



**Council Ordinary Meeting held:  
February 21st, 2017**

Council Minutes of Ordinary Meeting  
held in the Council Chambers

**Mapoon Aboriginal Shire Council  
Meeting Minutes: 21st February 2017  
Meeting Held: MASC Council Chambers**

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Day 1. Tuesday, 21<sup>st</sup> February 2017

Attendance

Councillor	Aileen Addo
Councillor	Brendan Brown
Councillor	Margaret Mara
Councillor	Pauline Smith

Apologies

Councillor	Peter Guivarra
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Staff

CEO	Leon Yeatman
CSM	David Ferguson
Accountant	David Hockey

Visitor

08:55	Meeting opened and welcome
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Mayor welcomed the councillors and staff to the February meeting of 2017. She reminded everyone about their roles and responsibilities for the meeting and particularly the councillors in relation to their obligations to declare their interest (material or personal) on matter presented – that may have a perceived or real conflict of interest.

Councillor agree that all matters presented at this meeting will be administered on the principle of fair and equitable treatment. Mayor acknowledged that we each bring our own views to the table and on all matters unresolved, councillors rights to agree and disagree is respected.

Councillors instructed to fulfil their administrative requirements and sign the attendance sheet to cover the remuneration for this meeting.

Mayor thanked all present for their attendance and welcomed everyone to the meeting. Acknowledgements made to members not present and respect was paid to the Traditional Owners of the land on which we meet, to the elders past and present, to the councillors and employees present for the meeting. Councillor's observed a minute's silence in memory of community members who have passed 08:56 hrs.

08:57	Confirmation of Minutes
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CEO noted there are two sets of minutes to review for this meeting – Ordinary and Special meetings:

- Ordinary Meeting – 17<sup>th</sup> January 2017
- Special meeting – 27<sup>th</sup> January 2017

Copies were circulated prior to the meeting for editing and review.

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Resolution 01. 21/02/17	The council resolved to endorse the minutes of the meeting as true and correct:  Ordinary Meeting – 17 <sup>th</sup> January 2017 Special meeting – 27 <sup>th</sup> January 2017	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

10:15	Matters Arising From Previous Minutes
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**Ordinary Meeting – 15<sup>th</sup> December 2016**

Item	Action	Officer
1	Housing – pooling water. Note there are health issues particularly melioidosis. Issue to be communicated with Housing. Issue with heavy vehicles- note main issue is created when during bin collection. Notice to be via housing confirming curb-side collection of waste to minimise damage to driveways and easements.	CEO
2	Montessori – note the trip went ahead and a report is to be submitted back to the council at a future date. Issues for consideration relate to cost and training.	

**Special Meeting –**

Item	Action	Officer
	Nil	

CEO advised of discussions relating to Waste infrastructure. Council note the issues at the Dump and support initiatives to secure the infrastructure for future needs. Council support recycling initiatives to be included (waste separation). Polly to liaise with Ms Ellie Bock

09:55	General Business
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09:56	GB – Tender / Payment Authorisation (Exceeding Delegation)
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CEO presented the council with copies of the tender documents.

Resolution 02. 21/02/17	The council resolved to endorse the recommendation as submitted by Mr Bruce Gould R. B Gould and Associates for Tender No. TMASC 016 – 002 supply and installation of Aerodrome Fencing for Mapoon Aboriginal Shire Council and award the tender to MBH Contracting for the tendered sum of:  \$249,090 (ex GST)	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

10:15	GB – Legal Matters
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Nil.

10:15	GB – Finance Audit Risk Management
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Adjourned for morning tea 1015  
Meeting reconvened 1030

10:30	GB – Policy and Regulatory Compliance
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CEO presented the draft policies for consideration at the meeting. The policy presented for consideration covered procurement.

Resolution 03. 21/02/17	The council resolved to following policies as presented to the council meeting <ul style="list-style-type: none"><li>• Procurement</li></ul>	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

10:35	Operational Reports
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11:10	OR – CEO
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CEO presented his report to the council and covered the following operational issues:

Matters arising from the last meeting:

- NPARHI
- Risk Management
- Store
- Funerals

Building Construction:

- NPAHRI
- Enquiry about additional stock
- Design modification to accommodation to accommodate growth.

Roads & Civil:

- CIMA Mapoon projects
- Cape Indigenous Mayors Alliance meeting

Projects:

- Sport and Recreation update

Staffing:

- Recruitment: Works Manager and associated changes to the building team. Note request to have position filled using internal recruitment process rather than use of an external recruitment agency. Attention required for the packages to be reviewed and consistent process applied. Review of terms and provisions for all senior contracts requested. probation period to be included (3 months) and term of contract set at 2 years.
- Trade trainees – council support the program and including sufficient opportunity for trade development
- Plumber required
- Attention required to internal appointment for Builder

Resolution 04. 21/02/17	Council resolved to endorse the CEOs report as read.  MASC endorse funding applications to royalties trusts for the purchase of Trade Tools for registered Trainees: <ul style="list-style-type: none"><li>• Cole Sellick – WCCCA Trust</li><li>• Dylan Toby – WCCCA Trust</li><li>• Sam Caltabiano – Ely Trust</li></ul> Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

Resolution 05. 21/02/17	Council resolved to readvertise the Works Manager position  Council request the position be filled by May 2017.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

Mayor noted the absence of the Grants Officer position. Note the position will require skills for submission writing and project management. Consideration needed for staff to be trained in the specified area. Council support the inclusion of this role and function as necessary for the council.

Resolution 06. 21/02/17	<p>The council resolved to endorse the recommendation to rename the Payroll Grants Officer position to Human Resource Officer – reporting arrangements and core functions will remain Payroll HR and Training.</p> <p>The council authorise the creation of a new role on the Organisation Structure Grant Project Officer. The positions core function will be submission writing and project management. As a new position it will be advertised</p>	
Motion	<p>Proposed: Councillor Brown</p> <p>Seconded: Councillor Mara</p>	Motion Carried

11:40	OR – Corporate Services Manager
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CSM report tabled.

Linkz program. Council discussed the report. Note the content is very positive.

OHS requirements need to be addressed as a priority – e.g. boundary fence for the field (improve or remove). First Aid kit needs to be stocked and kept at all times. Mayor noted her attendance at the next PCYC state meeting. Council instruct the OHS requirements of the report to be reviewed and associated corrective actions applied. Items to be included in the next PCYC SRG meeting.

Resolution 07. 21/02/17	<p>Council resolved to endorse the CSMs report as read.</p> <p>Actions stemming from this report to be implemented before the next meeting.</p>	
Motion	<p>Proposed: Councillor Mara</p> <p>Seconded: Councillor Brown</p>	Motion Carried

Resolution 08. 21/02/17	<p>Council resolved to endorse the following projects to be submitted for round three of the Building Our Regions funding program:</p> <ul style="list-style-type: none"> <li>• Airport lighting;</li> <li>• Dust suppression;</li> <li>• Workshop Shed replacement.</li> </ul> <p>Council approves the submission of the Expression of interest and associated actions for a detailed business case.</p> <ul style="list-style-type: none"> <li>• Council confirms its commitment to deliver the project and approves any applicant financial and/or in-kind contributions as well as commit to cover the costs associated with the ongoing operations management and maintenance of the infrastructure.</li> </ul>	
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Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried
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11:50	Finance Audit Risk Manager – Accountant report
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Accountant dialled into the meeting. Note the finance actions are dealing with a number of items that require allocation and this is current suspended until they are identified and distributed accounts. Issues caused by lack of remittance advices – corrective action will resolve the issues.

Mayor and councillors welcomed the Accountant to the meeting and invited him to present his report.

Accountant proceeded to present his report to the council. Noted reference to registered loss for BAS works. Investigations have identified the rational seem to relate to outstanding invoices for expenses for incomplete work orders – Accountant expects this to be corrected as the documentation are reconciled and claims (invoice) lodged.

Rental debtors & Income:

Store: profit registered for the amount.

Consolidated Revenue Vs. Expenditure graph

Revenue

General Expenses

Employee wages & Superannuation expenses.

Motor Vehicle Expenses.

Travel Expenses.

Untied Funds: \$2.9M

Housing Construction Profits and Losses

Resolution 09. 21/02/17	<p>The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey:</p> <ul style="list-style-type: none"> <li>• Rental debtors &amp; Income</li> <li>• Store</li> <li>• Consolidated Revenue Vs. Expenditure graph</li> <li>• Revenue</li> <li>• General Expenses</li> <li>• Motor Vehicle Expenses</li> <li>• Travel Expenses</li> <li>• Untied Funds</li> <li>• Housing Construction</li> </ul>	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

Note the Mapoon Community ILUA pledge to support Rugapayn Aboriginal corporation for the development of lot 137 – note an amount of \$27,000 expended. Balance of \$78,795.45 specified by the Accountant.

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Resolution 10. 21/02/16	The council resolved to authorise the payment to Rugapayn A/C for agreed term in the Mapoon Community ILUA – \$100,000: assist to secure WCCCA trust funding to for a new building or excluding works to clear lot.  Balance remaining: \$78,795.45	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

12:05	OR – Senior Administration
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Report tabled.

- Process for reporting works requests
- Tenancy issues
- Registering for Housing wait list

Council advocate for damaged properties to be recovered via restitution

Resolution 11. 21/02/17	Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics: <ul style="list-style-type: none"><li>• Housing tenancy Management</li></ul> Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

Council discussed the issue about crime in the community. Note a lot to be agreed and offered for consideration. Process to be lead via public consultation – option 1. Lot 135 and Option 2. new lot beside Ergon compound - facing Wheeler St.

Instances of home invasion to be reported to the police and offenders to be excluded from the community as part of their parole or condition of bail.

12:30	OR – Payroll-Grants Officer
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Report tabled.

Councillors request for the Position descriptions to be up to date.



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Resolution 12. 21/02/17	<p>Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics:</p> <ul style="list-style-type: none"> <li>• HR &amp; Payroll;</li> <li>• Grants;</li> <li>• Administration</li> </ul> <p>Actions stemming from this report to be implemented before the next meeting.</p>	
Motion	<p>Proposed: Councillor Brown  Seconded: Councillor Smith</p>	Motion Carried

Meeting adjourned for lunch 1235  
Meeting reconvened 1305.

13:05	OR – Aged and Disability Services
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Report tabled. Councillors queried the community service placement – risk assessment required to consider the rating and potential impacts. Placements of community service order recipient may need to be assessed in accordance with compliance – blue card. Assessment confirming arrangement to be included in next report to the council.

All employees of the program must have the appropriate compliance provisions. Documentation to be kept on file.

Mayor and councillors queried the Quality Audit reporting process. Request to have the issues identified in the audit report to be included in the monthly operational report for the program.

Resolution 13. 21/02/17	<p>Council resolved to endorse the Aged and Disability Care Coordinator report as read.</p> <p>Council resolve to have confirmation community service order placements on the program meets compliance criteria</p> <p>Quality Audit report findings to form the basis of all future program reports.</p>	
Motion	<p>Proposed: Councillor Smith  Seconded: Councillor Mara</p>	Motion Carried

13:10	OR – Environmental Health
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Report tabled. Council queried the status of the project, support advocated for the program and ensuring success for the employee. Noted issues about attendance at work.

Council acknowledge and support the actions to address the animal issues in the shire.

Funding for the program. Council acknowledge the proposed action for the going concern for the program.

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Resolution 14. 21/02/17	Council resolved to endorse the Environmental Health Officers report as read.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor brown	Motion Carried

13:10	OR – Animal Management	
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Note the report includes Ranger operational requirements. Council support the initiative for removal of unregistered and request to dispose of unwanted dogs in the shire.

Resolution 15. 21/02/17	Council resolved to endorse the Animal Management Officers report as read.	
Motion	Proposed: Councillor Mara Seconded: Councillor brown	Motion Carried

13:15	OR – Land & Sea Rangers	
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Report tabled as read.

13:15	OR – Store Managers Report	
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Report.

Resolution 16. 21/02/17	Council resolved to endorse the Store Managers report as read.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

14:20	OR – Play Group	
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Report tabled. CEO encouraged the councillors to engage with the program to offer advice and assistance on community related matters.

Resolution 17. 21/02/17	Council resolved to endorse the Play Group Coordinators report as read.	
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Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried
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13:30	OR – Workshop
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Nil report.

13:30	OR – Housing Tenancy Management Update
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The report from the Housing Department tabled as read. Council note the vacant properties which will require NOVD and allocation at a later date. Council support the allocation as per the wait list.

Councillors

Resolution 18. 21/02/17	Council resolve to endorse the tenancy management report as supplied by Department of Housing and Public Works.	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

13:30	Priority Correspondence Sport and recreation
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Council note the correspondence confirming the allocation of funding under the Indigenous Community Sport and Recreation Program. Correspondence identifies process for funding to be allocated and spent in Mapoon. BAS will be in contact with MASC to

Cr Guivarra called into the meeting 1345 wished to seek council support to engage with CYI via empowering community program. Sought to reiterate the potential opportunities for Mapoon as a participate for the process. He expressed personal interest to access the services under the program with lateral benefit for the community. Request for council to consider this program having a presence in Mapoon.

Mayor and councillors deliberated on the benefits for the program offered under the Empowering community model. Council happy generally, but note need for further information. Council nominate Cr Guivarra to contact Empowering community

15:10	PC – Housing Public Works Acceptance of Tender
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CEO advised the council the correspondence relates to the approval for MASC construction program for 16/17. Works where awaiting Planning Scheme approval – consideration needs to be given to streamline the process to maximise build opportunity.

15:20	Councillor Report
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MASC reports tabled.

Item	Issue
	Cultural Keeping place relocation – office required for Centrelink (OHS). CEO to have a discussion with Cultural Heritage Officer regarding appropriate location for Cultural Heritage items
	Strategy to improve community engagement: introducing new concept – “Have your say” day.
	Councillor reporting process – request for councillors to pay more attention to supplying individual reports. Suggest the content should reflect current portfolio.

1:25	Report Resolution
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CEO asked for the council to pass a general resolution to confirm all reports as tabled at the meeting.

Resolution 19. 21/02/17	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

14:22	Next Council Meeting
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Date for the next meeting Tuesday 21st March 2017.

14:25	Meeting Closed
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Mayor declared the meeting closed.