



KOWANYAMA ABORIGINAL SHIRE  
COUNCIL

**Council Meeting Minutes**

17 March 2021 10:08pm – 18 March  
2021 2.11pm

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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 Jacob Elroy Josiah (Councillor) – Kowanyama Boardroom

Cr Richard Stafford (Councillor) – Kowanyama Boardroom

**Executive**

Gary Uhlmann, Chief Executive Officer (CEO) – Kowanyama Boardroom

Katherine Wiggins, Executive Manager Governance and Operations (EMGO) – Cairns Boardroom

Andrew Hay, Executive Manager Finance (EMF) – Cairns Boardroom

Jacqui Cresswell, Acting Executive Manager Roads, Infrastructure & Essential Services, (EMRIES) – Cairns Boardroom

Kevin Bell, Executive Manager Community Services (EMCS) – Kowanyama Boardroom

Christine Delaney, Executive Manager Human Resources (EMHR) – Kowanyama Boardroom

**Meeting Commenced: 2:07pm**

**1) Welcome**

The Mayor welcomed the Councillors and Executive team to the meeting.

**2) Minutes**

EMGO stated that in line with Local Government standards the Council meetings would be recorded.

EMGO asked all Councillors if there were any amendments required to the minutes from the previous council meeting, no amendments were required.

<b>RESOLUTION – Minutes</b> Minutes from previous Council Meeting 19 February 2021 be adopted as true and accurate	<b>Moved: Cr Bernard</b> <b>Seconded: Cr Elroy</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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**3) Current and Ongoing Action Items**

EMGO presented the current list of Action Items and asked if any updates were required from the Executive Team.

Cr Stafford asked about the procedure for applying for National Disability Insurance Scheme (NDIS) assistance and why applications were being rejected. EMCS was not present, EMGO stated an update could be provided when Kevin Bell attends the meeting.

Mayor Sands raised whether council has a feral pest program. EMGO stated that council has an Animal Management Plan and that feral pest management could be incorporated into it.

**Action Item: EMRIES to develop Feral Pest and Weed Management Plan**

In commenting about the First Aid Training that was recently developed Mayor Sands raised that it would be beneficial for all staff to be trained in use of defibrillators.

**Action Item: EMHR to include defibrillator training in First Aid Course (Reminder from January Action Items)**

**4) a) Chief Executive Officer**

**i) Information Report**

Gary Uhlmann CEO presented a verbal information report:

KASC has been allocated \$1.7 million from Working for Queensland funds which will be prioritised on the Infrastructure projects in community. Councillors enquired what the process was for identifying projects. EMGO advised that projects are put through the Project Assessment Tool which weights a projects strength towards our Asset Management Plan, Strategic Risk Matrix, Corporate Plan and Operational Plan. Prioritisation Plan.

EMRIES advised that the Towns Road program will start next week. Pindi Estate to be concreted instead of bituminised as it will last a lot longer. Road to boundary (Cairns side) will be funded by QRA monies.

- Boundary to Dunbar Station (Carpentaria Boundary) the road will be photographed. Depending on the standard of the road, Carpentaria Shire Council can start repairs, or reimburse Kowanyama Aboriginal Shire Council to undertake the repairs.
- Erosion of Magnificent Creek to be looked at and repaired
- Good news stories for council to be posted on council social media pages.
- A lot of infrastructure work has commenced in community. The Kowanyama Sports and Recreation Association (KSRA) bistro area, community centre etc.
- CEO stated that council was keen to strengthen our partnership with Abm Elgoring Ambung Aboriginal Corporation RNTBC.
- Enterprises for the council (bakery, blue café) where being reviewed for ascertain community benefit and financial performance
- Concept Plan for Cattle Company to be drafted

Cr Stafford questioned whether the Cattle Company would be profitable and stated that he believed council shouldn't be operating a cattle company. EMGO provided clarification that following a process by Price Waterhouse Coopers (PWC) council were identified as the most suitable organisation to run the cattle company, and that the Court agreed with that and directed the cattle company to be managed by Council. Mayor and EMGO stated that it would not be appropriate for a feasibility study to be undertaken again as PWC had already progressed but that a strategy for the management of the company will be developed.

**Action Item: CEO to coordinate council discussion with the new PBC executive how to proceed with the cattle company to deliver the greatest benefit for community.**

Census will be undertaken in community on Tuesday 10 August 2021

- Critical to get correct information on total population and how many people are living in each house

- The correct information will help to get funding and access to monies for housing that we have not had access to before
- Information to be communicated to community to give correct details of housing status as numbers are very important for funding
- CO-Vid19 vaccine rollout – Community have been programmed for vaccination between the 10 – 15 May 2021. A team will be flown into Kowanyama to administer vaccine to community members over 18 years who wish to take the vaccine - it is not mandatory but is encouraged. Community to be provided information via social media. Mayor and Councillors to also make a video

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

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

Katherine Wiggins presented the EMGO information report. Report was noted and tabled.

- Council has met with PWC (Liquidator) to discuss next steps and set a date that the cattle company will transfer to Council.

Cr Stafford stated that he would like it to be formally noted that he objects to the Cattle Company being run by Council.

EMGO readvised that it was a Supreme Court decision to hand the Cattle Company back to Kowanyama Aboriginal Shire Council (KASC).

- Risk Management Workshop – the workshop will be held over two half days (Tuesday 13 April, 10am – 2pm and Wednesday 14 April, 9am – 1pm). Councillors are requested to attend the first session on Tuesday 13 April with the Executive Team.
- May Workshop – Council to attend Cairns in May for a week-long workshop plus Council Meeting. This will include financial management training as well as workshopping the 2021-2022 Operational Plan and Budget.
- Kowanyama Sports and Recreation Association (KSRA) Lease – Council's offer to settle the debt and enter into a new lease expired on 31 December 2020 without KSRA acceptance. Further options are being considered.
- Air Services Australia (ASA) lease has now been registered. Regular meetings are being held with ASA to ensure the deadline for vacating the site is adhered to.
- Records Management System – The move to the new records management system is on track and should be completed by 30 June 2021 at the latest.
- Dump – It has been identified that the existing dump could be extended further across the lot.

*Andrew Hay left the room at 11:05am and returned at 11:16am*

A/EMRIES advised that contractors will attend the dump site next week to scope (funded under the Indigenous Councils Critical Infrastructure Program (ICCIP) fund.

- Katter Leases sub leases, it is understood that Housing will be writing to Council shortly.
- Township Mapping is now live online which assists to identify land issues and history.

Cr Stafford mentioned some issues with home owners not fully understanding when signing over properties.

EMGO advised that Katter Lease options are progressed by Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) not by Council. EMGO suggested that DATSIP provides a presentation to the community about the options for Katter Leases.

CEO suggested that DATSIP firstly meet with Councillors and key staff.

*Mr Kevin Bell joined the meeting at 11:14am*

**Action Item: EMGO to organise a discussion with councillors and John Coyle from DATSIP**

EMGO clarified the responsibilities of Councillors. EMGO stated that whilst we understand that councillors may want to advocate on a particular issue or for an individual community member, they are not able to do so as it breaches their responsibilities as a councillor as defined by the Local Government Act and as noted in the electoral training (that they would have undertaken online prior to the election). Instead, they should:

- Raise through the Mayor who can then discuss with the CEO, or
- Advise the community member that they (the community member themselves) will need to raise the concern through council channels, such as via our Request for Service form which is available on our website or at the Council office.

EMGO stated that if councillors raise an issue directly with staff or with our stakeholders they are at risk of being referred to the Office of the Independent Assessor for Inappropriate Conduct or even Misconduct, which can see them fined and / or removed as a councillor.

*Cr Stafford left the meeting at 11:31am and returned 11:32am*

- Cr Stafford enquired about the process if he believed the staff had a conflict of interest or not undertaking their duties. EMGO stated that council has a complaints management process and that both verbal, hard copy or electronic complaints can be made or community members or staff could also contact Governance and Operations. EMGO to provide further details to the Councillors.

**Action Item: EMGO to email the complaints process to Executive team and Councillors and to upload to social media when appropriate.**

*Cr Bernard left the room at 11:46am and returned at 11:48am*

*Cr Stafford left the room at 11:47am and returned at 11:48am*

Cr Stafford stated that some community members have been told that they will never be provided another job at Council. CEO stated that he had not advised anyone of that. CEO stated that council staff are selected due to their values, performance and professional behaviours.

CEO further stated that resume's can be handed in to Council directly or applications could be made through RISE. If there is no job vacancy for what they are interested in doing, their resume will be kept on file. CEO reasserted that behaviour and attitude are a major factor for employment

- EMGO stated that Council, along with other councils in the Cape, has received funding to progress a Community Safety Plan. A Community Safety Plan (CSP) identifies the aspirations of community regarding safety and areas that they would like to be amended.
- A CSP can identify look at the needs of community across a broad range of options, for example from changes to infrastructure (for example street lighting and CCTV), to linking with other projects such as amendments to the Alcohol Management Plan.
- Due to his experience in this area, we have engaged Dr Chris McLaughlin to undertake this body of work for council. Dr Chris will be working closely with Kevin Bell, EMCS to coordinate this important project.

**Lunch Break at 12pm**

**Returned to meeting at 12:51pm**

Dr Chris McLaughlin spoke with Council regarding the and the process going forward.

#### **4c) Executive Manager Finance**

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

Andrew Hay presented EMF information report. Report was noted and tabled.

Key points from the February 2021 year to date report are as follows:

- net operating result is a \$2,113 surplus, this is \$250K better than budget
- actual net operating income is \$14,190 this is \$197K better than budget
- actual operating expenditure is \$12,076K this is \$53K better than budget
- Net Profit is \$2,877K deficit, this is \$249K better than budget
- Untied Cash Funds balance is \$4,110K based on receipt of SGFA and FAG's Allocation in October 2020 for 20/21 and cash reserves held for ICCIP.

Cr Stafford mentioned the enterprises i.e. bakery and blue café need to be looked at as they are not profitable

**Action Item: EMGO to enquire about the lease for the Church Store which is on DOGIT land and Women's meeting place land.**

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

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

- Queensland Resilience Risk Reduction Fund (QRRRF) – Magnificent Creek erosion and men's shed coordinator (2 year period).
- Value for Money funding – Pindi Street to be concreted
- Roads crew will do a road check next week for township and the road from Kowanyama to Dunbar
- Qbuild – Fencing of houses to be checked and noted for repairs. Qbuild will be in town the week of the 15 March to inspect works and assess housing.
- Capital Projects – Duplex construction – detailed architectural designs are currently underway with works to be tendered and commence as soon as possible.
- Workshop Compound – A defect list has been issued to the builder for the shed with works to be underway shortly. Other works to commence as soon as the roads open.
- Family bistro/canteen renovation – Family bistro almost complete as are new amenities block. Works scheduled for electrical and roofing within the coming weeks.
- Wellness centre/Town Hall – Minor works to be completed in preparation for handover and official launch in the next few weeks.
- Contractors camp/storage area – Works to commence as soon as road opens to allow materials to arrive.
- Womens meeting place - Stage 1 – works allocated to successful contractor – waiting on roads for materials access.
- Staff house – Demolition approval in place to be undertaken in the next few weeks, kit houses to be delivered when roads open with construction complete prior to end of June.
- ICCIP – 3 macerators have now been installed and working well. Design of ponds and dump/transfer station underway. This funding will allow a concrete crusher and car shredder to be brought into community to reduce waste. Quotes currently being sourced ready for road access.

- A casual air-conditioning technician will be employed on a temporary basis to assist the electrician with back log of air-conditioner installs. He is also sourcing quotes to upgrade the solar array at Oriners.
- The airport continues to be busy with freight arrival. Facemasks are still compulsory due to Covid19 restrictions. Following a meeting with the CEO and Skytrans more flights have been scheduled commencing 12 April, however the timing of flights to more suit stakeholders was unsuccessful at this time. Surveys underway at the airport for preferred departure times.

Cr Stafford mentioned the pricing and fees that Skytrans are charging are very high.

EMRIES queried whether there another airline that community could engage i.e. Hinterland or REX.

CEO stated that charter flights could work out to be cheaper.

EMF is looking at pricing for a freight charter flight to community.

- The issue of afterhours use of council vehicles is ongoing with plans being put in place for the vehicles to be stored overnight and at weekends in the workshop compound to reduce this. This will allow thorough inspection of vehicles for damage and pre-start checks to be performed daily, hopefully prolonging the life of the vehicle. Lockable fuel caps are also being implemented to reduce fuel theft, with keys held at the purchase store.

Executive team and Councillors discussed the issues on council vehicle usage and clarified that only staff members can use staff vehicles as per the council policy which is on the council website.

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

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

Kevin Bell EMCS presented the information report.

- National Disability Insurance Scheme (NDIS) – EMCS explained the process of the NDIS applications as per Cr Stafford asking why so many fail the first attempt.
- Kowanyama Women's Group meeting have held three events for the month of February with the assistance of the Anglican Church, Justice Group, Royal Flying Doctors Service (RFDS), Mental Health (QLD Health), QPS and the elders of Kowanyama. All events went extremely well.
- Women's Service Coordinator (WSC) to enrol ten (10) women of the Kowanyama Aboriginal Shire Council (KASC) who are employed under the Community Services Business Unit to be enrolled in a Community Services Certificate III for the month of April 2021.
- WSC to purchase more Manchester and white goods for the Kowanyama Women's Shelter, we have been informed from Finance that we have had an underspend so that we should consider on purchasing items for the Kowanyama Women's Shelter.
- Post Office - Kowanyama Post Office Assistant has completed her Australia Post Attestation for Policy training and her Preventing Money laundering and Terrorism financing –Selling Compliant Product training.
- Centrelink - Services Australia have accepted application submitted for one additional staff member to be employed as an agent for KASC. Services Australia staff have confirmed a site visit for April 2021 and will undertake onsite training with agents as needed.

- Physical education and sports and recreation lessons from the Kowanyama Multipurpose centre have been running. Kowanyama sports and recreation staff are working in partnership with Kowanyama state school to deliver high quality physical activity lessons for our kids. From 2-3pm, Monday to Thursday sport and recreation staff also run extracurricular swimming programs with the kids from Kowanyama state school.
- Playgroup - Staff have started working in partnership with Remote Area Aboriginal & Torres Strait Islander Child Care RATSICC and Kowanyama State School to improve service delivery of playgroup services. Playgroup has seen an increase in engagement with revised timetable popular with families.

*Christine Delaney entered meeting at 2:34pm*

- Aged Care incident –Abuse of staff has resulted in one resident having their tenancy agreement revoked.

#### **4f) Executive Manager Human Resources**

Christine Delaney EMHR presented the information report.

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

- Traineeships – have had a very limited response. Trying to encourage people to start a traineeship.
- The roads will open again soon as well which will see community starting to head out more again
- Looking at having a day to talk with Manager’s and spend a few hours in areas that people are interested in working.
- Qbuild to pay council to maintain transition homes which has seen five (5) more local people employed.
- Resume’s are being handed into Council office but there is the perception that once you have handed in your resume you have automatically applied for any job that arises in Council.
- When handing in resume’s Council require to know what sort of employment people are looking for i.e. what department in Council would be the area you are interested in.

#### **5) Closed Business**

<p><b>RESOLUTION – Closed Business</b> That Council moved into closed business at 3:06pm</p>	<p><b>Moved: Cr Bernard</b> <b>Seconded: Cr Cameron Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b></p>
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**Council meeting adjourned for the day at 5.25pm**



**Council meeting recommenced, still in Closed Business, on Thursday 18 March at 10.27am**

<b>RESOLUTION – Closed Business</b> That Council moved out of closed business at 2.08pm	<b>Moved Mayor Sands</b> <b>Seconded: Cr Bernard</b>  <b>All in favour</b> <b>MOTION CARRIED</b>
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EMGO present at meeting, no other staff present.

<b>RESOLUTION – CEO Performance Review</b> That Council endorse the CEO Performance Review provided by Peak Services, develop new Key Performance Indicators (KPIs) with the CEO and undertake all other matters as agreed.	<b>Moved Mayor Sands</b> <b>Seconded: Deputy Mayor Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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<b>RESOLUTION – Kowanyama Sports and Recreation Association Lease</b> That Council endorse the CEO and Executive Team to provide correspondence to the KSRA with the final offer for the canteen lease.	<b>Moved: Cr Bernard</b> <b>Seconded: Mayor Sands</b>  <b>Cr Stafford and Cr Elroy Josiah declared their Prescribed Conflict of Interest.</b>  <b>Deputy Mayor Josiah in favour</b> <b>MOTION CARRIED</b>
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**Meeting closed at 2.11pm**