All in favour</b>
---	---

- Councillor Jacob Elroy Josiah donated from his Councillor Discretionary Funds \$2200 for the Gilbert family funeral.

*Lunch Break at 12:17pm*

*Meeting resumed at 12:55pm*

*Ms Christine Delaney joined meeting at 12:57pm*

**4f) Executive Manager Human Resources**

**i) Information Report**

**Executive Summary**

Staff numbers: 130

Current advertised Vacancies: 7

Current Workers Compensation Claims: 2

**Key Details**

- Current vacancies:
  - Senior Mechanic – *re-advertised*
  - Carpentry Supervisor – *on hold (currently internal staff member acting in role)*
  - Business Enterprises Manager – *on hold*

- Activities Officer – *re-advertised*
- Bakery Assistant – *re advertised*
- Accounts Payable Officer (*Cairns*) – *interviews arranged*
- Ranger Traineeship – *advertised and interviews conducted*
- Parks and Gardens Co-Ordinator - (*currently internal staff member acting in role*)
- New Appointments September:
  - Grounds person/Cleaners – *Gasson Teddy and Alistair Aiden*
  - Workshop Manager – *Dan Poole commenced*
  - Administration Officer (Workshop) – *Trudi Pappin commenced*
  - Essential Services Officer / Plumbing Apprentice – Letter of Offer accepted (*David Paul*)
  - Community and Cultural Support Workers – *Valma Lawrence and Sherima Greenwool*
  - Women's Shelter Support Worker – *Kerri Anne Barney*
- Reasonable responses for Rangers – interviews have been conducted. 2 weeks with RISE and then will be offered a casual contract (4 weeks). Traineeship to then be offered in Agriculture as relevant to their role. Once traineeship has been completed they can then be offered a position as a Ranger.
- 7 council employees attended airport training (4 local staff). Trainers were quite impressed with employees.

*Cr Stafford returned to meeting at 1:01pm*

- Forklift training – lack of documentation for identification (ID) for accredited training and as it is a high-risk course, 100 points of ID is required.

#### **Action Item**

EMHR to organise Births/Deaths/Marriages to visit community

*Ms Delaney left meeting at 1:25pm*

#### **4d) Executive Manager Roads, Infrastructure and Essential Services**

##### **i) Information Report**

##### **Works –Roads**

The Roads Crew have completed all works on Topsy, South Mitchell, Landing, Pormpuraaw Roads and the National Park. The Road Crew is currently working on Shelfo Rd and has approximately 13km to go of heavy formation grading.

The 3 QRA funded Betterment projects on Shelfo Road have commenced with 3 causeways being built at 7 meters wide and 30 meters long. These causeways are being built to reduce damage to the road surface over the wet season. These projects are due for completion by the end of October.

Sand is currently being delivered from the stockpile at the Mitchell River to the batching plant. This process will take about 3 weeks to complete.

The QRA are due for another site visit to inspect the road works completed in early November and we have already started the process of acquitting this year's road works. ***Once completed Kowanyama will be the first Council in Queensland to complete the 2020 DRFAR Roads Program.***

Financial claims are up to date, and we expect to complete all road works on about the 20<sup>th</sup> November 2020. Works during this time are very important given delays that can be experienced due to the wet season fast approaching.

### **Rangers**

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

Also, the Rangers have returned to the Oriner's outpost to continue land management activities.

Oriner's Rangers were busy controlling/extinguishing fires and re-establishing firebreaks recently, in coordination with Olkola Rangers.

### **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, Gaven Young, Parks & Garden Coordinator has left the community which has provided an opportunity for Evans Josiah to step up in a supervisory role until the vacant Coordinator role is resolved. In the meantime, Council is advertising the Coordinator vacancy.

### **Animal Control**

Animal control is putting up notices for pet dogs to be locked up and coming up, Animal Control will be collecting street dogs for relocating.

Interviews have started for the recently advertised Ranger positions, also 8 (Locals) Council Staff will next month be attending a snake handling course in Weipa. Council is in the process of broaching Tropical Health for funding assistance with a new Animal Control vehicle.

### **Building Services**

Bevan Klein has commenced as Building Services Manager with Council, while Jason Zahn is acting in the stead of Carpentry Supervisor until the 20/10/2020.

From the 21/10/2020 David Raymond will be acting in the position of Carpentry Supervisor, for one month. During this time David will be mentored and supported by the Building Services Manager.

Programmed and reactive maintenance continues, with various contractors and Council staff undertaking these tasks. This will be a key driver for the development of future maintenance programs for all Council owned housing and buildings.

Contractors continue several housing upgrades which is managed by Council, on behalf of Qbuild. Qbuild have expressed their satisfaction regarding the Contract Management.

We are currently looking at various opportunities to up skill Council staff in the Building Services area, through training and mentoring by Contractors.

Council's carpentry apprentices are undertaking apprenticeship training, while other Building Services Staff are undertaking various types of training.

Staff were provided with safety uniforms as required, using the old for new system.

Oriner's Project is underway, with some parts of the Project programmed to be completed before the wet season.

## **Projects**

### Workshop Compound:

Workshop renovation have commenced on site 6/10/2020. Demolition has been undertaken and awaiting delivery of sheds and toilet blocks for installation on site.

Family Bistro/Canteen renovation:

Contract signed & purchase order issued to Kieza Constructions. Procurement of materials and deliveries underway for the project works to commence late October.

### Wellness Centre:

Stage 1 works progressing well on site. Stage 2 works awarded to Kieza Constructions PO Issued.

New wall cladding, roofing, windows & toilet block to be installed in Stage 2.

Contractor Camp/Storage:

Ongoing discussions with CEQ and fencing storage compounds for Contractors.

Electrical Design underway for Contractors Camp. Structural Engineering RFQ issued to 3 potential consultants. Building approval to be sought & tender to be completed prior to end of year.

### Aged Care:

Works to be completed; driveway, carport, storage cover & external fencing. All works progressing well.

## **Airport**

Airport activities September 2020

Refuelling truck service and parts replacement is due next week. Training and Certification is also required for aviation refuelling.

Drainage Scrapes with a grader are scheduled for the end of this month along with a multi tyre roller to smooth the runway surface which is part of the wet season preparation.

Airport Terminal Apron Fence and Gates are now installed to complete the terminal build. Further to this a submission to Remote Airports Funding Scheme is being developed to access Federal Funding for more airport upgrades in "consultation" with the Grants Manager and DOI.

CASA provided a MAATS portal to update and upgrade the Aerodrome Manual to the new MOS139 Standards and is ongoing up until May 2021 to complete.

Airport Management Services (AMS) has undertaken the Annual Technical Inspection (ATI) with the report submitted to the Executive. The ATI was undertaken on 30 September 2020. In general, the facility, runway Shoulders and 2 coat sealed running surface are performing well according to AMS.

AMS further concluded the following critical corrective actions be undertaken:

- Removal of a tree that interferes with runway gradient as set out by Civil Aviation Safety Authority (CASA);
- Fill around the lighting mounting pits to the runway lights which exceed 25mm above ground surface and

- On the next repaint, ensure the runway centreline is repainted to 450mm wide;

There were a small number of observations that were considered a matter of good management or preventative maintenance and should be attended to. See also the attached ATI report by AMS.

Annual Electrical Inspection will be in progress once travel restrictions have ease for the personnel to conduct this inspection regime.

Safety and continuity of air services are the airports priority and we are looking forward to a busy next few months as Wet Season approaches, and preparations are made for this.

### **Essential Services**

As off the start of this month essential services has been very active, the workforce are engaged keeping up with work orders, have upgraded the Austek service, with two new sensor probes in each reservoir tank, also doing tests on the salt water chlorination unit, which is being trialled, is tested each day, and every Tuesday samples sent to Cairns lab for testing, on the by-product from the test tank.

After completion of the two-week trail, Essential Services will be sending all salt water chlorination results to Queensland Health for assessment/approval to bring the salt water chlorination system on line.

Throughout the salt-water chlorination trial; AUSTEK, WTF, Tropical Health North Queensland and Brad Pinches Consulting will have input for both monitoring and later automation of the salt water chlorination system.

As of last week, RPS Surveyors were here in community carrying out a detailed survey on the water main alignment from Pindi to Koltmomum Streets.

Michael Leslie is organising a fusion welding course for the Essential Services crew and any other staff interested in obtaining a ticket.

RPS are undertaking a detailed survey of sewerage pond 2 which has been syphoned of over 5 days, this will allow staff to have the empty pond costed for new liners to be installed on all ponds and some of the batters on the main pond, also plans to install strings of buoys, to reduce the effects of wave turbulence on pond batters.

Macerators for the sewer pump stations 1 (opposite school),2 (Pie shop) & 4 (near airport) have been sourced and ordered, now in the wet season, contractors will visit community to cost the maceration pump installation works to be carried out.

The landfill site is another project Council is focusing on:

- Rehabilitation of the existing site;
- Conversion of the rehabilitated site to a transfer station and
- New site for putrescible waste.

Council 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**

The light vehicle workshop is still waiting on a Senior Mechanic, this in turn slows down production on a heavy workload.

That said the Workshop Manager and 2 Apprentices still managed to successfully complete many outstanding work orders, emergency breakdowns and assist roads crew with auto electrical repairs.

The workshop stockpiled tyres for workshop operation stock. This has made a huge difference operationally as the workshop has no down time waiting for tyres.

### **Batching Plant**

The Engineering department has been focusing on replenishing materials ahead of the wet season to meet demands Councils construction program for this financial year which is expected to be 1,000 – 1,200m<sup>3</sup>

New recruit Bevan Klein, Building Services Manager will take on the management of the Batching Plant operations.

#### **Action Item**

EMRIES to check which tree requires to be cut / removed at airport

#### **Action Item**

EMGO to add council street clean-up to Public Meeting agenda before wet season starts

#### **Action Item**

EMRIES to check the employment of local residents on building sites with contractors (i.e.: Barto's, Kieza etc)

#### **Action Item**

EMRIES to liaise with Viv Sinnamon on a new name for the Wellness Centre, Men's Shed and Women's Meeting Place

### **ii) Agenda Reports**

Mr David McKinley presented the agenda reports to Council:

#### **1. Northern Refuelling – Sole Supplier**

Council owns and operates a JetA1 refueling vehicle that is utilized to decant into aircraft on the taxi way. Whilst the truck is in good operating condition, the refueling equipment on the decanting vehicle need servicing maintenance and repair to meet safety operating standards as set out in the Australian Dangerous Goods Code (ADG Code).

Recently Council officers broached 2 companies; Northern Refueling Maintenance and NQ Petro Pty Ltd staff to assess works needed to bring the aerodrome decanting vehicles fueling system to specification.

The scope the quotes were to be based on was as follows:

- Maintenance including meter calibrations and
- Hydrostatic testing of truck.

NQ Petro Pty Ltd have not returned a quote to Council despite repeated attempts by the Workshop Staff to solicit a quote from NQ Petro Pty Ltd.

Northern Refueling Maintenance Pty Ltd have come back to Council with a quote in response to the earlier scope.

## Considerations

Time is of the essence, as there has been little or no maintenance to the refuelling truck for some years.

Also finding Aviation fuel professionals is problematic given that this is a specialised field.

## Financial

There is financial convenience in having engaged Northern Refuelling Maintenance Pty Ltd from the point of view, this Companies deployment would happen over the coming weeks;

Total cost to Council for the utilization of Northern Refuelling Maintenance Pty Ltd is \$17,153.94 GST Incl.

<b>RESOLUTION</b> In accordance with section 235 (a) of the Local Government Regulation 2012, it is requested that Elected members endorse Council entering a one-off sole supplier arrangement with Northern Refuelling for \$17,153.94 GST incl. The total cost covers the repairs and maintenance to the aerodrome refuelling truck decanting system.	<b>Moved: Cr Bernard</b> <b>Seconded: Cr J. Josiah</b>  <b>MOTION CARRIED:</b> <b>All in favour</b>
---	---

## **2. Peters ATV and Warpac Trailers**

Council owns and operates both the Rangers ATV (ZZLABA) and Tandem Trailer, both items due to ongoing neglect and poor maintenance regime needed maintenance/repair. Council attempted to get multiple quotes, however; in practice this proved to be challenging beyond value for money due to the transport logistics and associated costs. Council requires these fleet items to meet ongoing community service obligations. Both these items have been costed against Working on Country.

*Mr. Kevin Bell left meeting at 2:05pm and returned at 2:10pm*

<b>RESOLUTION</b> In accordance with section 235 (a) of the Local Government Regulation 2012, it is requested that Elected members endorse Council entering a one-off sole supplier arrangement with: 1. Peters ATV & Outdoor Power Equipment for the repairs to the council owned Rangers ATV (ZZLABA) \$6,736.50 GST incl; and 2. Warpac Trailer, for the repairs to the council owned tandem trailer (573UBP) \$5,50.00 GST incl	<b>Moved: Cr J. Josiah</b> <b>Seconded: Cr Stafford</b>  <b>MOTION CARRIED:</b> <b>All in favour</b>
--	--

## **4e) Executive Manager Community Services**

### **i) Information Report**

**Over View:** September has seen lots of exciting developments with in development of Social infrastructure and programs services for the community services business unit. Works are nearing completion on the community Centre with plans to be functional prior



to the wet season. Aged Care is at 85% completion with staff set to move into the new office in the coming weeks. The Multipurpose Centre upgrades are into final stages and

as a result, the building is looking fantastic. Consultation has been completed with the Kowanyama Women's Group and drawings have been approved for Stage 1 of the Kowanyama Women's Meeting Place with the business case being developed for future stages.

### **Aged Care:**

The new gazebo has been a huge success. It has really helped the people staying at the centre to get up and go outside.

The new toilet block is close to being finished. The new fencing has also stopped the dogs, bulls and horses from entering.

#### **Action Item**

EMCS to speak with HACC staff regarding transport for the elderly from the canteen in the afternoons

### **Women's Services:**

- Five (5) service users and one (1) child were accommodated in the month of September KWS.
- One service user and her child were flown out courtesy of the Kowanyama Aboriginal Shire Council (KASC). Service user and child were subjected to Domestic Family Violence (DFV) here in community and were referred to us by QHealth (Mental Health). KWS in conjunction with both QHealth and Apunipima worked in collaboration for the best interest of service user her unborn child and child were evacuated from community accordingly.
- Kowanyama Women's Group Meeting had for meetings on the  
02/09/2020 at the Kowanyama Women's Shelter  
09/09/2020 at the MPC  
16/09/2020 at the MPC  
23/09/2020 at the Kowanyama HACC (BBQ with the elders that reside at the (HACC). Kowanyama Women's Group is trying to access all community service buildings within Kowanyama to hold their meetings. (Rotation is good)
- We have two (2) new employees Community Cultural Support Workers for the Kowanyama Women Services Hub (KWSH). These women commenced with the KWSH on the 23/09/2020.  
We are now looking for a Kunjen woman to become part of the KWSH team.
- Kowanyama Women's Services Coordinator (KWSC) meet with the Minister of Child Safety Youth and Women and Domestic & Family Violence Prevention the Hon. Di Farmer on the 24/09/2020 at her Brisbane office. (KWSC) presented the Minister Di Farmer with a KASC Sports and Recreation shirt to say thank you of recognising the efforts of KASC Community Services Sector in promoting Child Protection Week on the 11/09/2020.
- 30 service users accessed KWS for CBS in the month of September.

### **Centrelink:**

Centrelink agents continue to deliver services for community, Training is planned for early in the New Year for all agents with the department of human services.

### **Sports & Recreation:**

September kicked off with Child Protection Week working with Kowanyama State School to provide awareness around this area. Our Women's Services Coordinator, Ani Seruvatu, Councillor, Elroy Josiah and Community Services Executive Manager, Kevin Bell attended Kowanyama State School to present awards to students walking in these respectful footsteps in and outside of school.

Term 3 school holidays. Two weeks of jam-packed sun, fun and exhaustion. On Country at Shelfo and Topsy.

Providing opportunities for kids to have a play amongst their own peers outside of community to create better relationships to build a stronger footprint for the future of Kowanyama.

Over 100+ kids/adults doing on country activities such as fishing, dragging and the usual fun of footy in the knee-high waters of Shelfo.

MPC ran well into the evenings hosting a variety of multi sports and discos.

Staff worked extremely hard to make sure kids/youth were well occupied this month.

Shade sails went up this month creating a cooler time for all at the local pools.

### **Playgroup:**

Beginning to see the return of flow in our space. Both manager and staff are working closely with staff from regional office to embed early years learning frameworks and practices into services to assist with transition to Kindy and pre-prep.

- End of year function – looking at acquiring a mechanical bull.
- Looking for sponsors – have asked contractors, sports & recreation club etc
- There were no fishing comps or rodeo's etc this year so will be good to have an end of year function for community.
- NAIDOC next year – cultural time. Will be a community run week. Kids not at school but out on country learning with elders.
- Dancers and band to attend community.

### **Action Item**

EMRIES to check progress on new stove for 432 Kowanyama Street – request has been sent to Building Services

### **Action Item**

EMRIES to check progress on 364 Chellikee Street – pole out front was damaged by bull and required to be fixed for tenant

## **5) Closed Business**

### **RESOLUTION – Closed Business**

That Council moved into Closed Business pursuant to section 254J(3)(e) of the Local Government Act at 2:39pm

**Moved: Cr Sands  
Seconded: Cr Bernard**

**MOTION CARRIED:  
All in favour**

Cr Stafford left meeting at 2:45pm due to Conflict of Interest.

Cr J. Josiah left meeting at 2:45pm due to Conflict of Interest

<p><b>RESOLUTION – Closed Business</b> That Council moved out of Closed Business at 3:28pm</p>	<p><b>Moved: Cr Bernard</b> <b>Seconded: Cr C. Josiah</b>  <b>MOTION CARRIED:</b> <b>All in favour</b></p>
--	--

<p><b><u>Action Item</u></b> EMGO to find out whether Kowanyama Cattle Company is recognized under the Kowanyama Native Title determination</p>
---

<p><b><u>Action Item</u></b> EMGO to find out whether Mayor Sands has a conflict of interest pertaining to the Kowanyama Cattle Company</p>
---

**Agenda Report – Canteen Repayment**

Dr Chris McLaughlin presented Agenda Report to Council:

<p><b>RESOLUTION</b></p> <ol style="list-style-type: none"> <li>1. That Council resolve to write-off up to 40% of the Debt owed to it by Kowanyama Sport and Recreation Association Inc (KSRA) pertaining to unpaid rent on the Canteen Premises, on the condition that the KSRA: -       <ol style="list-style-type: none"> <li>a. agrees to enter into a new lease with Council as DOGIT Trustee, on terms acceptable to Council; and</li> <li>b. complies with the conditions set out in the repayment arrangement.</li> </ol> </li> <li>2. That Council delegate authority to the Chief Executive Officer to negotiate terms acceptable to Council for the KSRA lease and repayment arrangement.</li> <li>3. That upon the Chief Executive Officer being satisfied with the negotiated terms of the lease and repayment arrangement, Council make a recommendation to the DOGIT Trustee to grant a lease to KSRA.</li> </ol>	<p><b>Moved: Cr Sands</b> <b>Seconded: Cr Bernard</b>  <b>MOTION CARRIED:</b> <b>All in favour</b></p>
--	--

**6) General Business**

Letter (10 August 2020) and minutes (26 October 2018) from Prescribed Body Corporate (PBC) have been printed and tabled at the Kowanyama Aboriginal Shire Council October 2020 Council meeting.

**Next meeting date 18 November 2020.**

**Council Meeting Closed at 3:34pm**