



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 18 February 2025**

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS  
ON TUESDAY, 18 FEBRUARY 2025 AT 10 AM**

**PRESENT:** Cr Ronaldo Guivarra, Cr Justina Reid, Cr Linda McLachlan, Cr Sheree Jia, Cr Maria Pitt

**IN ATTENDANCE:** Thomas Smith (CEO), Warren McEwan (Executive Manager Finance), Kelli Leatham (Executive Manager Environmental Services), Victor Mills (Executive Manager Infrastructure & Services), Kiri Tabuai (Executive Manager Community & Economic Development), Trevina Braun(Butler) (Office Manager)

**1 OPEN MEETING**

The meeting opened at 10:02AM.

**2 LEAVE OF ABSENCE AND APOLOGIES**

Accepted Apologies from Cr Justina Reid

**3 CONFLICTS OF INTEREST AND COUNCILLOR OBLIGATIONS**

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

**DECLARABLE CONFLICTS OF INTEREST**

Pursuant to Sections 150EN - 150ET of the Local Government Act 2009, no Declarable Conflict of Interests were made relating to this meeting.

**PRESCRIBED CONFLICTS OF INTEREST**

Pursuant to Sections 150EG - 150EM of the Local Government Act 2009, no Prescribed Conflict of Interest were made relating to this meeting.

**REGISTERS OF INTEREST**

Councillors were reminded of their obligation to keep their Registers of Interests and Related Parties Disclosures updated.

Meeting adjourned to meet with OMAC AGM at 10:03AM.

Meeting resumed at 02:09PM.

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL HELD ON 21 JANUARY 2025**

**RESOLUTION C018/25**

Moved: Cr Sheree Jia

Seconded: Cr Linda McLachlan

1. That the Minutes of the Council held on 21 January 2025 be received and the recommendations therein be adopted.

**CARRIED**

**5 MATTERS ARISING FROM THE MINUTES**

Nil

**6 CONFIDENTIAL REPORTS**

Nil

**7 MAYOR AND COUNCILLOR REPORTS**

**7.1 MAYOR AND COUNCILLORS REPORT FOR <JANUARY 2025>**

**PURPOSE**

The Mayor and Councillors reported on the following meeting/events:

**Mayor Ronaldo Guivarra**

07/01/2025	2025 Direction
13/01/2025	RIO TINTO
14/01/2025	DDMG – Severe Weather
14/01/2025	GRANTS - Fiona
14/01/2025	Preston Law – Home ownership, Julian Bodeman
20-21/01/2025	Pre-Council / Ordinary Council Meeting
24/01/2025	TCICA – Executive Meeting via Teams
26/01/2025	Australia Day Community BBQ
28/01/2025	DDMG – Weather briefing
29/01/2025	LDMG – Weather briefing

**Interim Deputy Mayor Justina Reid**

07/01/2025	2025 Direction
15/01/2025	MASC – HR, Danielle Turner
16/01/2025	Events meeting
20-21/01/2025	Pre-Council / Ordinary Council Meeting

**Cr Linda McLachlan**

07/01/2025	2025 Direction
15/01/2025	MASC – HR, Danielle Turner
20-21/01/2025	Pre-Council / Ordinary Council Meeting
21/01/2025	Trustee meeting
30/01/2025	Events meeting

**Cr Maria Pitt**

07/01/2025	2025 Direction
13/01/2025	RIO TINTO
15/01/2025	MASC – HR, Danielle Turner

16/01/2025 Events meeting  
20-21/01/2025 Pre-Council / Ordinary Council Meeting  
21/01/2025 Trustee meeting  
30/01/2025 Events meeting  
30/01/2025 Literacy for Life

**Cr Sheree Jia**

07/01/2025 2025 Direction  
16/01/2025 Events meeting  
20-21/01/2025 Pre-Council / Ordinary Council meeting  
21/01/2025 Trustee meeting  
23/01/2025 Events meeting

**RESOLUTION C019/25**

Moved: Cr Ronaldo Guivarra

Seconded: Cr Maria Pitt

That the Mayor and Councillor reports be received and noted.

**CARRIED****8 OPERATIONAL REPORTS****8.1 CEO MEETINGS FROM JANUARY 2025****PURPOSE OF REPORT**

To outline the CEO meetings on behalf of or as a representative of Council.

**RESOLUTION C020/25**

Moved: Cr Maria Pitt

Seconded: Cr Ronaldo Guivarra

That Council receives and notes CEO Meetings Report.

**CARRIED**

## 8.2 COUNCIL APPROVAL FOR CEO TO PAY INVOICE FROM CARRUTHERS CONTRACTING FOR RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS AND ROCK AMOUR GROYPNE

### PURPOSE OF REPORT

Authorisation required from Council for the CEO to pay the Tax invoice 20503 from Carruthers Contracting progress claim No 2 for the Reconstruction of public assets and rock Amour Groyne.

Progress Claim 2 as per schedule.

Documents attached; Invoices is above the CEO's delegation.

### RESOLUTION C021/25

Moved: Cr Ronaldo Guivarra

Seconded: Cr Sheree Jia

That Council Authorise the CEO to pay the outstanding invoice from Carruthers Contracting progress claim No 1 for the Reconstruction of public assets and rock Amour Groyne for \$1,151,572.51 GST inclusive.

**CARRIED**

## 8.3 GOVERNANCE OFFICER

### PURPOSE OF REPORT

Council to discuss the employment of a Governance officer

### RESOLUTION C022/25

Moved: Cr Sheree Jia

Seconded: Cr Maria Pitt

That Council endorse the recommendation

**Action:** Governance training to be endorsed by Local Government, conducted by Belinda Down to reenforce Councillor understanding of responsibility.

**CARRIED**

## 8.4 CLOSED EOI FOR MEMBERS OF THE LOCAL THRIVING DECISION MAKING GROUP

### PURPOSE OF REPORT

Present to Council the list of People interested in becoming a member of the Local Thriving Decision Making group.

### RESOLUTION C023/25

Moved: Cr Ronaldo Guivarra

Seconded: Cr Maria Pitt

That Council

a) Receive and note the report,

b) Appoint the following advisory committee pursuant to Section 264 of the Local

Government Regulation 2012 – Interim Mapoon Local Thriving Communities Advisory Committee,

Names – ALL NINE

**CARRIED**

## **8.5 MONTHLY FINANCE REPORT JANUARY 2025**

### **PURPOSE OF REPORT**

Pursuant to meet Council's legislative requirements under section 204 of the Local Government Regulation 2012, the finance report must be prepared each month and be presented to Council on its financial performance for the period.

### **RESOLUTION C024/25**

Moved: Cr Sheree Jia

Seconded: Cr Ronaldo Guivarra

That Council endorses the Financial Report for the period January 2025

**CARRIED**

## **8.6 EXECUTIVE MANAGER - COMMUNITY DEVELOPMENT**

### **PURPOSE OF REPORT**

Present Council with a report of program performance and operational actions for the month of January.

### **RESOLUTION C025/25**

Moved: Cr Linda McLachlan

Seconded: Cr Maria Pitt

That Council receive and note the report.

**CARRIED**

## **8.7 EXECUTIVE MANAGER OF ENVIRONMENTAL SERVICES, LAND & SEA, PARKS & GARDENS**

### **PURPOSE OF REPORT**

To present to Council a report of Program Performance and Operational action for the previous month

### **RESOLUTION C026/25**

Moved: Cr Maria Pitt

Seconded: Cr Linda McLachlan

That the report of Executive Manager of Environmental Services, Land and Sea and Parks and Gardens be received and noted.

**CARRIED**

**8.8 EXECUTIVE MANGER OF INFRASTRUCTURE AND WORKS REPORT****PURPOSE OF REPORT**

Present to Council a report of program performance and operational actions for the previous month.

**RESOLUTION C027/25**

Moved: Cr Linda McLachlan

Seconded: Cr Maria Pitt

That the Report of the Executive Manager of Infrastructure and Works be received and noted.

**CARRIED**

At 2:56 pm, Cr Sheree Jia left the meeting.

At 2:57 pm, Cr Sheree Jia returned to the meeting.

**8.9 HR MONTHLY REPORT - JANUARY 2025**



**PURPOSE OF REPORT****Employment Outlook**Current number of employees

Department	Number of Employees
Infrastructure and Works	18
Environmental Services	15
Community and Development	10
Finance	4
Executive/Corporate	8
<b>Total</b>	<b>54</b>

Resignations/Terminations

Department	Number of Employees
Infrastructure and Works	0
Environmental	0
Community and Development	0
Finance	0
Executive/Corporate	0
<b>Total</b>	<b>0</b>

**Recruitment**

## Positions Advertised:

Position	Status
Sport & Recreation Officer	Re-advertised.
Carpenter (2 positions)	Two appointments made in January and February 2025.
Aged Care Support Worker/Driver	Two offers made, applicants could not satisfy pre-employment checks. Position to be re-advertised.
Trades Assistant	Three positions offered.
Finance Officer	Re-advertised.
Driver/General Hand	Position closed, to be shortlisted and interviewed.
Plant Operator	Position closed, to be shortlisted and interviewed.
Business Administration Trainee	Interview stage.
Human Resources Trainee	Interview stage.

New Appointments

Name of Employee	Position	Department
Diane Ludwick	Aged Care Support Worker	Community Development
Wendy McEwan	Finance Officer (Temporary)	Finance
Sam Caltibiano	Carpenter	Infrastructure

**Absenteeism**

Number of hours absenteeism (unauthorised leave):

Department	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 24	January 2
<b>Infrastructure and Works</b>	202 hours (5 employees)	82 hours (5 employees)	66 hours (2 employees)	285 hours (5 employees)	95 hours (3 employees)	119 hours employee
<b>Environmental Services</b>	30.25 hours (3 employees)	34.5 hours (3 employees)	22.5 hours (4 employees)	76.25 hours (5 employees)	40 hours (5 employees)	35.25 (3 employee
<b>Community and Development</b>	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours
<b>Finance</b>	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours
<b>Executive/Corp. Services</b>	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours
<b>Total</b>	<b>232.25 hours</b>	<b>116.5 hours</b>	<b>88.5 hours</b>	<b>361.25 hours</b>	<b>135 hours</b>	<b>154.25 hours</b>

**RESOLUTION C028/25**

Moved: Cr Sheree Jia

Seconded: Cr Linda McLachlan

That Council notes the Human Resources Report for January 2025.

**CARRIED**

**8.10     WHS, RISK AUDIT AND COMPLIANCE REPORT – JANUARY/FEB 2025**

**PURPOSE OF REPORT****WHS documents developed/under review -**

- Developed a Safe Work Method Statement – General Plumbing and Gas fitting
- Updated the WHS incident register.
- Updated the Hazards register.

**Hazard, incident, and risk reporting –**

- Jan 2025 – 1 x Hazard report received, submitted, to be actioned.

Hazard Register updated.

- Jan 2025 – Nil Incident reports received for the period to date.
- No new injuries or lost time off work.

Incident Register updated.

**Rehabilitation Return to Work Coordination.**

- Nil

**LTIFR Reports****Calculation:**

**(Number of lost time injuries in the reporting period x 1,000,000 / 1,216 hours)**

Nil

**Safe Work Method Statements developed and provided for the month.**

- None

**Training and Inductions.**

- 2 new staff received WHS Inductions/Feb?
- Ongoing - Jack Manantan is well into his Cert 4 Work Health and Safety Course and mentoring is continuing by the writer.
- Toolbox training sessions conducted for general safety and wet weather.

**Site safety inspections conducted this month:**

- New housing construction.
- Safety inspections of community areas
- Mechanical workshop
- Landfill site.
- Paanja Lodge
- New Shop Construction
- New Rangers building
- Water Treatment plant
- Water Bore sites
- Airport
- Childcare Centre
- Aged Care Centre
- Depot Gas storage

- New Transfer Station construction
- Cultural Centre
- Cullen Point
- Carpenters workshop
- Green shed

**WHS Continuous Improvement Activities**

- Test and tagging to commence at the Mechanical workshop by the WHSO Feb 2025

**High Priority**

- Focus on incident reporting as not all incidents are being reported ongoing, discussed at Toolbox sessions.
- Focus on implementing SWMS for all high-risk activities,
- Toolbox talks and training sessions to be conducted with all council employees.
- Conduct WHS inspections of building projects currently underway.
- Follow up on submitted hazard reports to ensure timely rectification/elimination.

**Priority**

- Conduct Fire safety training for new staff etc.
- Conduct Induction training for staff and contractors.
- Conduct toolbox training sessions for Housing and Rangers
- Conduct site inspections and pre-start meetings.
- Continue to work on Hazardous chemicals risk register and SDS updates.

Continued work on Hazard inspections.

**RESOLUTION C029/25**

Moved: Cr Linda McLachlan

Seconded: Cr Ronaldo Guivarra

That the Report of the Workplace health and Safety Officer be received and noted.

**CARRIED**

**8.11 GRANTS IN PROGRESS FOR THE MONTH OF JANUARY 2025****PURPOSE OF REPORT**

Present to Council a report of program performance and operational actions for the previous  
Monthly update January 2025

**RESOLUTION C030/25**

Moved: Cr Sheree Jia

Seconded: Cr Maria Pitt

That the Report of the Grants Manager be received and noted.

**CARRIED**

**9 ANY OTHER BUSINESS****9.1 COUNCIL APPROVAL FOR CEO TO PAY INVOICE FROM AECOM PROFESSIONAL FEES AND EXPENSES FOR RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS AND ROCK AMOUR GROYNE****PURPOSE OF REPORT**

Authorisation required from Council for the CEO to pay the Tax invoice 21321195 from AECOM Professional fees and Disbursement for the Reconstruction of public assets and rock Amour Groyne.

Invoice number 21321195 as per schedule.

Documents attached; Invoices is above the CEO's delegation.

**RESOLUTION C031/25**

Moved: Cr Linda McLachlan

Seconded: Cr Sheree Jia

That Council Authorise the CEO to pay the outstanding invoice from AECOM Invoice No 21321195 for the Reconstruction of public assets and rock Amour Groyne for 160,000.50 GST inclusive.

**CARRIED****10 CORRESPONDENCE IN****10.1 COMMUNITY BRED****PURPOSE OF REPORT**

Correspondence In

Noted

**11 CORRESPONDENCE OUT**

Nil

**12 NEXT MEETING DATE**

Proposed date for next meeting: 18 March 2025

**13 CLOSE MEETING**

The Meeting closed at 03:17PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 March 2025.

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**CHAIRPERSON**