



**Council Ordinary Meeting held:  
September 19th, 2017**

Council Minutes of Ordinary Meeting  
held in the Council Chambers

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

Day 1. Tuesday, 19<sup>th</sup> September 2017

**Attendance**

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

**Apologies**

**Staff**

CEO	Leon Yeatman
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09:40	Meeting opened and welcome
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Mayor welcomed the councillors and staff to the September meeting of 2017. She reminded everyone about their roles and responsibilities as an elected official and particularly to their obligations to declare their interest (material or personal) on matter presented today – 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 reminded to fulfil their administrative requirements and sign the attendance sheet for the monthly remuneration associated with 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 09:40 hrs.

09:42	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 – 15<sup>th</sup> August 2017
- Special Meeting – 24<sup>th</sup> August 2017

Resolution 01. 19/09/17	The council resolved to endorse the minutes of the meeting as true and correct: <ul style="list-style-type: none"><li>• Ordinary Meeting – 15<sup>th</sup> August 2017</li></ul>	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

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Resolution 02. 19/09/17	The council resolved to endorse the minutes of the meeting as true and correct:	
	<ul style="list-style-type: none"> <li>Special Meeting – 24<sup>th</sup> August 2017</li> </ul>	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

09:43	Matters arising from previous Minutes
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**Ordinary Meeting – 15<sup>th</sup> August 2017**

Item	Action	Officer
1	WCCCA representative – note there is a constitutional issue regarding membership criteria. Delegates for WCCCA must be 'A-class' members to sit as a member.	CEO
	Organisation structure – amendment. Note the changes will be held off until after departure of staff.	CEO

**Special Meeting – 24<sup>th</sup> August 2017**

Item	Action	Officer
	Deferred item regarding CEO request to be discussed at this meeting	

10:00	General Business
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10:00	GB – Finance Audit Risk Management
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10:05	Finance Operational Risk Manager – Accountant report
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Accountant Report for August tabled as read. Note the briefing session undertaken identified the following factors for council consideration this month.

Noted an adjustment to financial figures – operational profit \$400k.

Store report reflected high expense – most notable issue for the month was 5 pay periods registered for August.

Note revenue was down, but this is not alarming, and is being noted as a cash flow and other project income will reflect positive performance in the following reporting period.

Propose for budget to be reviewed next month – this will allow new projects and other adjustments to come into play.

Cr Guivarra queried the rental income for receipted for August. Note the figure reflects rental income for the period and the annual lease payment. Accountant noted this will be reflected in the trustee figures for the next month.

Resolution 03. 19/09/17	The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey: <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 Guivarra	Motion Carried

10:15	GB – Legal Matters
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10:15	Legal Matters – Preston Law
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Documentation presented for council information regarding the status of the Accommodation project.

Category B Development Tenure Notice – Short Term Accommodation facility

Council queried the naming process for the new infrastructure – strong feeling to undertake community engagement process to facilitate naming. This is a neutral process and will reflect community feelings toward the project.

10:25	GB – Tender / Payment Authorisation (Exceeding Delegation)
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Sport and recreation tender – TMASC 2017 001: MSRMP17. CEO advised the council of the need to appoint. Council note the proposed time proposed by tenders (3 days) is considered too small – would there be sufficient time to engage community.

Council note the scope of the project must reflect the nature of the grant from WCCCA as surplus funding will need to be returned.

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Resolution 04. 19/09/17	The council resolved to endorse Murumal as the preferred tender for TMASC 2017 001 – MSRMP17 to Murumal.  CEO authorised to communicate to tenders and engage contractor.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

11:20	GB – Policy and Regulatory compliance
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CEO presented the updated Business Continuity plan as presented by CT Management. Council acknowledge the critical incidents covered in the policy and support the strategic intent of the policy. CEO confirmed the document as a key strategic policy going forward. Council discussions during the last LDMG and associated evaluation process confirm the decision to endorse this policy.

Resolution 05. 19/09/17	The council resolved to endorse the following policy of council:  Business Continuity plan 2017.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

11:30	Operational Reports
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11:00	OR – CEO
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CEO Action report covering period between 16/08/17 to 18/09/17.

CEO advised the council that he had tendered his resignation to the Mayor – this resignation will take effect close of business 13/10/17. This report is his final report to the council. He thanked the council for their support over the past 6 years and the shared experiences during that time. The council acknowledged the good relationship between CEO, Council and community. Also acknowledged that he is currently the longest serving CEO (2011-2017).

Mapoon and council recognised that MASC is in a very good position and this was largely the efforts of the work done by MASC and the CEO. CEO thanked the council for the kind words and expressed that the new CEO will have sufficient opportunities to apply their mark on the organisation and create lasting memories. Current projects have a 12month scope, but after that there is ample opportunities to breathe life into new projects and direction for council, shire and the region.

CEO noted that a contingency was required to accommodate the transition through to the resignation date. He advised that council that should the situation arise for the starting date for the Acting CEO happen before his

departure, there cannot be two CEO's – so council will need to create a temporary Deputy CEO role which will transition into Acting CEO. Should this situation not arise, then the arrangement would not be required.

CEO also reminded the council of item that was passed over from two previous meeting regarding early release payment – CEO contract termination clause 11. Mayor advised the matter will be resolved during this meeting.

Resolution 06. 19/09/17	Council resolved to endorse the CEOs report as read.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

Resolution 07. 19/09/17	Council resolved to accept the resignation from the CEOs effective from 13/10/17.	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

Resolution 08. 19/09/17	Council resolved to endorse the recommendation of the CEO to amend the Organisation structure and <i>create a temporary position titled Deputy CEO. This position will be responsible for supporting the Mayor and CEO facilitate the transition process associated with the day to day operations of council and new CEO recruitment. The Deputy CEO position will assume Acting CEO responsibilities after the resignation date comes into effect. The Deputy CEO position will be removed from the organisation structure after the permanent appointment of the CEO.</i>	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

Closed session 1145 for councillors to deliberate on standing item registered as CEO report in July 2017. CEO departed the meeting. Full council discussed the particulars raised pertaining to CEO contract section 11 – Termination.

Session reopened 1150 Mayor and council invited the CEO back into the meeting. After deliberating on the request, it was agreed that council would offer a \$15,000 bonus to the CEO in recognition of the following:

- Years of service – 6 years,
- Positive contribution to community,
- Community development and project planning;
- Leadership in negotiating strategic items and stewardship of the organisation; and
- His part in promoting progress in Mapoon.

Council also supported a farewell dinner at Community Centre for the CEO (catering for approximately 50 people) with invitation extended to staff and councillors. Date for the dinner proposed for Wednesday 11th November 2017.

Resolution 09. 19/09/17	Council resolved to award a \$15,000 bonus to the CEO and authorise a farewell dinner on Wednesday 11 <sup>th</sup> November 2017.	
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Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried
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12:00	OR – Corporate Services Manager
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Report tabled and content noted.

Resolution 10. 19/09/17	Council resolved to endorse the CSMs report as read.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

Resolution 11. 19/09/17	Council resolved to provide financial support of \$5000 for the 2017 Mapoon Community Christmas Party.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

Resolution 12. 19/09/17	Council resolved to endorse the MASC Schedule of Fees and Charges for 2017/18.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

Cr Brown request for application to be submitted to B51 requesting a Catafalque party for ANZAC day. CSM instructed to coordinated application to B51 – in consultation with Cr Brown.

12:15	OR – Works Manager
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Works Manager invited to the meeting to discuss the operation report. Acknowledge this as the first meeting report for the new employee.

WM presented the key points of the report and discussed the status of projects.

Auction presented for council consideration. Quaid Auctions have quoted to perform auction. Company is in Weipa and we will be leveraging off their presence and paperwork is being formulated to list the surplus assets

Resolution 13. 19/09/17	Council resolved to endorse the Works Manager report as read.  Actions stemming from this report to be implemented before the next meeting.
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Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried
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Resolution 14. 19/09/17	Council resolved to authorise recommendation from Works Manager to Auction of surplus machinery, supplies, equipment and tools in October 2017.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

Housing assessment required for properties that do not have carports.

Council request strategies to address corner cutting and beautification. Consideration required for RIO truck tyres to be organised as safety and direction devices/strategy for community. Council supports considered use as traffic barriers - side tracks and for considered use as part of beautification program (planter boxes etc.).

Building program: confirmation provided for delivery of next 5 houses. Training components are being aligned with outstanding competencies. Trainees are now at roofing skill stage – plan to use local contingent for the delivery of this part of the program. Workers will assume greater responsibility for greater portions of the W4Q and other projects.

As a contingency Manager advised the work load manageable, consideration is being given to planning for use of local labour against the short-term accommodation project (caveat required for project scope and timeframe). Council very please about the positive energy and look forward to seeing the projected results.

12:55	OR – Senior Administration
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Nil report.

12:55	OR – Human Resource Officer
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Report tabled as read. Note that Human Resource Officer will be impacted by the decision of CEO to resign. Council extended their gratitude and thanks to Human Resource Officer for her services to the council and part in supporting progress in Mapoon.

Resolution 15. 19/09/17	Council resolved to endorse the Human Resource Officers report as read.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

12:57	OR – Aged and Disability Services
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Report tabled as read. Council requested the format of this report to be aligned to the KPI's and performance targets contained in the funding agreement for both programs: Aged Care and Playgroup. This will ensure council are across the key deliverable areas and can monitor performance / progress.

Resolution 16. 19/09/17	Council resolved to endorse the Aged Disability Care Coordinators report as read.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

1:00	OR – Environmental Health
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Report tabled. Note the Works Manager will offer support for the Officer to develop their personal skills, knowledge and experience.

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

1:05	OR – Animal Management
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Report incorporated into the Land Sea Ranger Manager's report.

1:05	OR – Land & Sea Rangers
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Report tabled.

Councillors recognised the level of activities contained in this report. Note the quality of the work is high and rangers to be congratulated for excellent effort.

Issue regarding quad incident is worrying and calls for instructions for staff to be more vigilant in their asset management and doing risk assessments.

Request for Junior Ranger stories to be transferred into the Yarn-time.

Resolution 18. 19/09/17	Council resolved to endorse the report as submitted by the Land and Sea Ranger Manager.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

Meeting adjourned for lunch 1250pm.  
Meeting reconvened 1310pm.

1:15	OR – Store Managers Report
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Report tabled. Council acknowledge the expense for electricity is high and support given for installation of solar equipment.

Postal issues – council request for consideration on how this will be resolved. Consideration to be given to controlling mail access or other strategies including collection at suitable times.

Resolution 19. 19/09/17	Council resolved to endorse the report as submitted by the Rugapayn Store Manager.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

13:20	OR – Play Group
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Nil report.

13:20	OR – Workshop
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Nil report.

13:25	OR – Housing Tenancy Management Update
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The report from the Housing Department contains information for June and tabled as read.

Resolution 20. 19/09/17	Council resolve to endorse the Tenancy Management report as supplied by Department of Housing and Public Works.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

13:300	Priority Correspondence –
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13:30	PC – DILGP Minister Furner: SGFA
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Correspondence received from DILGP relating to the State Government Financial Aide and IEDG.

Resolution 21. 19/09/17	<p>Council received the correspondence from DILGP for 2017/18 SGFA and IEDG funding for the period:</p> <p>SGFA: \$496,586          SGFA – increase to the base allocation in 2017-18 budget: \$55,160          SGFA – one off allocation from previous programs: \$4960          Total: \$556,715</p> <p>IEDG: \$80,000</p>	
Motion	<p>Proposed: Councillor Mara          Seconded: Councillor Guivarra</p>	Motion Carried

13:35	PC – DATSIP Community Profile and Workforce Analysis
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CEO noted this data set reflects the ABS data as collated recently and profile seeks to provide a picture of the data as applicable for Mapoon from now and the next census.

Copy of original documents to be shared with councillors for information – to be uploaded into the councillor computers.

13:20	PC – Queensland Treasury: Dept. Industrial Relations - Nomination for 2018 special holidays
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CEO noted the correspondence as related to Holidays Act :

- Cairns Show – Cairns show holidays
- NAIDOC – during NAIDOC week
- Mapoon Day – Paanja festival date to be assigned for the middle of the September school holidays (circa 28/9/17). Committee to be formulated urgently to start planning.

Council commented on the political move for Australia Day. Council will be celebrating survival day.

Resolution 22. 19/09/17	<p>Council resolve to endorse the following dates as dedicated public holidays for 2018:</p> <ul style="list-style-type: none"> <li>• Show day holiday aligned with - Cairns Show 20/7/18</li> <li>• Bank Holiday: NAIDOC Week– NAIDOC observance day 6/7/18</li> <li>• Bank Holiday: Mapoon Day – 28/9/18 (coincide with Paanja festival)</li> </ul>	
Motion	<p>Proposed: Councillor Mara          Seconded: Councillor Smith</p>	Motion Carried

Councillors queried the current work arrangements relating to public holidays and Friday changes. Mayor and councillors of the view that it should cease as there was no impact on benefits nor disadvantage – at the time

of public holiday 8 hours is being paid to workers. CEO illustrated that the current practice seeks to fit base 36 hours into the week as required – current practice sees a swap of Friday (4) hours to the preceding work day Thursday (8) hours. This reflects 36 standard hours and allows staff to do normal activities on preceeding day as often the shops are closed for the public holiday. Council advocated strongly to remove this practice. CEO advised that staff would need to be notified about this proposed change – he also referred council to the ensuing Enterprise Bargaining Agreement (EBA) process that will need to be negotiated in the near future. It will be appropriate for this matter to be considered as part of the EBA negotiation process.

13:51	PC – Minister Furner DLGATSIP: Round Table report
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Tabled.

2:20	PC – DTMESB&CG: Game on
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Tabled. Councillors support the program and support applications being sourced for programs in Mapoon.

Resolution 23. 19/09/17	Council resolve to instruct the CSM to apply for funding under the Game on program for the two categories:  Facilities - \$15,000 Unstructured and semi structured - \$40,000
Motion	Proposed: Councillor Mara Seconded: Councillor Smith  Motion Carried

2:30	PC - DILGP: Indigenous Council Critical Infrastructure Program
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Council support the program and request a meeting with department representatives to confirm the list of priority programs.

2:30	AOB
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WCCCA membership – qualification requirement for ‘director’ must be an ‘A-Class’ share holder. Current situation excludes the current delegate. Correspondence required for WCCCA seeking clarification regarding membership and situation whereby MASC does not have a ‘A-class’ member as part of the elected council.

Resolution 24. 19/09/17	Council resolve to nominate the following delegates for the WCCCA NSRT.  Nominee for MASC Trust Director position: Brendan Brown - Wheeler Proxy: Polly Smith.
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra  Motion Carried

OMAC request for regular meetings. Consideration required for formal and informal engagements. Informal engagements need to take advantage of being in the same location – open door policy. Formal meetings agreed for monthly engagements either at OMAC office or in the council chambers.

Horses – consent required for land to yard animals. Advocacy for animal husbandry program required to support better animal management. Land owners support actions to improve public safety, care and protection of animals.

Geese – concern regarding hunting practices. Support advocated for seasonal activities and illicit nature of ventures.

Date for forum to change – mid to late November mooted as alternative. Legal advised for change of date.

2:55	Councillor Report
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MASC reports tabled.

Item	Issue
1	Exceptions reporting
2	Mapoon Cemetery – WCCA project status

14:56	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.

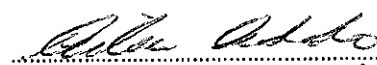
Resolution 25. 19/09/17	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

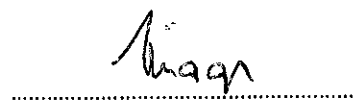
14:58	Next Council Meeting
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Date for the next meeting will be shifted from third Tuesday of month to Tuesday, 31st October 2017 – LGAQ state conference 16-18/10/17 and CEO interviews 23- 24/10/17.

13:00	Meeting Closed
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Mayor declared the meeting closed.

  
Aileen Addo < Mayor

  
Chief Executive Officer