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# **MINUTES**

**Ordinary Council Meeting**

**Monday, 17 February 2020**

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE MASC COUNCIL CHAMBERS  
ON MONDAY, 17 FEBRUARY 2020 AT 9 AM**

**PRESENT:** Cr Aileen Addo (Mayor), Cr Brendan Brown, Cr Margaret Mara, Cr Pauline Smith  
**IN ATTENDANCE:** Naseem Chetty (Chief Executive Officer), Royleen Wolski (Minute Taker)

**1 OPEN MEETING**

The meeting was opened at 9.18am

Mayor Addo requested a minutes silence.

The Mayor thanked the Councillors and asked if there were any Conflicts of Interest to declare  
There were no conflicts to declare.

**2 APOLOGIES**

Deputy Mayor Guivarra

Mayor Addo provided certain information.

**3 CONFIRMATION OF MINUTES**

**3.1 MINUTES OF THE COUNCIL HELD ON 21 JANUARY 2020**

**RESOLUTION C019/20**

Moved: Cr Brendan Brown

Seconded: Cr Pauline Smith

1. That the Minutes of the Council held on 21 January 2020 be received and the recommendations therein be adopted.

**CARRIED AT 9.28AM**

**4 MATTERS ARISING FROM THE MINUTES**

Cllr Smith asked could everyone look at Page 10, she asked for the correction of a detail in relation to a statement that she had made but which had not been recorded as she intended. That correction was made.

Cllr Smith asked about the Duyfken plaques, and information was provided about the ongoing enquiries.

Discussion was had in relation to ongoing correspondence in relation to the housing. CEO stated that officially Council has not heard anything from the Department yet.

Mayor Addo asked whether raincoats had been issued as there might be some bad weather coming, she stated that there might be a deepening low in the Gulf and the model shows it will drift south but we need to be prepared.

CEO stated PPE had been addressed.

Mayor Addo enquired when Tom Smith returns, CEO stated that he arrives today and starts work tomorrow.

Mayor Addo asked whether there was any other business arising.

Councillors responded No.

## **5 CONFIDENTIAL REPORTS**

Nil

## **6 MAYOR AND COUNCILLOR REPORTS**

### **Mayor's Report**

I attended the Council Meeting on the 21 Jan 2020.

Then I had a meeting with Edwina, she came in and talked about some concerns with the HAAC Service.

CEO: Through the Chair, Wilma and I had a visit with Elsa it was mostly re staff issues and we have resolved the issues, there were no major concerns, there were only minor things.

Mayor Addo: She rang me up last week to say they had no HAAC Services, was that to do with staffing issues?

CEO: Yes, staffing.

Mayor Addo: Maybe if there are no staff, Wilma could ring the clients up and let them know so they are not sitting around waiting.

DATSIP meeting, talked about our Community safety Plan so we have to put up a proposal and in that Plan they asked about the Carriage Limit, and we said we were happy with the carriage limit. It we put that proposal in we can get additional funding Debbie was here from the Liquor Licensing and talking about the Aurukun issue and families that came here were discussed. I believe that person had moved on to Cairns. Confidential discussion was had.

CEO Through the Chair there was a discussion at the TICA Meeting and some man's view was that if a community's residence do not want to live there they should be welcomed in the community that they want to live in but that raises the issues of shortage of housing in community and other social issues.

Mayor That is fair enough, but if you go into another community you have to be respectful

Cllr Mara agreed

General discussion re associated problems and how to move forward. Discussion about whether the sentiment is the same in Mapoon. Discussion re problems and community perceptions.

Debbie also explained re alcohol, and I advised her that the community is happy with the carriage limit. Discussion re carriage limits. Discussion about whether you are in the DOGIT but that it was the destination. Council agreed that they are happy with the current carriage limits.



Discussion re addresses that are being used, eg Napranum people using Weipa addresses etc. Discussion re solutions. Mayor Addo stated that the police were aware of it. Discussion re a person causing issues.

Confidential discussion was had. CEO stated that she would send Antoni an email.

Then I had the Apunipima meeting. That new building is just waiting for TO's to sign off on it.

The clinic is too small.

We went into Napranum and had a meeting with HAAC, they have the same sort of issues as here

Then a disaster meeting on the 11<sup>th</sup>

We had the dept of Environment & Science, Naseem will talk more about that. Discussion re swamps and asked them if they could help with funding for plants to stop the erosion. They are going to go back and see what they can do

My Pathways, Paul Simmons just popped in. he asked how the program was going and I said I don't think it is going any good. Participants are saying they are just sitting there.

General information was provided. I spoke to him about it, they do a good job with the two cemeteries, but Council had to find money for Parks and gardens so Council had to find money for that. It is something MyPathways could have been doing. He was a bit shocked.

I also attended the LGAQ meeting.

Councillor Mara and I went to the Justice group.

Discussion was had re the Justice group and the fact that it is governed by an Act.

Cllr Mara: If you are not certified you should not be doing certain things. If you are not certified you are not covered.

Discussion was entered in to re Court information and being approved by the Director General. Cllr Mara: People Nominate you and you have to go through a police check and then the Director General signs and then you become a registered member.

Cllr Mara explained what she believed was happening re the Mapoon Justice Group. Discussion was had about the Justice Group being given background information but do not need to know what the charges are.

Mayor Addo: I also attended an Exercise for the Disaster Meeting.

10.10am Cllr Wheeler departed the Meeting

10.11am Cllr Wheeler returned to the Meeting

Discussion continued re Justice group registration etc and confidentiality of Court Lists etc.

Cllr Mara stated Justice Group members do not need to know confidential items.

Cllr Mara stated she filled out an application four years ago but nothing had happened.

Discussion was had about a person who had stepped back. General discussion re Justice group was entered into.

Mayor Addo: Re the PLO position, they advertised the second time. When they advertised the first time no one suitable. When they advertised the second time no one from Mapoon applied.

One late application was discussed. Information was provided that there are two applicants but not from Mapoon, both female and Indigenous. Antoni stated that if we do not take one of them we will lose the funding.

Mayor Addo stated she would like the Justice Group to be involved in the selection process, but stated if Council do not support an appointment Mapoon will lose the funding. If the original appointment does not work out, after a while we can go back and look at the process again.

CEO: The appointment would be for 6 months only at the start, so that the appointee can to get used to the community. It has taken a long time to secure the funds.

Cllr Mara: How could we house them?

CEO There are a few people who might want a house let, eg an Air B n B style arrangement.

Other than that we can put them into the contractor's camp until the council housing is built

There was a Discussion re ways to achieve suitable housing arrangements.

CEO: They will be well paid and can contribute towards their rent.

Mayor Addo: It may work out well if they do not have those family ties. I say, put it through the Justice Group and see if they are happy with it. There may be some rumblings, but there was no local application when the second round happened. That concludes my Report.

10.19am

### **Cllr Wheeler's Report**

Cllr Wheeler: I attended the last council meeting.

Discussion was entered into re Housing Funding allocation.

Mayor Addo: June discussed that we should split the money evenly.

CEO: What we suggested was if that we split 40 million evenly and the remainder by population. When it was finalized, We were allocated \$2.3million. If they did it population wise we would only get \$300,000

Discussion re the funding, State Funding and Federal Funding.

CEO: The \$40 million is signed off on, the \$60 million by population. We did not have the vote, that is the risk of all the money going into one bucket. Torres and Palm were quite vocal. What we successfully did, I said if you only give us \$300,000 I stated I would go to the Australian Newspaper. Napranum only got \$3.7million.

Mayor Addo: We are going to build another 10,11 perhaps 12 houses.

CEO: Tom has said that if we do a couple of duplexes we may be able to stretch it to 13.

Mayor Addo: Is Tom looking at Duplexes, that won't breed social problems?

CEO: An example would be Mum and Dad in one duplex and perhaps daughter and family in the other side, rather than way away.

Discussion re back to back duplexes not side to side.

Council agreed that sounds better.

Mayor Addo: We have those other blocks up near Cameron



Cllr Wheeler: There are two blocks.

General discussion re an expression of interest, and whether a block was surveyed.

Mayor Addo stated Yes, and it is registered.

Discussion re straight or circular housing placement.

Cllr Wheeler: That is my Report.

Break for morning Tea 10.27am

Meeting reopened at 10.52am

### **Cllr Smith's Report**

I attended last month's Council Meeting.

I also attended the Mapoon Australia Day Events, and

The Ely Cultural Heritage Meeting

Discussion re a building and whether an application had been received, but it had not.

Confidential Information was provided by the CEO

Can the CEO approach OMAC and ask if there is a building application with OMAC as there is no Development Approval from Council?

### **Cllr Mara's Report**

Cllr Mara: I attended the Council Meeting. I also attended the Justice Group Meeting and the Alcohol Management Meeting in Weipa.

11.03am

**7 OPERATIONAL REPORTS****7.1 CHIEF EXECUTIVE OFFICER OPERATIONAL REPORT - FEBRUARY****PURPOSE OF REPORT**

To provide council an update of activities of the CEO for the month of February.

It was a busy month. We facilitated the training for "So You want to be a Councillor" on 6 Feb

I am not the Returning Officer, for the Election, I have made that very clear.

They have someone else to do that. We will have Royleen handle the nominations when they come in so they can be sent away. We have asked the Electoral Commission to get other staff.

I have had a meeting with DATSIP to discuss the prices of Social Housing.

I have also had a meeting with Rio Tinto to discuss funding for Ranger base.

Cllr Wheeler: Is that going to block the whole area off?

The CEO described where the fences will be.

Mayor Addo: When we put the building up, the whole area will be fenced and they will have to go round.

The CEO described where each building would go, and stated that Rio Tinto asked last year whether there could be that they could have some offices when they work with Rangers

Cllr Smith: Through the Chair, there is a need for Rio to fulfil their agreement with the Ely Trust.

The CEO stated there is nothing in the agreement, there may have been discussion but there is nothing in the agreement. That is why they give the funding to WACCA and The Ely Trust.

CEO: Rio has started a direct funding stream \$250,000 per year to encourage projects like ours. I have discussed this with Charles.

Cllr Smith: They were supposed to do that work down at Cloughs landing

CEO: Mokwiri brought that up about 18 months ago.

Cllr Smith: William actually brought that up, I am going to look. While you are on that topic can we get date from them.?

CEO: Yes. I also had a meeting with the Dept of Housing which Councillor Brown and I attended and I learnt the power of numbers. I also had a meeting with the CEO of MyPathways, he was impressed with the Café and they want to work with Council. They have also discussed a two bedroom house project. That could be a transition house to be used by Council

There was discussion re the contract in June and whether that would impact on the two bedroom house.

Mayor Addo: Are they going to come and talk to Council about the contract before they award the contract?

Cllr Mara: Do they have people employed to run the projects? I have seen one person going there each day.

There was discussion re the recycled furniture project

Mayor Addo: Council should have some input into these things.



Cllr Smith: Through the Chair should I declare my Interest? I think I should.

Cllr Smith left the meeting at 11.13am

Discussion was had re Council having to employ four people to do Parks & Gardens.

Cllr Wheeler: My Pathways were doing it, but they wanted Council to pay for it.

Mayor Addo: In some places Council does contract My Pathways to do works like Parks & Gardens and Council pays for it.

CEO: That is not a meaningful way to employ people, I would rather we employ people and they have an actual job.

Discussion was had re the contract being three years long. Discussion continued re partnering with MyPathways, and tenders and partnership.

Discussion re Federal Government requirements re partnerships and which organizations were eligible. Confidential discussions were had. Discussion re Mining Training, and the need for Health Training being needed. Business training needed for a cleaning businesses, lawn mowing business etc. Discussion re the need for other businesses eg for a nursery.

Discussion re plants being stolen from Council Gardens/

11.20am Cllr Wheeler left the Meeting.

11.21am Cllr Wheeler Returned to the Meeting

11.22am Cllr Smith was invited to return to the meeting.

Discussion re the chilli tree being stolen.

CEO: I have spoken to Weipa Police re the PLO position . I have been having meetings with all of Council's employees re what their aspirations are. Last year I did the same, it is quite interesting some of the things that come up with staff which can assist our operations.

I also had a meeting with The Department of Environment & Science, told them where our landfill is and showed them the designs. It is good that they came out and gave us info on how we can build things

Mayor Addo: We have until April until those tests done.

Mayor Addo: Can we get some Information re machinery being auctioned at Lloyd's

CEO: We will do that. Re DATSIP, we had a meeting with Donald who has replaced Donna who does our TWG meeting. They need to do the allocations re housing.

I attended the Executive Management Meeting, and the Management Meeting.

I have spoken to the Manager of PCYC re funding for a community engagement person. We want a one pronged approach when we are working with Sports and Rec.

Once we write the Business case I will be bringing it to Council so you can let me know what is Council's approach Council can guide me as to what will work and what will not. That concludes my Operational Report

<b>MOTION</b>
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Moved: Cr Margaret Mara  
Seconded: Cr Brendan Brown 11.28  
That council receive and take note of this report

## 7.2 MULTI-PURPOSE/CULTURAL CENTRE DESIGNS

### PURPOSE OF REPORT

To provide council with draft design for Mapoon Multi-Purpose/Cultural Centre.

The CEO provided copies of the drawings of the Cultural centre.

CEO: If you have any feedback it can be changed without any issues.

There was discussion about entrances, where sales for art work would happen etc.

There was a query re the safe keeping place.

Mayor Addo: Where is the front door?

Discussion re staffing in reception, café, and whether the café can be leased out to someone from community who may want to run it as a business.

The CEO indicated each room and where entrances were.

CEO: This is written in water, this is so you can decide if you are happy with the layout.

There was an in depth discussion re locations and usages, and where people could be employed, or run a business.

CEO: This Council is about getting community people running their businesses.

Discussion re location and size of toilets

Cllr Smith: I am happy with that

Mayor Addo: We had to do away with the sail as a result of the cost.

### RESOLUTION C020/20

Moved: Cr Brendan Brown

Seconded: Cr Pauline Smith

That Council:

1. Receive and provide feedback on design presented.
2. Council approved the external profile of the building.

**CARRIED 11.48AM**

### 7.3 RESTRICTED ACCESS FOR UNMARKED GRAVES AND BURIAL MOUNDS - CULLEN POINT ROAD

#### PURPOSE OF REPORT

To seek councils, advice on installation of restricted access for unmarked graves and burial mounds on Cullen Point Road.

The CEO provided information about this report and access to fenced an unfenced graves.

CEO: I want to know whether Council is happy with this.

Questions were raised about whether these are unmarked graves.

Cllr Smith: Where are we looking?

Pages 44 to 48, 53,54

Discussion was entered in to re who was buried and where.

Mayor Addo: They have already been fenced.

CEO: Some are fenced and some are not.

If you look at page 54 it shows where they are and which are fenced and which are not.

Mayor: Can we get our Rangers to go and clean around them.

CEO: Yes.

Mayor Addo: Most of those graves were fenced but horses could have knocked them down.

The Mayor pointed out a grave which was over grown.

Mayor Addo: Rangers have to go every year and look after them. We discussed that some time ago at a Trustee Meeting.

Cllr Smith: Through the chair, is this where we are talking about the upkeep of graves?

Discussion re various graves and their upkeep.

Mayor Addo: It should not get to that stage, we should keep an eye on it.

CEO: This is new to me but we have a Cultural Heritage Officer and I will be looking into this, If Council is happy with this.

General response: Yes

#### RESOLUTION C021/20

Moved: Cr Margaret Mara

Seconded: Cr Pauline Smith

That Council receive report and provide advice.

**CARRIED 11.56 AM**

11.56am Cllr Wheeler left the Meeting.

11.57 Councillor Wheeler returned to the meeting



## 7.4 AWARDED CONTRACTORS IN ABILITY TO COMPLETE NDRRA PROJECT

### PURPOSE OF REPORT

To provide council an update and request approval to award contract to LDI for the NDRRA Project.

The CEO provided information to Council re NDRAA and information provided re NQCEC.

CEO: We are able to take the second tender We need to have it be done by June so as not to lose funding.

Mayor Addo: Can we put in about signs, I saw this morning we need some new give ways signs

CEO: We can do that.

### RESOLUTION C022/20

Moved: Cr Margaret Mara

Seconded: Cr Pauline Smith

That Due to the cancellation of the Contract awarded to NQCEC for the delivery of NDRRA and DRFA, advice from QRA is that as Council had abided by its procurement policy

1. Satisfy itself that the process documented by this tender assessment complies with their procurement policy.
2. Award **Contract MASC.0001-2020.1819 E.REC** to LDI Constructions Civil Pty Ltd for a tender amount of \$1,501,371.00 at the rates in the Schedule of Rates under Local Buy Panel No. BUS 270;
3. Apply a contingency of \$250,000 to the project to address the risks listed previously in this report;
4. Issue a letter of award to LDI Constructions Civil Pty Ltd by 21-February-2020 to ensure that the PC Dates do not change; and
5. •Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with entering into contracts under this arrangement Contract be awarded to LDI for the delivery of the works.

**CARRIED AT 11.59AM**

12 Midday Cllr Smith left the Meeting.

12.01pm Cllr Smith Returned to the meeting.

12.01pm Elzebie Groenwald, Executive Finance Manager joined the Meeting.

## 7.5 EXECUTIVE FINANCE MANAGER JANUARY 2020 REPORT

### PURPOSE OF REPORT

Present to the council a report outlining program performance and operational actions for the previous month. This report contains listed activities and points for decisions in the council meeting

Elzebie provided information after hours fuel over \$60,000 at July

She provided figures for Profit & loss and stated it was higher than budget due to timing.

She advised that the Store had a loss due to the ALPA invoice coming in late. She provided those Figures as per report attachment, and provided information re Geeral n Expenses and cost of goods sold....25% below budget due to timing of capital Grant Works

Untied funds \$4.7 million and this has increased \$1 million

Mayor Addo: Are there outstanding bills?

Elzebie: There are always ongoing bills.

The figures for my report can be found on Page 313

Mayor Addo: Good Work.

By Department Accommodation showed a profitof \$126,000

Is this monthly?

Elzebie: it is year to date.

Admin & Corp Services showed a Loss.

The Store also showed a Loss.

Parks & Gardens shows a loss because it is not funded

Aged care services showed a profit.

Mayor Addo: Why have we got a profit from Aged Care?

CEO: Centrelink funds which may be asked to be returned.

Elzebie: This money has been quarantined

Works Housing Contracts showed a profit as indicated in the Attachment.

Works maintenance and Works other also showed profits.

The Workshop showed a Loss but the overall result is a nett profit.

We are way above budget

Mayor Addo: Is the BAS up to date?

Elzebie: Kath in Finance is working on it and it is much better than it was.

There was Discussion re savings \$3 million dollars in 3 years.

Mayor Addo: There used to be a lot of wastage but our CEO has cur that down.

Cllr Wheeler: Are we including our assets in this?

Elzebie: No this is money in the bank.

Mayor Addo: As long as we keep to budget, and we are able to pay for Parks and Gardens staff, that is 4 people we are keeping in a job.

There was a general discussion re the solar installations.

Elzebie: Are there any Questions?

Mayor Addo: You are doing a good job. Please pass that on to the team.

Elzebie: Thank you very much.

#### **RESOLUTION C023/20**

Moved: Cr Brendan Brown

Seconded: Cr Margaret Mara

That Council endorse the financial reports for the financial period January 2020.

**CARRIED AT 12.11PM**



There was general discussion about Council having at least 30 new people employed in Mapoon, only 8 from outside. Council has bought new vehicles and equipment, and are funding positions in Parks and Gardens.

CEO: Council must applaud themselves.

Break for lunch 12.13pm

Meeting reconvened 12.47pm

## **7.6 MAPOON ENVIRONMENTAL SERVICES CENTRE**

### **PURPOSE OF REPORT**

To seek allocation of funding from Council to commence development of Mapoon Environmental Services Centre.

CEO: As you heard in the Finance Report, Council has \$4.7 million in untied funds and I am requesting Council allocate \$500,000 for the Environmental Services Centre.

Discussion ensued.

The CEO outlined what would be included, rehab tank for injured marine animals, helipad, office toilets kitchen, vehicle wash bay as part of weed management.

Mayor Addo left meeting at 12.49am

Cllr Mara Can we wait for the mayor to come back in?

CEO: Certainly.

Cllr Smith: Is that from untied funds?

CEO: Yes it would be from untied funds.

Cllr Mara: And where would this Environmental Services centre go?

The CEO indicated the area at the rear of the current Council Admin area.

Mayor returned at 12.50pm

There was general discussion re increases in untied funds and what it had improved from.

CEO This would mean that the Ranger Base belongs to Council

Mayor Addo: There are a few groups who are interested in the Ranger Base. If we give that half a million we still have \$4.2 million in untied funds. Government will look at that and see that we are contributing. That is a good thing.

Cllr Smith: With those projects are we doing it right now, eg the porpoise exercise.

CEO: Yes and if there is a stray animal on the beach, last time it was a turtle. Right now, with our current resources, we are putting animals such as this in a trailer, if the turtle dies that is not good. This Environmental Services Centre would mean we have an actual place for injured or sick animals to be rehabilitated.

Mayor Addo: Also we have a vet in Weipa. But if we have a proper tank here it is better. That building will be purpose built for Environmental Services.

The CEO provided other information on proposed future aims, and the need to capture data as well.

Cllr Smith: They should have that data they used to do that. This is why I am questioning this. They used to do this, if they saw porcupine etc they would record data. If we allocate this money, will they go back to do doing that?

CEO: We are still doing recording data, but that data is useless unless we are using it, and doing safe release of these animals.

Cllr Smith: Data is very important.

CEO: Yes

Mayor Addo: But we need to use that data.

CEO: Currently we have got that data but we are not doing anything with it. We want to actually put it to use.

There was discussion re what is currently done re animals and water quality. The CEO advised that the Ranger base knows how much rain we get.

Cllr Smith: Madam Mayor I support it but I want more information about what they do.

Cllr Smith: It is not in my portfolio, I know Rangers help out with Parks & Gardens

CEO: No, they do not help out with Parks and Gardens. They are two separate programs. Rangers do Ranger's work and Parks and Gardens are separate. It is exactly the same as Rangers do not work in Childcare, each department does their own work separately.

The Mayor provided information that stated that there seems to be misinformation out there. Mayor Addo: These are young Rangers we need to nurture them, we need to support them. There was discussion re misconceptions that are occurring in community, and that anyone who has problems need to see CEO to clarify and that other people who are not to do with Council should keep themselves out of Council business.

Cllr Wheeler: It is common sense that in business, that companies should be talking with Naseem.

Cllr Smith stated that if there is a problem such as what was being discussed in Community it is not her who is involved. Councillor Smith stated that she supports Ranger Program.

CEO: Moving on, going through the process of what Rangers have done this month.

The report states that they have removed 38 bags of Kalcroft. It is a spiky invasive weed on the beach, with a yellow flower and a burr, they pull it out as it is better than poisoning it.

They also removed Mossman weed and khaki weed at Cullen Point, and conducted a Cullen Point clean up.

They have worked with Biosecurity re Fruit fly, and work with Rio on a fee for service basis.

They have set feral cat traps.

The CEO provided information re Rangers detecting animal paw prints like a large dog.....additional confidential discussion re the swamp and cameras.

CEO: We don't want to speculate. Cameras have been set. In addition to their week day activities, Rangers do two patrols every second week end.

Cllr Wheeler: We really need a wash bay for weed spray



CEO: Yes, and The Rangers have also been collecting marine debris and working on visitor signage. They also assisted with Australia Day in Mapoon.

The Parks & gardens staff, they are separate but also worked on Australia Day, at a funeral, and on yard maintenance, Aged Care slashing spraying etc.

Mapoon is growing very big. We need to move forward. I would appreciate it if you can approve this request for funding. I guarantee that I will be trying for other funding but this shows the other Departments that we do not just depend on them for money, and that we are taking care of our own environment, not just relying on Rio. That inspires me that we take care of country.

Cllr Wheeler: This program should be run from Rangers

Mayor Addo: We will probably have to put vegetation in to protect the beach.

Discussion re the purple vine for protecting back beach etc.

Cllr Smith: That is good and I support it.

#### **RESOLUTION C024/20**

Moved: Cr Pauline Smith

Seconded: Cr Brendan Brown

That Council approve the allocation of \$500,000 from the untied funds towards the development of a purpose-built Mapoon Environmental Centre for development of the ranger Base.

**CARRIED AT 1.12PM**

Cllr Wheeler left meeting at 1.13pm

Returned 1.14pm

## **7.7 MONTHLY REPORT FROM AECOM**

### **PURPOSE OF REPORT**

Present to the council a report program performance and operational actions for the previous month. This report contains listed activities and points for decisions in the council meeting.

#### **RESOLUTION C025/20**

Moved: Cr Margaret Mara

Seconded: Cr Pauline Smith

Council receive and take note of this report.

**AT 1.15PM CARRIED**

## 7.8 MONTHLY REPORT FOR JANUARY WORKS MANAGER

### PURPOSE OF REPORT

Present to the council a report program performance and operational actions for the previous month. This report contains listed activities and points for decisions in the council meeting.

The CEO Summarized the report. In relation to the Aged Care Buildings, some body misplaced our roof flashings and there has been a delay because of that.

Re the Church, we have had two site visits, I checked with the designers re the baptismal and there is no issue there will be a baptismal.

There was a meeting with the draftsman re Cultural Centre.

Mayor Addo: Did we find out about that door whether it swings out?

CEO: I have sent an email but have had no answer yet.

Re Cullen Point Boat ramp...designers working on that. We need to have a groyne for it to be efficient. Otherwise boats go side ways due to the current.

Mayor Addo: There will be a couple of dolphins also.

CEO: Any questions about Tom Smith's Report?

Cllr Wheeler: can we sent the photos ?

CEO: Yes.

Cllr Wheeler: The Aged Care Building, will the accommodation be furnished?

CEO: Yes, fully furnished.

Mayor Addo: Traditional Owners have contributed to funding the Church and the Aged Care Accommodation.

Discussion re Social Housing information.

CEO: We want Housing to tell us who are going to be the tenants and then we are going to discuss with the tenant what they want. We are not building any 4 bedroom houses, only 3 and 2 bedroom, as that is where the need is.

There was discussion re floor style, roof style

Mayor Addo: Duplexes as we discussed, that are family groups are better that grouping others.

CEO: We are applying for more funding re Visitor Accommodation 4 more bedroom units.

Solar Lights are going in now. NDRRA is progressing. Tree lopping is completed all bar one big tree.

There was discussion re tree lopping.

CEO: There are 29 Drive ways and carports to do, BAS jobs are going well, and are down to 130 which is very manageable. I am confident we will finish all BAS jobs and invoice BAS by June

Mayor Addo: We are still getting complaints to Council but I have been telling them to ring BAS and they will follow up, as it is their responsibility not Council's.

There was discussion re old behaviours.

Cllr Smith: We can see what is happening and that is all good.



There was discussion about Council needing people with skills

**RESOLUTION C026/20**

Moved: Cr Margaret Mara

Seconded: Cr Pauline Smith

That council receive and take note of this report.

**CARRIED AT 1.18PM**

**7.9 LAND AND SEA REPORT****PURPOSE OF REPORT**

To present to the Council a report of Program Performance and Operational actions for the previous month. This report contains listed activities points for decisions in the Council meeting

CEO: We have covered what the Land and Sea Program have achieved in the Environmental Services Funding discussion. It is stated in this report.

**RESOLUTION C027/20**

Moved: Cr Margaret Mara

Seconded: Cr Pauline Smith

That this report be tabled and accepted as read.

**CARRIED AT 1.19PM**

**7.10 ADMINISTRATION REPORT****PURPOSE OF REPORT**

Give update of monthly operations for the Administration Team

Still working on Grants Management, Dawn has worked closely with Australia Day Grants Management We had over 160 people attend the event. Dawn has also been working with others re the Fishing Competition and this is progressing well.

**RESOLUTION C028/20**

Moved: Cr Pauline Smith

Seconded: Cr Margaret Mara

That this report be tabled and accepted as read

**CARRIED 1.20PM**

**7.11 FLEET AND WORKSHOP REPORT JANUARY 2020**

To present to Council a report of the program performance and operational actions for the previous month. This report contains listed activities and points for decisions in the Council Meeting.

The CEO delivered the Report

Mayor Addo: We need staff to take care of the cars.

Discussion re malicious rock damage to a car on the morning of the meeting.

CEO: It happened at about Three am this morning.

There was discussion re the details available about the event.

The CEO provided information re vehicle mileages having to be entered daily, and information re private usage of Council vehicles being cracked down on.

Mayor Addo: Yes and the wastage of fuel.

CEO: I am also focused on wastage of hours driving, the practice of driving between Weipa and Mapoon has been cut back. I am focusing on vehicles at the moment.

Two new vehicles have arrived and two more are coming.

There was discussion re mileage being allocated to specific Departments such as Housing if they are using it.

The Mayor reminded the everyone about Lloyd's Auction.

CEO: There have been no major issues with vehicles. The Workshop is still sourcing a quote for a purpose built dog wash.

Cllr Smith: Who is doing that?

CEO: The Workshop Manager, Mark & Pangi. Are there any further questions?

Cllr Smith: Is he putting in report about costings etc?

CEO: No we have not caught up with all of it. Once we catch up with that we will look into it.

Cllr Smith: Are they doing repairs on local's vehicles?

CEO: Yes they talk to me, the workshop manager looks at it and quotes, they pay for the job and then we do it. We do not do half payment jobs as they sit in the workshop too long.

Cllr Smith: That is good.

**RESOLUTION C029/20**

Moved: Cr Brendan Brown

Seconded: Cr Pauline Smith

That this report be tabled as read.

**CARRIED AT 1.41PM**



**7.12 PLAYGROUP****PURPOSE OF REPORT**

To give an update to Council on the progress of the Playgroup Program.

The CEO summarized the report, and advised that there was a new staff member who has a Certificate III who has commenced work. There have been no significant issues.

Are there any Questions?

There was no response.

**RESOLUTION C030/20**

Moved: Cr Margaret Mara

Seconded: Cr Brendan Brown

That this report be tabled and accepted as read

**CARRIED AT 1.42PM**

**7.13 VEHICLE USAGE POLICY****PURPOSE OF REPORT**

This policy which has previously been approved requires review.

- Vehicle Usage Policy

The CEO advised it was a standard Vehicle, the only thing we have changed is the issue of carrying guns.

Mayor Addo: Who does that refer to?

Cllr Wheeler: What have we changed about that?

Mayor discussed the need for signing a gun out, signing for bullets and then signing in.

Mayor Addo: When Lee is not here, who does it?

CEO: I do. The only two people on the corporate licence and Lee and I.

There was a discussion re the legal requirements of firearms use, and a request for clarification about whether it is ever for personal use.

The CEO confirmed it is only for work purposes.

Cllr Wheeler: Can we see about other Rangers getting a licence?

Mayor Addo: This is the Corporate Licence there are only two people on the corporate licence.

The CEO explained the contingency.

CEO: I could not see the need for most of our Rangers to have gun licence at Council's cost.

Mayor Addo: It is all about risk management and minimising the risk that is why we have only two people on the Corporate Licence.

CEO: The more people we have the more risk we take.

The CEO further explained the contingency.

CEO: Any further questions?

No further questions were raised.

**RESOLUTION C031/20**

Moved: Cr Pauline Smith

Seconded: Cr Brendan Brown

That Council resolve to endorse the above Policy for 2020.

**CARRIED 1.50PM**



**7.14 HR/ PAYROLL REPORT****PURPOSE OF REPORT**

To advise Council on the operations of the HR/Payroll Department

The CEO delivered the report.

CEO: Because it is wet we are doing re-induction and performance review documentation. I have spoken to the Rangers about work to be done in the wet.

Mayor Addo: Can you explain to the Rangers about the Appraisal. They don't understand and are waiting for Lee.

CEO: I have already done that.

Mayor Addo: It is about improvement but they may not understand.

CEO: The appraisal is about scoring themselves. I will have another talk to them. Sarah is the supervisor in the meanwhile.

There are Three new employees, a WH & S trainee and two cleaners.

We have done the Ranger Coordinator interview, and have appointed a playgroup position.

Mayor: Did we advertise them at the store?

CEO: Yes.

Mayor Addo: What about the Ranger positions?

CEO: Yes, we always put them at the Store.

CEO provided information re a Community Services Support Officer and a carpenter position.

Currently our employment statistics are that Council has 80% Indigenous and 20% non-indigenous staff , a total of 67 people.

There has been a decrease of absenteeism by 87 odd hours.

In relation to WH & S, Two employees had verbal disagreement, the bob cat slid in a drain, and truck got bogged, but there were no injuries. There has been a report of abusive & threatening manner which resulted in one suspended employee, this incident is under investigation.

I have spoken to the team members involved, they are all talking about wanting to leave. So left me with no choice but to suspend the staff member.

Are there any Questions?

Mayor Addo: Are we getting our pay on time now?

CEO: Yes.

Cllr Wheeler: I am not so sure about that.

Mayor discussed the fact that people have deductions that are important and that if pays are late the deductions do not go through.

CEO: Cllr Brown, if we put Travelling Allowance into your account, it goes in on time but it sits in QCCU because it is an old bank account. You need to address that.

Mayor Addo: You have had some other issues with your account.

A Councillor said she did not get paid until Friday.

CEO: The pays went in on the correct day, it is important that you go to QCCU and update your account details. Those old account numbers are causing problems.

CEO: Pays go in on Wed afternoon, after that it is up to the bank.

Cllr Wheeler left the room 2pm

Cllr Wheeler Returned 2.01pm

Discussion re manual pays in the old system and automatic.

Mayor Addo: If you get the pays in on a certain time it gets that pay run, but if it is put in later, you miss that pay run.

Cllr Smith If it goes into the banks after 2pm you will missed in their payment run.

CEO: Sometimes at 10 minutes to 2o'clock, Carolyn is still chasing timesheets. If it is someone from Housing their pay has to be divided into 8 to 10 jobs. Late timesheets are a big problem, and they hold the pay run back.

Mayor Addo: Can we get someone to help Carolyn

CEO: We have Kathy helping Carolyn, and now we have Shontae helping with the timesheets

With Travel Allowance I do not understand why that is late.

Mayor Addo: So it is the building crew holding the pays up

CEO No, the ones that are in early run in the first run. If they do not get their timesheets in on time they go in the second run.

Elzebie Groenwald was recalled to the meeting and explained the difference between the old QCCU and the new QCCU accounts and their impact on payment time.

Elzebie: If you have a new account it goes straight in within 10 minutes. Some people who have new accounts have not informed payroll of the new account number. We have a form that you just have to fill in. CBA and other banks still go to a clearing house, and that takes a little longer. We cannot control what happened once the funds go to the bank.

Mayor Addo: Thanks for that, that cleared it up.

Elzebie: When they give their timesheets late, they are late getting paid, and after a late pay they get angry with payroll staff, when it is the late timesheet that caused the problem. I have had staff come in swearing at administration staff, and they have not even given a time sheet in.

**RESOLUTION C032/20**

Moved: Cr Brendan Brown

Seconded: Cr Pauline Smith

That this report be tabled and accepted as read

**CARRIED AT 2.01PM**



**7.15 CORRESPONDENCE TO ELY TRUST - FUNDING APPLICATIONS****PURPOSE OF REPORT**

Outgoing Correspondence

As per Councillor's request we sent a letter to the ELY Trust, applied for the funding but had not received a response.

**RESOLUTION C033/20**

Moved: Cr Margaret Mara

Seconded: Cr Pauline Smith

That council receives and take note of this report.

**CARRIED 2.11PM**

**8 ANY OTHER BUSINESS**

Nil

**9 CORRESPONDENCE IN**

Nil

**10 CORRESPONDENCE OUT**

Nil

**11 NEXT MEETING DATE**

Proposed date for next meeting: 17 March 2020

**12 CLOSE MEETING**

The Meeting closed at 2.12pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 March 2020.



**CHAIRPERSON**

