



Council Ordinary Meeting held:
April 19th, 2017

Council Minutes of Ordinary Meeting held
in the Council Chambers

**Mapoon Aboriginal Shire Council
Meeting Minutes: 19th April 2017
Meeting Held: MASC Council Chambers**

Day 1. Wednesday, 19th April 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
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Visitor

09:00	Meeting opened and welcome
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Mayor welcomed the councillors and staff to the April 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 09:01 hrs.

09:02	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 – 21st March 2017

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

**Mapoon Aboriginal Shire Council
Meeting Minutes: 19th April 2017
Meeting Held: MASC Council Chambers**

Resolution 01. 19/034/17	The council resolved to endorse the minutes of the meeting as true and correct: Ordinary Meeting – 21 st March 2017 Special Meeting – nil	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

09:15	Matters arising from previous Minutes
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Ordinary Meeting – 21st March 2017

Item	Action	Officer
1	Ranger Manager	
2	WCCCA building – cultural centre	
3	Ely – clarification about MASC interest	

Special Meeting –

Item	Action	Officer
	Nil	

09:	General Business
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09:	GB – Tender / Payment Authorisation (Exceeding Delegation)
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09:	GB – Finance Audit Risk Management
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09:30	Finance Audit Risk Manager – Accountant report
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Accountant Report tabled as read.

Councillors note the need to liaise with the new store manager regarding performance expectations for the enterprise. The new Store profit and loss comparative graph was noted and discussed.

Instructions to be issued to the

Rental debtors & Income:

Store:

Consolidated Revenue Vs. Expenditure graph

Revenue

General Expenses

Employee wages & Superannuation expenses.

Motor Vehicle Expenses.

Travel Expenses.

Untied Funds:

Housing Construction Profits and Losses

Resolution 02. 19/04/17	The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey: <ul style="list-style-type: none">• Audit Plan• Internal Audit• Rental debtors & Income• Store• Consolidated Revenue Vs. Expenditure graph• Revenue• General Expenses• Motor Vehicle Expenses• Travel Expenses• Untied Funds• Housing Construction	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

Mayor and councillors reiterated the need to address the Grant position for council – council are interested in securing more opportunities for grants in town.

09:55 GB – Legal Matters

CEO noted correspondence from Lawyers relating to the proposed list of works and ILUA process for notifying if sites for development.

Process reflects

09:50 GB – Policy and Regulatory Compliance

CEO noted the policy documents as tabled.

P1. Delegation Register – document was work shopped with consultant Scot Mead from Mead P group.

P2. Risk Management – General Policy Risk Management Statutory Policy Enterprise Risk Management Framework documents reviewed by consultant Peter Savage, accountant and CEO. Document reflect current

standards and ensures the council meets the legislative requirements. CEO noted the outstanding plans and policies that will be a task for the new Works Manager.

P3. Code of Conduct – policy was reviewed by CEO. Document required updated content.

Resolution 03. 19/04/17	Council resolved to endorse the following policies for council: Statutory Policy Delegation Register General Policy Risk Management Statutory Policy Enterprise Risk Management Framework Statutory Policy Code of Conduct Actions associated with the policies are required to be carried out to finalise the implementation process.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

11:55	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
- Cape Indigenous Mayors Alliance
- Local Disaster Management
- Staff changes:
 - Store Manager
 - Ranger positions

My absence from Mapoon involved attendance at:

- Queensland Plan
- LGMA Indigenous CEO meeting
- Community Cabinet meeting - Mayors invitation

Matters arising without notice from last meeting:

Item	Issue	Comment
1		
2		

Project Status report summary:

Building construction:

Operational

Roads & Civil –

Torres Cape Indigenous Mayors Alliance meeting –

Mapoon LDMG – Disaster management conference in Mackay: Mayor and CEO registered to attend.

Staffing – Senior Level

Works Manager –

Store Manager –

Head Ranger: Start time set for 10th April 2017.

Date required to revisit our strategic plans – May. Need to align to with budget process.

CEO noted the positive engagement of school aged workers to participants. Issue present with children who have been suspended from school – positive

Request to postpone meeting with WCCCA EO and Finance Manager date to be determined for May.

Resolution 04. 19/04/17	Council resolved to endorse the CEOs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

Council request for future Have your say day to be done via the council meeting chamber. Council ask for a notice to be issued to the community to advise concerns to be directed to Mayor and Councillors.

10:45	OR – Corporate Services Manager
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Report tabled and content noted. Council impressed with the new facilities at the store.

Centrelink phone service – report progress at the next meeting. Client access is an issue.

Resolution 05. 19/04/17	Council resolved to endorse the CSMs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

10:45	OR – Works Manager
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Nil.

10:45	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 06. 19/04/17	Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics: <ul style="list-style-type: none">• Housing tenancy Management Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

Councillors request correspondence to Ergon about reviewing the power supply options into the future – growth of Mapoon.

Council advise the best location for the blue phone is at the Housing office.

Meeting adjourned 1055

Meeting reconvened 1115

11:15	OR – Human Resource Officer
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Report tabled.

Councillors request the data table to reflect vacancies.

Resolution 07. 19/04/17	Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics: <ul style="list-style-type: none">• HR & Payroll;• Grants;• Administration MASC support request to utilise council facilities to assist with education and training. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

Councillors aware of new information relating to trade apprentices – lapse in the program. a conciliation process is being applied through Mypathway – councillors request a return to the process where the trainees would make presentation on their progress. Council remain committed to supporting the Trade apprenticeship. CEO to raise issues about schedule of works and impact on trades training.

1020 OR – Aged and Disability Services

Report tabled. Councillors queried the plan for the implementation of fee for service. Key issue about the potential risks for the program.

Council very happy with the report and program activities. Strategy required for council information. CEO instructed to assist with the preparation and planning.

Future planning to consider day respite and short stay HACC clients. The request for the ramp is denied on the grounds that it is not a cost-effective solution. The reconfiguration of the child safety gate and extending the concrete path is a more cost effective solution.

Request for Mrs Flinders property to be inspected and grass mowed.

Resolution 08. 19/04/17	Council resolved to endorse the Aged and Disability Care Coordinator report as read. Actions stemming from the report to be carried out by the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

11:30 OR – Environmental Health

Report tabled.

Food safety procedure at the store to be reviewed by the new manager: reheating food products. Support initiative for EHW to carry out regular inspections.

Resolution 09. 19/04/17	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 Smith Seconded: Councillor Brown	Motion Carried

11:35 OR – Animal Management

Note the report includes Ranger operational requirements.

Council request clarity regarding strategy going forward. Support required for officer to be retained as a Ranger and funding for AMO and EHO funding and description to be amended to reflect new strategy going forward.

- Councillors note need for consistent requirement for staff to supply medical clearance letters from a registered doctor – applicable to all employees who have diagnosed medical conditions.
- Council support the introduction of policy for mandatory health checks for all new workers.

- Immunisation and inoculation to be clearly stated.
- Council request a positive program to demonstrate wellbeing and well person's health checks

Council support the feral cat strategy and associated action.

Resolution 10. 19/04/17	Council resolved to endorse the report as submitted by the AMO.	
Motion	Proposed: Councillor brown Seconded: Councillor Mara	Motion Carried

14:00	OR – Land & Sea Rangers
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New Ranger Manager appointed and insufficient time to submit a report. Reporting under the new Manager will commence at the next meeting.

14:01	OR – Store Managers Report
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New Store Manager appointed and insufficient time to submit a report. Reporting under the new Manager will commence at the next meeting.

11:03	OR – Play Group
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Report tabled.

Council disappointed with the content of the report about the Montessori trip. Expected more regarding the lessons learned, comparisons for the program and comments for consideration going forward.

Resolution 11. 19/04/17	Council resolved to endorse the Play Group Coordinators report as read. Council endorse the new emblem for the program and support associated actions to have logo professionally designed, decal production and applied on their assets.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

11:20	OR – Workshop
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Nil report.

11:20	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 called for the policy for tenancies in absentia – tenants who are not living in properties need to be treated consistently. Council support the actions applied and positive actions that have ensued.

Vehicle accumulation in properties – instruction required for old vehicle to be moved.

Tenant dogs – instruction required for tenants to be reminded of their tena need to be removed.

Resolution 12. 19/04/17	Council resolve to endorse the tenancy management report as supplied by Department of Housing and Public Works. Council endorse the blue phone to be relocated to the front of the Housing Office – councillors agree this is the appropriate location for all housing tenancy enquiries and maintenance requests.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

11:55	Project – DLGP Grants & Subsidies program: UHF/VHF Radio Installation
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Council note the request is declined on the basis the property is not viable and needs to be demolished. Council support the strategy to install a purpose built structure to house IT equipment.

11:55	Priority Correspondence
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11:55	PC – TCHHS and Apunipima
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Council support the initiative. Note the activities at the facilities to address the consultations and treatment – new entrance.

Looking forward to the new arrangements and expansion of the facilities.

11:59	PC – COATSI Heath Love
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Noted. Application supported.

11:59	PC – COATSI Isabella Love
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Noted. Application supported.

Resolution 13. 19/04/17	Council resolve to endorse the Conformation of ATSI for the following: <ul style="list-style-type: none"> • Heath Leslie Love (23/8/12) • Isabella Heidi Louise Love (29/12/08) Of 6 Dalpura Court Weipa, Q 4874	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

12:00	Councillor Report
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MASC reports tabled.

Item	Issue
1	Staff notice regarding private property on council grounds - items are to be removed to avoid any inferred conflicts.
2	Tender of old council equipment – community auction process to be applied
3	PIASC 50year commemoration for the strike in 1957. Council endorse delegation to attend. CEO to confirm viability of 3 representatives attending – min 2.

Resolution 14. 19/04/17	Council resolve to support a delegation attending the 57 strike commemorations planned on Palm Island. Delegates Cr Smith, Brown and Mara CEO authorised to confirm attendance and travel arrangements.	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

12:02	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 15. 19/04/17	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

12:09	Next Council Meeting
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Date for the next meeting will be Wednesday 16th May 2017

12:09	Meeting Closed
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Mayor declared the meeting closed.