



AGENDA

Ordinary Council Meeting

Late Reports

Tuesday, 20 September 2022

Date: Tuesday, 20 September 2022

Time: 9.00am

Location: Mapoon Aboriginal Shire Council Chambers

**Tom Smith
Chief Executive Officer**

Order Of Business

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7 OPERATIONAL REPORTS**7.1 POLICY FOR ADOPTION**

Author: Elzebie Groenewald, Executive Manager Financial Services

Authoriser: Tim Rose, Acting CEO

Attachments: 1. Councillor and Staff Travel Allowance Policy

PURPOSE OF REPORT

Council to review the Councillor and Staff Travel Allowance Policy with updates ATO Taxation Determination TD2022/10.

RECOMMENDATION

That Council adopts the Councillor and Staff Travel Allowance Policy.



MAPOON ABORIGINAL SHIRE COUNCIL

Councillor and Staff Travel Allowance Policy

Resolution Number xxx/22

This is an official copy of the **Councillor and Staff Travel Allowance Policy of Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws, and current Council Policies.

The Councillor and Staff Travel Allowance Policy is an Operational Policy.

Operational policies are prepared to guide employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the operations and guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	17/05/2016	4	Responsible Officer: Executive Finance Manager Policy Type: Operational Policy
2.0	15/12/2020	238/20	Responsible Officer: Executive Finance Manager Policy Type: Operational Policy Transferred to revised template and updated financials.
3.0	22/6/2022	C105/22	Responsible Officer: Executive Finance Manager Policy Type: Update to current ATO travel expenses
4.0			Responsible Officer: Executive Finance Manager Policy Type: Update to current ATO travel expenses
		Recommended Review Date	30 September 2023



MAPOON ABORIGINAL SHIRE COUNCIL

Councillor and Staff Travel Allowance Policy

Resolution Number xxx/22

Purpose

This Policy details how the Council will meet costs associated with Staff and Councillors travelling on behalf of Mapoon Aboriginal Shire Council for official work purposes. The policy refers to the Australian Taxation Office Determination - TD 2022/10 2022-2023 - *Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2022/2023 income year.*

Policy scope

This policy applies to Councillors and employees of Mapoon Aboriginal Shire Council who are required to attend official business or approved personnel development / training. This policy does not apply to Councillors or employees during periods of unapproved absence, personal business or on approved leave.

Definitions

Absence

An absence from the normal Council area on official business or approved training extending beyond the normal hours of employment. The period commences from the employee's departure from home and ends on the employee's return home unless the employee leaves from or returns to his/her normal place of work in which case the time of departing/returning to the normal place of work is considered.

Employee

Unless specified otherwise includes Council employees but not contractors.

Preferred Venue

A venue where the conference/event organisers (or the Council) have negotiated to supply, at competitive rates, accommodation or accommodation and meals for employees attending such conference/event.

Policy statement

A Councillor or employee of the Council travelling on official duty shall be paid an allowance to the extent outlined below subject to approval in each case by the Chief Executive Officer or delegate. Payments to the Chief Executive Officer shall be approved by the Mayor or Deputy Mayor (where delegation is applicable).



MAPOON ABORIGINAL SHIRE COUNCIL

Councillor and Staff Travel Allowance Policy

Resolution Number xxx/22

Proof of Expenses

Councillors and employees travelling on approved Council business will be entitled to claim expenses for meals and incidentals as approved by Council each financial year. The payment of allowances prescribed for actual and necessary expenses incurred (other than meals and incidentals) is subject to the provision of documentary evidence (tax invoice, receipt, itemised statement, certification etc.)2.

Prior Approval Required

An Official Travel Form is required to be filled out by the Councillor or employee and approved prior to travel. Approval to incur travel expenses will be by the Mayor in the case of the CEO, and the CEO or Executive Manager for subordinate staff.

Accommodation

Council will arrange suitable accommodation on a trip by trip basis depending on the duration, purpose for and destination of the travel.

Council will pay Councillors or staff an allowance of \$30.00 per night if they choose to stay with family in lieu of Council provided accommodation.

Council will pay an allowance of \$60.00 per night to staff required to camp out (swag) or stay elsewhere outdoors where Council cannot provide appropriate accommodation such as camper trailers.

Meals & Incidentals

Council will pay the following rates (food and drink) as determined by the Australian Taxation Office Determination TD2022/10 for all MASC approved business travel. The rates for common destinations are shown below. Where meals are provided as part of a training or conference package, the Councillor or employee is not entitled to claim for meal expenses.

Meal costs may be claimed where it is a requirement to camp within the Shire for business purposes.

Employees and Councillors Annual Salary \$133,450 and below.

	Brisbane	Cairns
Breakfast	\$29.90	\$29.90
Lunch	\$33.65	\$33.65
Dinner	\$57.30	\$57.30
Incidentals	\$21.30	\$21.30

Employees and Councillors Annual Salary \$133,451 to \$237,520

	Brisbane	Cairns
Breakfast	\$32.55	\$32.55
Lunch	\$46.00	\$46.00
Dinner	\$64.50	\$64.50
Incidentals	\$30.50	\$30.50



MAPOON ABORIGINAL SHIRE COUNCIL

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Payments

Employees or Councillors approved payments for travelling on official business will either:

- (a) Be paid the appropriate allowance via EFT prior to travel.
- (b) Be paid in cash in advance prior to travel.

Flights

All flights will be booked by the Office Manager through Flight Centre unless otherwise directed by the CEO.

Road Travel

Council will provide a Council vehicle, hire vehicle or Cab Charge Vouchers for Councillors or staff travelling away from the Shire to conduct official business as appropriate and in accordance with value for money principles. Councillors and employees will be reimbursed for fuel purchased for hire vehicles on presentation of the tax invoice.

Changes to Travel Arrangements

Except in emergency situations, Council will not be liable for any travel costs incurred by any employee or Councillor other than those approved prior to travel by the CEO or his delegate.

Changes to the approved itinerary and travel arrangements must be approved in advance of the changes. A Councillor or employee, while away on official business, choosing to change any bookings that Council may have made, including accommodation or travel, that have not previously been authorised by the CEO or delegate, will bear the cost of those changes except at the discretion of the CEO.

Mobile Phone Charges

Councillors or employees travelling on approved official business who operate their own mobile phone and who are required to make or receive mobile phone calls to conduct official Council business, will be reimbursed the cost of such calls upon application to the CEO or his delegate.

Reimbursement to Council

Councillors or staff that have been paid an allowance in advance to travel for official business and they fail to meet the requirement of their approved travel will be liable to fully reimburse Council for all allowances received.

Overseas Travel

Overseas travel is to be approved by the Chief Executive Officer or by Council in the case of travel by the CEO. Council will also pay for the following:

- Travel insurance
- Visa fees (including medical fees if required as part of a visa application)
- International exchange fees (cost of exchanging money)



MAPOON ABORIGINAL SHIRE COUNCIL

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If an officer is travelling to a country where a corporate credit card is not readily used, the officer may take cash in the appropriate currency with them, upon approval from the Chief Executive Officer. All receipts must be provided to Council upon return and the amounts reconciled. If the officer travels to a country where tipping is customary and not included on receipts, the officer must keep a note of these expenses and show that only reasonable costs were incurred. Any additional expenses will only be paid, with the approval of the Chief Executive Officer.

Inclusions and exclusions

- Nil.

Relevant Legislation

- Local Government Act 2009
- Local Government Regulation 2012
- ATO Determination TD 2022/10 2022-2023

Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

Related Policies and Procedures

- MASC Corporate Card Policy
- MASC Procurement Policy

7.2 HUMAN RESOURCES REPORT

Author: Danielle Turner, HR Consultatant, Preston Law

Authoriser: Tim Rose, Acting CEO

Attachments: Nil

PURPOSE OF REPORT

To present the Human Resources Consultants' Report for July 2022 to Council.

BACKGROUND

Danielle Turner, HR Consultant from Preston Law prepared the Report.

DISCUSSION

Employment Outlook

Current number of employees

Department	Number of Employees
Infrastructure and Works	16
Environmental Services	14
Community and Development	11
Finance	4
Executive/Corporate Services	9
Total	54

Resignations/Terminations

Department	Number of Employees
Infrastructure and Works	2
Environmental	0
Community and Development	1
Finance	0
CEO/Governance/HR	0
Total	3

Recruitment

Positions Advertised:

Position	Status
Aged Care Manager	Interview conducted.
Carpenter (2 positions)	Ongoing.
Machine Operator	To be readvertised.
LTC Coordinator	Interview conducted.

New Appointments

Name of Employee	Position	Department
Lilah Jia	Acting Receptionist	Corporate Services

Training & Development

- 8 employees underwent First Aid Training in August 2022.

General business

Annual Close Down

Under the Stream A Award Council must give employees at least 90 days notice if it wishes to close down over the Christmas and New Year Period.

Last year, Council closed for 2 weeks. If Council proposed to do the same for 2022/2023, some options are:

1. Close at midday on Friday, 16 December 2022 and reopen on Tuesday, 3 January 2023. There will be 3 public holidays, which means staff will have to take 8 days annual leave.
2. Close at midday on Friday, 23 December 2022 and reopen on Monday, 9 January 2023. There will be 3 public holidays and for this people staff would have to take 7 days annual leave.

Council would be required to maintain a skeleton crew to ensure operational requirements are met. Once a decision is made, it will be up to the relevant Executive Managers to determine what their operational requirements are over the close down period, and they will be responsible for having discussions with staff and developing a roster.

Grace Day

Council is often very generous with giving a "Grace Day" for all of the employees. An option outside of the above allocations is Wednesday 28th December 2022 as the Grace Day.

Absenteeism

Number of hours absenteeism (unauthorised leave):

Department	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August
Infrastructure and Works	89 hours (8 employees)	50.5 hours (7 employees)	146.50 (7 employees)	97.5 hours (6 employees)	126 hours (8 employees)	115.5 hours (7 employees)	122 hours (6 employees)	142.5 hours (10 employees)
Environmental Services	134 hours (8 employees)	59.7 hours (8 employees)	79 hours (8 employees)	58.25 hours (7 employees)	65.5 hours (9 employees)	113.75 hours (9 employees)	60 hours (8 employees)	103.5 hours (8 employees)
Community and Development	Nil	Nil	4.75 hours (1 employee)	7.5 hours (1 employee)	4.25 hours (1 employee)	0.5 hours (1 employee)	Nil	Nil
Finance	Nil	Nil	Nil	Nil	Nil	Nil	Nil	4 hours (1 employee)
Corporate Services	14.5 hours (1 employee)	8.5 hours (1 employee)	36.5 (1 employee)	8 hours (1 employee)	4 hours (1 employee)	Nil	Nil	8 hours (1 employee)
Total	237.5 hours	118.7 hours	266.75 hours	171.25 hours	199.75 hours	229.75 hours	182.50 hours	258 hours

Actions:

- In August 2022, 5 employees within Infrastructure Services have been issued with Notice of Grounds for Disciplinary Action and required to show cause as to why their employment should not be terminated for unauthorised absenteeism.
- Two employees in Infrastructure have been terminated for “abandonment of employment”. These employees failed to attend work at all in the month of August and they did not provide any reason for their absence, or let Council know when they would be returning to work.
- The Notice of Grounds for Disciplinary Action process remains ongoing for the remaining employees.

Work Health & Safety Monthly Report

Tool box talk meetings

A total of 5 Toolbox meetings were held this month

- 02/08/22- Discussed with team issue that was raised about taking bags of ice and not topping up the freezer with new bags. Updated team on delay in PPE arriving due to PO being sent to wrong email address. No other issues raised by anyone.
- 09/08/22 – Held toolbox at New Shop Construction site and presented a refresher of the SWMS that was created by Tony Walters, had everyone sign it and is to be always left on site.
- 16/08/22- Updated team on Uniform arrivals, Team member raised the issue of Cardboard boxes being burnt behind the Café near LPG gas bottles and the amount of smoke blowing into council houses.
- 23/08/22- Started a new format for the Toolbox talks, as suggested by Tony Walters I have started picking out relevant MASC procedures, this week I presented “First Aid Procedure” I then linked it with First Aid Training some members had just received and the plans heading forward with getting all works crew through the training.
- 30/09/22 – Presented “Heat and Sun Protection Procedure” this week and then got a discussion going around how the weather is heating up is there any thing we need?? Some team members asked for another water bottle which I provided. Also, to order broad brimmed straw hats.

Hazard Reports

A total of 5 hazard reports raised in August, please see below.

126	12-Aug	Tony Walters	Paanja Lodge	Tom Smith	Severe smell of effluent coming from the septic tank and pump at the rear of cabin 6/7
127	12-Aug	Tony Walters	New dwellings	Tom Smith	While digging with the backhoe for the water mains the operator accidentally dug and cut through the Telstra cables.

128	12-Aug	Tony Walters	Admin Office	Tom Smith	The fire extinguisher located next to the Board room has fallen off the wall.
129	19-Aug	Lachlan Hogan	Aged Care	Wally Ziegelbauer	Wrong extinguisher signage placed above extinguisher
130	31/08/22	Lachlan Hogan	Aged Care	Tom Smith	Septic smell throughout the centre.

All hazards have been rectified except

- 128 – Internal Work Order has been raised and is awaiting repair
- 130 – Internal Work Order has been raised and awaiting investigation, have spoken to the Plumber and he is confident he knows the problem and has a plan of attack.

Inspections

There were 24 Inspections carried out this month, please see below

- Ranger Base
- Mechanical Workshop x 2
- Compound
- Paanja Lodge x 2 – HR 126
- Cabinet Makers Workshop
- Water Plant x2
- Bores
- Boat Ramp
- Campground
- Landfill
- Cultural Centre
- New Shop x 3
- Illegal Dumping
- Aged Care – HR 129 & 130
- New Housing x 2 – HR 127
- Council Office – HR 128
- Old CEO House

Incidents

As far as I am aware we had zero incidents for the month of August. A job well done.

Other works

- Performed EHW role along with my own on dates below

03/08/22, 08/08/22 to 11/08/22, 15/08/22, 29/08/22 to 31/08/22

During this time, we had the Chlorine fault at the Water Plant which resulted in the boil water alert, A lot of fault finding and escalation took place during this event and I believe it has resulted in a lot of learning and things we could do better next time and some more training from the content experts.

- Had all the uniforms turn up and some happy workers with new boots, shirts etc which some were badly needing.
- Conducted inductions in the council chambers along with Tony Walters.
- All ordered PPE turned up and have a good level of stock again, I am going to use the PPE sign out register I found attached to the "PPE Management Procedure" to keep track of our PPE.
- Had numerous employees attend a first aid course organized by Kellie Leatham on 19/08/22
- Organized a sit down with Kellie Leatham to discuss how to organize future training and got a solid platform on the correct steps to organize and preferred suppliers etc. Walked away a lot more confident in organizing upcoming training.
- Sent Peter Savage a follow up email in regard to providing evacuation plans for Council buildings, have not heard back from him.

RECOMMENDATION

That Council confirms and approves the Christmas New Year Period closure and adopts either option 1 or option 2

That Council approves Grace Day (Wednesday 28th December 2022)

That Council note and receive the Report from the Human Resources Consultant.

7.3 LOCAL THRIVING COMMUNITIES REPORT

Author: Jo Linnane, Consultant

Authoriser: Tim Rose, Acting CEO

Attachments: 1. LTC Meeting Minutes September 2022

PURPOSE OF REPORT

Mapoon Interim Local Thriving Communities

BACKGROUND

Report of Mapoon aboriginal shire council interim local thriving communities committee (LTCC) meetingheld at the Mapoon Aboriginal Shire Council Chambers on 1 August 2022

DISCUSSION

September Meeting Minutes

RECOMMENDATION

That Council notes the Local Thriving Communities Report.



REPORT

**Interim Mapoon Local Thriving
Communities Advisory Committee Meeting**

Tuesday 6th September 2022

**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**

6th September 2022**REPORT OF MAPOON ABORIGINAL SHIRE COUNCIL INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE (LTCC) MEETING HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS ON
TUESDAY 6TH SEPTEMBER 2022****1 ATTENDANCE****PRESENT:**

Mayor Aileen Addo (Chair)

Deputy Kiri Tabuai

Ricky Guivarra

Jerry Burke

Tim Rose – Acting Chief Executive Office

Tom Smith – Executive Manager Works – Incoming MASC CEO 12th September

Tracey Jia – DSDSATSIP

QPS Acting Inspector - Brett Humphries

QPS OIC Weipa – Warren Flegg

PCYC Regional Manager – Paul Phillips

PCYC Officer – Josh Peters

My Pathway Regional Manager – Christine Capponi

2 MEETING OPENED

The mayor commenced the meeting at 9.07 am.

3 APOLOGIES

De

LTC Committee Member - Diane Ludwick

LTC Committee Member - Pauline Smith

Queensland Education – Justin Drahm Butler

4 CONFLICTS OF INTEREST

Nil

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**

6th September 2022

5 ACTIONS/OUTCOMES LTD MEETING 20th June 2022

Actions	By Whom	Completed - Y/N/Ongoing
1. DCHDE be invited to attend next community meeting.	Jo Linnane Tom Smith	Ongoing
2. Realigning Housing Block Numbers	Tom Smith	
3. QPS Warren Flegg be invited to September LTC Meeting	Jo Linnane	Completed
	Jo Linnane	Completed
4. Justin Drahm Butler be invited to September meeting.	Jo Linnane	Yes – apology forwarded
5. On Country Camp planning and meetings be undertaken.	Jo Linnane	Ongoing
6. LTC Coordinators Position Description note change to qualifications wording.	Jo Linnane	Completed
7. Male psychologist required for Men's Group	Health Service Providers/Mens Group	Ongoing

**6.1 CONFIRMATION OF PREVIOUS REPORT OF THE INTERIM MAPOON
LOCALTHRIVINGCOMMUNITIES COMMITTEE ON 6th August 2022**

PURPOSE OF REPORT

To confirm the Report of the previous meeting of the Interim Mapoon Local Thriving Communities Committee.

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**

6th September 2022

It was agreed that the Report of the Meeting of the Interim Mapoon Local Thriving Communities Committee held on 6th August was a true and accurate record.

6.2 HOUSING

CLOSING THE GAP TARGETS

- 9 People can secure appropriate, affordable housing that is aligned with their priorities and need.
- 13 Families and households are safe.
- 17 People have access to information and services enabling participation in informed decision-making regarding their own lives.

Acting CEO Tim Rose and Executive Manager Works – Tom Smith provided an update that they had met with QBuild to discuss the maintenance backlog and renovation work.

LTC Committee members noted the fortnightly visits to community were not advertised as previously noted. Community members do not feel the service is adequate.

A general discussion was held regarding long term absences from houses and the issue of power not connected to the new dwellings in community.

Actions

- 1. Tom Smith to contact DCHDE to attend the next Community Meeting at the end of the year to explain the roles – Housing Allocation, Maintenance Program, Renovations, Absence from Community.
- 2. Tom Smith to obtain from DCHDE schedule of Housing Officer visits to Mapoon to be advertised in community.
- 3. Council writes a letter to DCHDE regarding the Departments position on tenants who have long-term absences from community.

The Committee noted the information.

6.3 COMMUNITY SAFETY PLAN (CSP)

CLOSING THE GAP TARGETS

- 1 Everyone enjoys long and healthy lives.
- 13 Families and households are safe.
- 14 People enjoy high levels of social and emotional wellbeing.
- 16 Cultures and languages are strong, supported and flourishing.
- 17 People have access to information and services enabling participation in informed decision-making regarding their own lives.

It was noted that Joanne Linnane will provide an update on the Community Safety Plan after the September Holiday Program has been completed.

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT****6th September 2022****Actions**

Nil

Recommendations

The Committee noted the information.

**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**

6th September 2022

6.4 EDUCATION

CLOSING THE GAP TARGETS

- 3 Children are engaged in high quality, culturally appropriate early childhood education in their early years.
- 4 Children thrive in their early years.
- 5 Students achieve their full learning potential.
- 6 Students reach their full potential through further education pathways.
- 7 Youth are engaged in employment or education.

Jo Ross – Principal Mapoon Campus – Western Cape College provided a written report to the LTC.

Justin Drahm Butler (Education Queensland) had forwarded an apology for not attending the September LTC meeting.

Actions

Justin Drahm Butler to be invited to the October LTC meeting to provide an update on the LECD.

RECOMMENDATION

The Committee noted the information.

6.5 Law and Order (Justice)

CLOSING THE GAP TARGETS

- 10 Adults are not overrepresented in the criminal justice system.
- 11 Young people are not overrepresented in the criminal justice system.
- 12 Children are not overrepresented in the child protection system.

Attending from QPS – Acting Inspector Brett Humphries & Office In Charge (OIC) Weipa – Warren Flegg.

Warren Flegg provided a PowerPoint presentation to explain the Police Liaison Officer's (PLO) Role. Mr. Jerry Burke is the incumbent PLO in Mapoon.

Warren Flegg noted:

- A QPS vehicle has been allocated for the Mapoon PLO
- Mapoon PLO can liaise with Mapoon Justice Group
- PLO Jerry Burke to undertake training to use a body camera and docking station to download footage
- QPS are seeking staff to enable a rotating Police officer for Mapoon to assist Jerry Burke and to have a Police presence in community to deter drink driving, speeding and unrestrained persons in vehicles.
- Jerry Burke is working with Weipa Community Care & Apunipima regarding vaping in community in particular at the Mapoon Campus.

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**6th September 2022

Mayor Addo raised concerns that Corrective Services staff are not collaborating with Mapoon Justice Group regarding notification of individuals residing in the Mapoon community (who are not community members) that are currently on probation and maybe considered dangerous.

Actions

Mayor Addo to write to Corrective Services regarding non community members residing in community that are currently on probation requesting interaction with the Mapoon Justice Group and, the discuss seeking of options for the safety of community.

Recommendation

The Committee noted the information.

**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**
6th September 2022

Meeting stopped Morning Tea at 10.03am
Meeting recommenced at 10.20 am.

6.6 Health**CLOSING THE GAP TARGETS**

- 1 Everyone enjoys long and health lives.
- 2 Children are born healthy and strong.
- 13 Families and households are safe.
- 14 People enjoy high levels of social and emotional wellbeing.

Mayor Addo provided an update on the opening of the new Apunipima Building in Mapoon.

Mayor Addo and Deputy Mayor Tabuai provided an update on Apunipima Health Service. Apunipima are working towards:

- Engaging a Doctor
- Provision of Pathology Services
- Recruitment of Qualified Nurse
- Building accommodation

Actions

Nil

Recommendations

The Committee noted the information.

6.7 Economic Development

Acting CEO Tim Rose provided a brief update on:

- Commercial Business Study
- Charcoal Plant
- Projects at Cullen Point
- Projects at Old Mission Site

Actions

Nil

Recommendations

The Committee noted the information.

6.8 Social Reinvestment – Funding

Tracey Jia provided a full update to the LTC Committee including:

- Program Flyers
- Expression of Interest, Consent, Medication Forms,
- Risk Assessments

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**
6th September 2022

- Camp program
- Meetings held
- Supervisors available to date

Deputy Mayor Tabua'i enquired as to whether Supervisors Blue Cards had been linked to MASC through Blue Card Services.

Action

Tim Rose to follow up with Joanne Linnane linking Blue cards to MASC via Blue Card Services.

Recommendation

The Committee noted the information.

6.9 LTC Funding – DSDSATSIP \$100,000

Acting CEO Tim Rose advised the LTC one application for the position had been received. The position would be readvertised.

Action

Nil

Recommendation

The committee noted the information.

6.11 Other Business**1. My Pathways Regional Manager – Christine Capponi**

Christine provided the LTC Committee with an update on:

- Activities for Community Development Program (CDP) participants with a beautification program at the My Pathway (KuKu Nathi Services) Compound and Mapoon Cemetery.
- Job Readiness Program
- Literacy and Numeracy Assistance
- Counselling Services
- Equipment Training
- Engagement Officers – assist with Personal Protective Equipment (PPE), uniforms, licences, support with goal setting, identification of barriers.
- Activities Officer's role
- Women's Activities Officer role

Action

Tom Smith and Christine Cooktown to work together to coordinate upcoming Forklift Training with RTA provider Cairns Truck School.

Mapoon Farm being identified as a potential activity.

Recommendation

The committee noted the information.

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**

6th September 2022

2. Women's Group – Nil report.

**3. PCYC Regional Manager – Paul Phillips
PCYC Officer – Josh Phillips**

Paul Phillips provided the LTC Committee with an update:

- As of Friday 2nd September no response to the proposed plan for PCYC services to Sport and Recreation under the funding arrangements had been received.
- PCYC to hold a PCYC Disco (Blue Light equivalent) to be held in Mapoon Friday 23rd September

A general discussion was held regarding the Mapoon Fitness Centre.

- Josh Peters can provide induction training for community members wishing to utilise the facilities.
- Mayor Addo noted the Council obligation to ensure the Mapoon Fitness Centre is compliant and safe for users. This includes a risk management strategy and centre rules be developed for the facility.
- PCYC will work with Council, OMAC or Ely Trust to seek funding to recruit a Trainee to undertake a Certificate III in Sports and Recreation to run the Mapoon Fitness Centre.

Action

1. Tom Smith to follow up with Sport and Recreation meeting on 12th September 2022.
2. Council to engage Preston Law to develop a membership form.
3. Tom Smith and Josh Peters to investigate Risk Management Strategy and compilation of Mapoon Fitness Centre Rules of Use.
4. Subcommittee be formed to ensure Council is mitigating risk.
5. Propose 3 monthly PCYC Disco & Movie Nights.

Recommendation

The committee noted the information.

4. CHSP Manager – Tim Rose to follow up with previous Community Services Coordinator to recover USB.
5. Aged Care Packages – Meals and Reimbursements discussed.
6. Signage at Mapoon Splash Park be considered.
7. Mapoon Church – discussion regarding size of seating, requirement for an external portable speaker and vacuum cleaner.
8. Paanja Lodge – discussion regarding billboard and flyers required.
9. Discussion regarding motivational speaker be engaged to motivate work ready participants.

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**INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT**6th September 2022

10. DFV Strategy – Ricky Guivarra discussed engaging the Gammon Man through/with Apunipima and Council to develop a community DFV strategy.
11. Tim Rose provided an update regarding discussion with the Department of Transport in relation to providing a bus and driver (including costs) for a bus run for the Mapoon Campus of Western Cape College.

Action

1. Tim Rose to follow up recovery of USB with previous Community Services Coordinator.
2. Tim Rose & Tom Smith to follow up on deductions and reimbursement for CHSP Meals.
3. Signage to be erected at Mapoon Splash Park.
4. Sourcing of a grant for billboard for Paanja Lodge.
5. Tom Smith & Tim Rose to contact Isiah Dawe (motivational speaker) regarding engagement to work with job ready participants and school students.
6. Tracey Jia and Joanne Linnane to investigate the DFV strategy including engagement of Gammon Man.

Recommendation

The Committee noted the information.

7 . MEETING CLOSE

The meeting closed at 2.10pm

The next LTC Meeting will be held on Tuesday, 11th October 2022 with a 10 am commencement.

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INTERIM LOCAL THRIVING COMMUNITIES
COMMITTEE REPORT

6th September 2022

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