



KOWANYAMA ABORIGINAL SHIRE  
COUNCIL

**Council Meeting Minutes**

18 May 2021 10:06am – 3:38pm

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Cairns Board Room

**Present:**

**Councillors**

- Mayor Robbie Sands (Chair) – Cairns Boardroom
- Deputy Mayor Cameron Josiah (Councillor) – Cairns Boardroom
- Cr Jacob Elroy Josiah (Councillor) – Cairns Boardroom

**Executive**

- Gary Uhlmann, Chief Executive Officer (CEO) – Cairns Boardroom
- Katherine Wiggins, Executive Manager Governance and Operations (EMGO) – Cairns Boardroom
- Andrew Hay, Executive Manager Finance (EMF) – Cairns Boardroom
- Kevin Bell, Executive Manager Community Services (EMCS) – Cairns Boardroom
- Jacqui Cresswell, Acting Executive Manager Roads, Infrastructure & Essential Services, (EMRIES) – Cairns Boardroom
- Christine Delaney, Executive Manager Human Resources (EMHR) – Cairns Boardroom

**Apologies:**

- Richard Stafford (Councillor)
- Teddy Bernard (Councillor)

**Meeting Commenced: 10:06am**

- 1) **Welcome**
- 2) **Apologies**

<p><b>RESOLUTION – Cr Richard Stafford Apologies</b></p> <p>That Council accept the apologies for Cr Stafford due to other work-related priorities.</p>	<p><b>Moved: Cr Sands</b></p> <p><b>Seconded: Cr Cameron Josiah</b></p> <p><b>All in favour</b></p> <p><b>MOTION CARRIED</b></p>
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<p><b>RESOLUTION – Cr Teddy Bernard Apologies</b></p> <p>That Council accept the apologies for Cr Bernard</p>	<p><b>Not in favour</b></p> <p><b>MOTION NOT CARRIED</b></p>
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The Mayor welcomed Councillors, Executive Team, Building and Essential Services Manager, Micheal Leslie and engineers; Brad Pinches and Vince Serento.

### **Presentation – Proposal for new dump extension**

Brad Pinches and Vince Serento (engineers) with Micheal Leslie presented a proposal for the extension and upgrade of the Kowanyama dump site.

### **Presentation – Preston Law – Overview of One Claim**

Mr Martin Wright from Preston Law presented an overview and update of the One Claim matter for the Cape and Native Title for the Kowanyama.

- One Claim is a process brough by Cape York Land Council to determine Native Title for all remaining areas in the Cape.
- In the process of separating native title areas and clarifying land boundaries. Still a long process for applicants. Most likely not be resolved this year.

*Tea break at 11:29am and returned to meeting at: 11:50am*

Mayor advised the Council that there were no declarable conflicts of interests with any of the matters on the agenda, all attendees confirmed there were none.

### **3) Minutes from Previous Meeting**

EMGO presented previous minutes and resolution for the April Council Meeting.

<b>RESOLUTION – Minutes</b> Minutes from previous Council Meeting 20 April 2021 be adopted as true and accurate	<b>Moved: Cr Jacob Josiah</b> <b>Seconded: Cr Cameron Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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### **4) Action Items**

EMGO presented the outstanding Action Items from previous month and overall.

Council checked Action Items register – all OK and still progressing.

#### **4a) Reports**

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

Gary Uhlmann CEO presented a verbal information report:

Priority for Council is to strengthen relationship with the PBC.

EMGO asked if there were any approvals required from the PBC in the coming weeks. EMRIES advised roads crew are adding gravel to Topsy Road – potholes are to be filled in.

EMGO advised that Cultural Heritage does need to be considered and cultural monitors are to be engaged by the PBC and clarified that as per legislation Council monitors are engaged through PBC. EMGO highlighted that PBC has a form for Cultural Monitor engagement and that ideally two months should be factored into project timelines where Cultural Heritage needs to be considered.

EMRIES stated that the turning around of trucks is within in the road reserve area.

Mr Gary Uhlmann CEO handed over to Mr Kevin Bell who was the Acting CEO for the previous 3 weeks.

Mr Kevin Bell presented verbal Information Report providing information from the past 3 weeks:

- Special Council Meeting was called on Friday 14 May 2021 – Community Safety Plan (CSP) was endorsed. Drafting letter to government officials currently.
- Projects around township have progressed – Town Centre is complete. Community Cultural Support Workers to be based there. Arts & Culture to be done from there as well. Canteen is still progressing and to be finished by 30 June 2021.

CEO stated that it would be highly unlikely that the CSP would be put through government before the 30 June 2021.

EMCS advised that they would have work under the old licence until the new licence is approved.

EMRIES advised that the new toilet block will be operational as old block has termite damage and will take longer to repair.

- Staff Housing – 27 Kowanyama St has been demolished and works to commence soon. Waiting on delivery of kit homes.
- Dump – fencing issue has been rectified. Information to be given to local shops regarding dumping of food products.
- Officer in Charge (OIC) has been moved to Edmonton. Currently QLD Police organising new OIC for Kowanyama.
- Traffic police were in community for a week. It was noted that long to medium term education campaigns were at times more effective than short-term fining.

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

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

Katherine Wiggins presented EMGO information report.

Canteen lease has now been provided to Kowanyama Sports and Recreation Association.

Carbon Farming - We are in the process of engaging a contractor for the 2021 burn.

The Cattle Company will be transferred to Council by 1 July 2021.

Records Management - Council's access to the H drive will cease on 30 June 2021. All records will then be accessed via Sharepoint.

2021-2022 Operational Plan - A council Operational Plan details all the projects that council will focus on in the next year. On Thursday we will be going through our current Operational Plan and gaining the Councillors' input as to what should be in the next Operational Plan.

Orange Sky Australia is a not-for-profit organisation that provides access to free laundry; safe, hot shower services; and non-judgemental conversation for people in need or who may be experiencing homelessness. Orange Sky have 31 services across Australia with three laundry services being in remote communities, Lockhart River and Palm Island in Queensland and Maningrida in the Northern Territory.

Orange Sky would like to visit Kowanyama with their mobile laundry van mid-June to connect with the community.

Councillors agreed that Orange Sky have a good reputation and would be welcome to the community.

## ii) Agenda Report – Employee Conflict of Interest Policy

Katherine Wiggins presented Employee Conflict of Interest Policy Agenda Report to Council.

<b>RESOLUTION –</b> That Council endorses the Employee Conflict of Interest Policy as presented	<b>Moved: Cr Sands</b> <b>Seconded: Cr Jacob Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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***Lunch Break @ 1:05pm and returned to meeting @ 1:45pm***

## 4c) Executive Manager Finance

### i) Information Report

Andrew Hay presented EMF information report.

Key points from the April 2021 YTD report are as follows:

- net operating result is a \$2,012 surplus, this is **\$1,451K** better than budget
- actual net operating income is \$17,114K this is **\$829K** better than budget
- actual operating expenditure is \$15,102K this is **\$561K** worse than budget
- Net Profit is \$5,198K deficit, this is **\$405K** better than budget
- Untied Cash Funds balance is \$1,516K

Workshop paperwork needs to be updated. Any completed works to be invoiced.

Designated person for Road Crew would free mechanic from working on yellow plant.

The rubbish truck, hearse, Aged Care and Training Centre vehicles keep breaking down. Fleet is aging so increased breakdowns.

Spare Parts – stocktake to be done and need to find which vehicles any spare parts belong to.

Mayor stated that any workshop parts to be bought through the Purchase Store. Should be following the purchasing procedure that council have adopted. Need to standardise purchasing procedure.

Pre-start check to be done every day on all council vehicles. Employee taking vehicle to be responsible.

*Mr Kevin Bell left meeting room at 2:07pm and returned at 2:18pm*

Preferred Supplier – tender process to be advertised. Tender draft to be done by the end of the week.

Insurance renewals – AON representatives to speak to Council and Executive's on Thursday this week.

## ii) Agenda Reports

### Asset Disposal – Council Assets

Andrew Hay EMF presented Asset Disposal Agenda Report. EMF stated that 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

EMF stated that therefore we propose the disposal of the following Assets:

- House – 288 Ogimburngk St Kowanyama was transferred to Evans Josiah under a Katter Lease dated the 23<sup>rd</sup> February 2021.
- Council Building – Workshop Compound
- Amenities Block was disposed as part of the new Workshop upgrade.
- Part disposal of an asset connected to the renewal of 2 pumps at Pump Station 1 & 2.

Total Disposal Value \$15,476.12

<b>RESOLUTION –</b> That in line with Council's Asset Disposal Policy, Council endorse the disposal of assets as presented	<b>Moved: Cr Sands</b> <b>Seconded: Cr Jacob Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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### **Portable & Attractive Policy**

EMF presented Portable and Attractive Policy Agenda Report. EMF stated that Council is best served to have a Portable & Attractive Policy.

This policy is to set a framework for the proper administration of small items and assets that are under the Council's capitalisation threshold of \$5,000.

Certain significant items are, by their nature and value, particularly susceptible to theft or loss. These items are referred to as 'Portable and/or Attractive Items' (P&A). The following details how to account for and manage these items

Portable and/or attractive items are those items that, due to their nature and value, have the following characteristics:

- a. Are subject to the risk of loss or theft due to their desirability; and
- b. Have a GST exclusive value of between \$500 to \$5,000 (below capitalisation threshold) and
- c. Are readily moveable/detachable and easily portable; or
- d. May be easily concealed and readily disposed of.

Based on the above characteristics and without restricting the application of this section, Council has determined that the following items will be classified as portable and/or attractive items:

- a. Cameras, video and audio equipment;
- b. Laptops/notebooks/netbooks
- c. Tablets or iPad
- d. Mobile phones
- e. Power tools/trade equipment;
- f. Floating plant/loose tools; and
- g. Household goods for Staff Accommodation i.e. Televisions, Fridges, Washers, Furniture

h. Any other items so classified from time to time by the Chief Executive Officer or Executive Manager Finance.

<b>RESOLUTION –</b> That Council endorse the Portable & Attractive Policy	<b>Moved: Cr Sands</b> <b>Seconded: Cr Jacob Josiah</b>  <b>All in favour</b> <b>MOTION CARRIED:</b>
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#### **4d) Executive Manager Roads and Infrastructure and Essential Services**

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

Jacqui Creswell presented EMRIES information report.

Roads Update - An infield assessment was held at QRA on 6 May for town streets and Topsy Road. We received pre-approval for \$5,735,898 for these two submissions, we are the second shire in the State to have an infield assessment completed. We have lodged the submission for Kowanyama Dunbar Road (\$962,992) and as soon as get pre-approval will be heading out to tender for bitumen works, it is hoped that this can be achieved by end May so works can commence early July. We have completed the runs of South Mitchell, Shelfo & Landing Roads and will be lodging this submission in the next week for assessment, it is anticipated these works will be more than \$1.2 million.

After receiving an extra \$260,000 from TMR, of unspent funds, KASC was asked if we could utilize any more monies pre-June 30 with TMR to follow up all other councils, currently we have an extra \$25,000 with possibility of more to come. These extra monies will extend the gravel on Topsy Road.

Building & Essential Services Update - QBuild works are continuing with the outstanding backlog currently being reduced. David Raymond (Carpentry Supervisor) was supposed to attend an on-line supervisors' course on Thursday, along with James Gilbert, Evans Josiah, and Gerard Malachi. Staff were disappointed, but it has been re-scheduled for 11 June 2021.

We currently have 52 major and minor upgrades to be completed and 5 which have been tendered and awaiting QBuild approval prior to award.

Duplexes Construction - Detailed architectural designs have been approved by Qbuild with tender documentation being prepared.

*Workshop compound –Complete.*

*Family bistro/canteen renovation – Family bistro complete, new amenities block currently having plumbing works undertaken, with new grease trap to arrive this week. Electrical works have been undertaken with Ergon upgrades to switchboard booked in, roofing works have commenced with termite damage delaying the completion of the toilet block. There is currently a 3-week delay for timber from Cairns due to the building boom in the south. It was discovered the block wall near the Blue Café is not built to standard and will need replacing. It is expected all works will not be completed by June 30, however the contractor will make the area safe for use and work Sunday to Wednesday to complete works.*

Wellness centre/Town Hall – Complete

Contractors camp/storage area – Works have commenced and are expected to be completed on time.

Women's meeting place - Stage 1 – works commenced with slab poured, currently waiting on delivery of building materials, and expected to be completed by 30 June.

Staff house – Block is now cleared and awaiting on delivery of. Kit houses to be delivered mid-May, expected completion to lock up by end June.

Men's shed Power & Water supply – electrical and water connections are expected to be completed by mid-June.

ICCIP –Engineers for redesigned waste transfer station and ponds have addressed this council meeting regarding design options prior to departmental approval.

Letter is being drafted to CEQ Store for disposal of food at the dump.

Electrical - All works are continuing with QBuild back log being reduced.

Airport - Facemasks are still compulsory due to Covid19 restrictions. 2 additional flights a week commenced 12 April, however the timing of flights (Tuesday & Thursday) doesn't appear to suit stakeholders, with minimal passengers booking. Surveys are continuing at the airport for preferred departure times via Survey Monkey.

The Airport Manager is currently away on sick leave, with other licenced operators assisting during busy times.

Corella's are again a problem at the airport causing damage to infrastructure.

Increased flights should be in wet season as dry season community members drive out.

Local fare seats – there are not a lot of seats available under the local fare scheme and full price fares are extremely expensive.

Workshop - The lack of parts is still proving problematic with several vehicles still in the workshop.

The issue of afterhours use of council vehicles is ongoing with plans being put in place for the construction of an enclosed area for 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. A/EMRIES and workshop manager currently investigating pre-start software for implementation. Lockable fuel caps are also being implemented to reduce fuel theft, with keys held at the purchase store.

Contractor's Camp and storage rates to be implemented from 01 October 2021.

Pest and weed control are ongoing, as is monitoring pig traps and the corella program. Illegal fishing is still a problem with boat patrols required.

The vet was in community last week and was pleasantly surprised by the number of people wanting their animals checked. 9 animals were de-sexed and 2 were euthanized.

Animal Management Plan implementation has commenced and will continue until becoming effective 1 July 2021.



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

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

Kevin Bell presented EMCS information report.

Aged Care – A new Zero Turn Mower arrived which assisted staff to speed through the large list of lawns needing mowing.

The Rangers have been wonderful in supporting HACC by providing the centre with some Wallaby for our client's meals on wheels.

Planned evening of music by Les Drahm (Apunipima) at HACC centre was placed on hold due to recent sorry business but hope to see it eventuate later this month.

Numeracy and literacy classes are doing really well.

100+ kids, youth and adults frequented the Multi-Purpose Centre (MPC) in the evenings where sports & music were a major hit.

50+ kids, youth have attended the pool daily. More families are now attending the after-school pool sessions.

60+ men, youth and children accessing the fields Tuesday & Thursday nights prepping for upcoming football tournament in Normanton.

Playgroup – Staff have started working with the Kindy at Kowanyama State School (KSS) every Monday for Term 2. Introducing the toddlers to a classroom setting and different learning styles.

Women's Shelter – have supported 19 clients over this reporting period.

Kowanyama Women's Group – 3 women groups were facilitated in this reporting period with over 40 clients engaging in programs.

Men's Group needs facilitating as they have not met for a few months now. Women's Group seem to be thriving.

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

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

Christine Delaney presented EMHR information report.

Current Vacancies – only 1 open at the moment – Parks & Gardens Assistant

Did not receive a huge response for the Women's Services job.

Electrofusion Welding Course – all participants enjoyed course and trainers were very happy with turn out and participation.

Essential Supervisor Skills Course has been re-scheduled for the 11 June 2021.

First Aid training was carried out this week and last week in community.

Certificate III in Individual Support for Aged Care will be starting soon for Aged Care employees.

Traineeships – approved for an extra 3 people – now a total of 6.

Biggest issue over the last 8 weeks has been the damage to Council Buildings and Staff Houses. Have discussed with electrician and is possible to install security lighting. Need to try and find different ways to deter crime i.e. community watch program, night patrol etc.

**Meeting Closed: 3:38pm**