



AGENDA

Ordinary Council Meeting

Tuesday, 12 December 2023

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 12 December 2023

Time: 9:00am

Location: Mapoon Aboriginal Shire Council Chambers

Tom Smith

CEO



NOTICE OF AN ORDINARY MEETING OF COUNCIL

(Local Government Regulation 2012 Chapter 8 Administration Part 2 Local Government Meetings and Committees (s 254B and s 254C).

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 12 December 2023

Time: 9:00am

Location: Mapoon Aboriginal Shire Council Chambers

Yours faithfully,

Tom Smith
Chief Executive Officer

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1 OPEN MEETING**2 LEAVE OF ABSENCE AND APOLOGIES****3 CONFLICTS OF INTEREST AND COUNCILLOR OBLIGATIONS**

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

DECLARABLE CONFLICTS OF INTEREST**PRESCRIBED CONFLICTS OF INTEREST****REGISTERS OF INTEREST**

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE COUNCIL HELD ON 21 NOVEMBER 2023

Author: Kiri Tabuai, Executive Manager - Community Development

Authoriser: Tom Smith, CEO

Attachments: 1. Minutes of the Council held on 21 November 2023

HEADING

Confirmation of Minutes

RECOMMENDATION

1. That the Minutes of the Council held on 21 November 2023 be received and the recommendations therein be adopted.



MINUTES

Ordinary Council Meeting

Tuesday, 21 November 2023

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS
ON TUESDAY, 21 NOVEMBER 2023 AT 9:00AM**

PRESENT: Mayor Aileen Addo (Chair), Deputy Mayor Dawn Braun, Cr Maria Pitt

IN ATTENDANCE: Tom Smith (CEO), Elzebie Groenewald (Executive Manager Financial Services)
Victor Mills (Executive Manager Infrastructure & Services), Kiri Tabuai
(Executive Manager Community & Economic Development)

1 OPEN MEETING

The meeting opened at 09:20am.

2 LEAVE OF ABSENCE AND APOLOGIES

Apologies – Cr Cameron Hudson

Apologies, Leave of Absence granted for : Cr Janelle Ling

APOLOGY

RESOLUTION C191/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That the apology received from Cr [<Name>] be accepted and leave of absence granted.

CARRIED

3 CONFLICTS OF INTEREST AND COUNCILLOR OBLIGATIONS

NIL

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE COUNCIL HELD ON 10 OCTOBER 2023

RESOLUTION C192/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

1. That the Minutes of the Council held on 10 October 2023 be received and the recommendations therein be adopted.

CARRIED

5 MATTERS ARISING FROM THE MINUTES

6 CONFIDENTIAL REPORTS

Nil

7. MAYOR AND COUNCILLOR REPORTS

7.1 MAYOR AND COUNCILLORS REPORT FOR NOVEMBER 2023

PURPOSE

The Mayor and Councillors reported on the following meeting/events:

Mayor Aileen Addo

16/10/2023	ILF
17& 18/10/2023	LGAQ Conference Gladstone MASC CEO Mayor & Councillors, Executive Manager Infrastructure
8/11/2023	QLD Health – Lindsay
8&9/11/2023	TICCA
15/11/2023	Special Council Meeting

Interim Deputy Mayor Dawn Braun

01/10/2023	Mapoon Barra Bash 2023
09/10/2023	LCEB Committee Meeting
09/10/2023	Special Council Meeting
10/10/2023	Ordinary Council Meeting – CEO & Councillors
11/10/2023	Trustee Meeting – Preston Law presented
12/10/2023	LD MAG – CEO & Members
15-19/11/2023	LGAQ Conference Gladstone & ILF
31/10/2023	Community Meeting
1/11/2023	CHDE – Councillors & Housing
13/11/2023	LCEB Meeting – Dan Tonen & Kate McGraf
14/11/2023	LTC Meeting – Cancelled
15/11/2023	CAB – Community Advisor, KukuNathi & Stakeholders
15/11/2023	MASC Special Council Meeting – CEO & Councillors
17/11/2023	WCC Graduation Yr 12 LCEB – Very emotional 4 Mapoon students

Cr Cameron Hudson

09/10/2023	Special Council Meeting
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10/10/2023 Ordinary Council Meeting

Cr Janelle Ling

10/10/2023 Ordinary Council Meeting

Cr Maria Pitt

10/10/2023 Ordinary Council Meeting

11/10/2023 Trustee Meeting – Preston Law presented

15-19/11/2023 LGAQ Conference Gladstone

31/10/2023 Community Council Forum

1/11/2023 Draft Meeting

21/11/2023 Ordinary Council Meeting – CEO Mayor & Councillors

21/11/2023 Trustee Meeting – CEO Mayor & Councillors

RESOLUTION C193/23

Moved: Cr Maria Pitt

Seconded: Cr Dawn Braun

That the Mayor and Councillor reports be received and noted.

CARRIED

At 10:12 am, Cr Dawn Braun left the meeting.

At 10:14 am, Cr Dawn Braun returned to the meeting.

At 10:14 am, Cr Maria Pitt left the meeting.

At 10:22 am, Cr Maria Pitt returned to the meeting.

8 OPERATIONAL REPORTS**8.1 CEO MEETINGS FOR OCTOBER 2023****PURPOSE OF REPORT****RESOLUTION C194/23**

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That Council receives and notes CEO Meetings Report.

CARRIED

Meeting adjourned for morning tea at 10:17 AM.

Meeting resumed at 10:30 AM.

8.2 EXECUTIVE FINANCE MANAGER OCTOBER 2023 FINANCE 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 Council meeting.

RESOLUTION C195/23

Moved: Cr Maria Pitt

Seconded: Cr Dawn Braun

That Council endorses the following: -

1. Council endorses the financial reports for the financial period October 2023.

Moved: Cr Maria Pitt

Seconded: Cr Dawn Braun

2. Council adopts the Audited General Purpose Financial Statements 2022/23.

Moved: Cr Maria Pitt

Seconded: Cr Dawn Braun

3. Council adopts the Queensland Audit Office Final Management Report for 2022/23.

Moved: Cr Maria Pitt

Seconded: Cr Dawn Braun

CARRIED

At 11:22 am, Cr Maria Pitt left the meeting.

At 11:25 am, Cr Maria Pitt returned to the meeting.

8.3 COMMUNITY DEVELOPMENT**PURPOSE OF REPORT**

Present Council with a report of program performance and operational actions for the month of October.

RECOMMENDATION

That the report of Executive Manager of Community Development be received and noted.

Out N about in Mapoon are engaged to deliver the holiday programme for the upcoming Christmas holidays.

At 12:04 am, Cr Maria Pitt left the meeting.

At 12:20 am, Cr Maria Pitt returned to the meeting.

8.4 EXECUTIVE MANAGER OF INFRASTRUCTURE AND WORKS REPORT**PURPOSE OF REPORT****RESOLUTION C196/23**

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That the Report of the Executive Manager of Infrastructure and Works be received and noted.

CARRIED

8.5 EXECUTIVE MANAGER OF ENVIRONMENTAL SERVICES, LAND AND SEA AND PARKS AND GARDENS**PURPOSE OF REPORT**

To present to Council a report of Program Performance and Operational action for the previous month

RESOLUTION C197/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That the report of Executive Manager of Environmental Services, Land and Sea and Parks and Gardens be received and noted.

CARRIED

Meeting adjourned for lunch at 12:34 PM.

Meeting resumed at 1:07 PM.

8.6 COUNCIL ENDORSEMENT OF DRAFT LOCAL HOUSING PLAN

PURPOSE OF REPORT

CHDE met with Council on the 1st of November to discuss the draft housing and implementation plan, the plans were discussed and changes to the Implementation put forward.

The Draft Housing Plan is now finished and requires endorsement from the Council.

RESOLUTION C198/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That Council receive and endorse the Local Housing Plan tabled by CHDE on the 1st November 2023.

CARRIED

8.7 GRANTS IN PROGRESS FOR THE MONTH OF OCTOBER 2023

PURPOSE OF REPORT

Present to Council a report of program performance and operational actions for the previous month.

RESOLUTION C199/23

Moved: Cr Maria Pitt

Seconded: Cr Dawn Braun

That the Report of the Grants Manager be received and noted.

CARRIED

8.8 ANNUAL REPORT 2022-23 FOR ENDORSEMENT

PURPOSE OF REPORT

RESOLUTION C200/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That Council endorse the Annual Report 2021-2022.

CARRIED

At 2:31 pm, Mayor Aileen Addo left the meeting.

At 2:32 pm, Mayor Aileen Addo returned to the meeting.

8.9 WHS REPORT FOR OCTOBER 2023

PURPOSE OF REPORT

RESOLUTION C201/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That the Report of the Workplace health and Safety Officer be received and noted.

CARRIED

8.10 HUMAN RESOURCES - OCTOBER 2023

PURPOSE OF REPORT

Update Council with information for the month of September within Human Resources.

RESOLUTION C202/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That Council notes the Human Resources and Work Health and Safety monthly reports for October 2023.

CARRIED

8.11 COUNCIL MEETING DATES FOR 2024 CALENDAR YEAR

PURPOSE OF REPORT

Discuss dates for council meeting for the 2024 calendar year.

RESOLUTION C203/23

Moved: Cr Dawn Braun

Seconded: Cr Maria Pitt

That Council reviews and endorse dates below for the Council meeting Calendar 2024.

Meeting to be held 3rd Tuesday of every month except October which will be governed by the LGAQ yearly meeting and changes advertised 3 months prior.

January 16th 2024

February 20th 2024

March 12th 2024

April 16th 2024

May 21th 2024

June 18th 2024

July 16th 2024

August 20th 2024

September 17th 2024

October 15th 2024

November 19th 2024

December 17th 2024

CARRIED

9 ANY OTHER BUSINESS

9.1 COMMUNITY JUSTICE GROUP REQUEST

PURPOSE OF REPORT

REQUEST APPROVAL

RESOLUTION C204/23

Moved: Mayor Aileen Addo

Seconded: Cr Maria Pitt

That the council consider the request for approval the construction of a Community Justice Group program office as per attached supporting document.

Cr Braun declared they have a declarable conflict of interest (as defined by section 150EN of the *Local Government Act 2009*) in matters regarding the approval of construction.

CARRIED

10 CORRESPONDENCE IN

Nil

11 CORRESPONDENCE OUT

Nil

12 NEXT MEETING DATE

Proposed date for next meeting: 12 December 2023

13 CLOSE MEETING

The Meeting closed at 3:06pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 12 December 2023.

.....
CHAIRPERSON

4.2 MINUTES OF THE SPECIAL COUNCIL HELD ON 15 NOVEMBER 2023

Author: Trevina Butler, Office Manager

Authoriser: Tom Smith, CEO

Attachments: 1. Minutes of the Special Council held on 15 November 2023

HEADING

Confirmation of Minutes of the Special Council.

RECOMMENDATION

1. That the Minutes of the Special Council held on 15 November 2023 be received and the recommendations therein be adopted.



MINUTES

Special Council Meeting

Wednesday, 15 November 2023

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 15 NOVEMBER 2023 AT**

PRESENT: Mayor Aileen Addo (Chair), Deputy Mayor Dawn Braun, Cr Cameron Hudson,
Cr Maria Pitt

IN ATTENDANCE: Tom Smith (CEO)

1 OPEN MEETING

The meeting opened at 12:35 PM.

2 LEAVE OF ABSENCE

3 OPERATIONAL REPORTS

3.1 MANAGEMENT AGREEMENT MAPOON STORE

PURPOSE OF REPORT

To seek the Council as Trustee's decision about the grant of a Management Agreement for the existing Mapoon Store.

RESOLUTION C187/23

Moved: Cr Dawn Braun

Seconded: Cr Cameron Hudson

COUNCIL RESOLVES TO delegate to the Chief Executive Officer the power to negotiate, finalise and execute on behalf of Council a management agreement with Community Enterprise Queensland to operate the Mapoon Store. Council has also resolved to keep the sale of fuel from the bowsters under the Council Structure to ensure that the Community are given access to reasonably priced petrol and Diesel.

CARRIED

3.2 COUNCIL AWARD FOR WORKS OUTSIDE CEO DELEGATION \$100,000.00

PURPOSE OF REPORT

Seeking approval for the CEO to sign off and award works outside CEO delegation of \$100,00.00

RESOLUTION C188/23

Moved: Cr Dawn Braun

Seconded: Cr Cameron Hudson

Council Resolution is required for the amount tendered below;

- MASC would like to contract AD Fraser Builders to supply and construct at 32 Clermont Street, (Roof and Deck Replacement) to the value; Quote Number 2506 - \$107,239.00 inclusive of GST. Resolution No.-
- MASC would like to contract AD Fraser Builders to supply and construct at 25 Weipa Road, (Rear Veranda Extension) to the value; Quote Number 2520 - \$104,142.50 inclusive of GST. Resolution No.-

CARRIED

RESOLUTION C189/23

Moved: Cr Dawn Braun

Seconded: Cr Cameron Hudson

CARRIED

3.3 RECONFIGURING A LOT ON PART OF LT 128 SP321487

PURPOSE OF REPORT

MAPOON ABORIGINAL SHIRE COUNCIL TRUSTEE & COUNCIL RESOLUTION

The Council is the Local Government Authority for the Mapoon Aboriginal Shire area and the Trustee of the Mapoon Deed of Grant in Trust (DOGIT). As the Local Government Authority, Council as duly elected representatives of the community, through local decision making has the responsibility of deciding what is in the best interest of the community, advancing a thriving community.

RESOLUTION C190/23

Moved: Cr Cameron Hudson

Seconded: Cr Maria Pitt

1. That Council as the Local Government Authority and Trustee of the DOGIT resolves to approve (subject to conditions):
 - a. The Development Application lodged with Council for:
 - i. Reconfiguring a Lot (1 into 13 and balance lot) located at Ti-Sing Close Mapoon on part of Lot 128 SP321487
 - ii. Creating two (2) new roads, Ti-Sing Close and unnamed road
 - iii. Operational Works (Clearing of Vegetation)
2. Council as the Local Government Authority and Trustee of the DOGIT resolves to
 - a. surrender an area of land for the purpose of dedicating it as public roads (Ti- Sing Close and unnamed road) as depicted on plan PR151629-13 in terms of section 94 of the Land Act 1994.
 - b. apply to the Minister responsible for administering the Land Act 1994 for the surrender

- of part of the DOGIT in terms of Section 55 of the Land Act 1994 for public road purposes.
- c. acknowledge the land administration actions incidental to, and necessary, to facilitate lodgement and registration of the survey plan.

CARRIED**4 CORRESPONDENCE****5 NEXT MEETING DATE**

Proposed date for next meeting: 21 November 2023

6 CLOSE MEETING

The Meeting closed at 1:58pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Mapoon Aboriginal Shire Council held on 21 November 2023.

.....
CHAIRPERSON

5 MATTERS ARISING FROM THE MINUTES

6 CONFIDENTIAL REPORTS

Nil

7 MAYOR AND COUNCILLOR REPORTS**7.1 MAYOR AND COUNCILLORS REPORT FOR NOVEMBER 2023**

Author: Trevina Butler, Office Manager

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE

The Mayor and Councillors reported on the following meeting/events:

Mayor Aileen Addo

Details to be provided at the meeting.

Interim Deputy Mayor Dawn Braun

Details to be provided at the meeting.

Cr Cameron Hudson

Details to be provided at the meeting.

Cr Janelle Ling

Details to be provided at the meeting.

Cr Maria Pitt

Details to be provided at the meeting.

RECOMMENDATION

That the Mayor and Councillor reports be received and noted.

8 OPERATIONAL REPORTS

8.1 CEO MEETINGS FOR NOVEMBER 2023

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

To outline the CEO meetings on behalf of or as a representative of Council.

DISCUSSION

When	Who	Discussion topic
21st November 2023		Council meeting
21st November 2023		Trustee meeting
22nd November 2023	CHDE	Mapoon Housing Delivery Meeting
24 th November 2023	LGMA CEO Forum Brisbane	State delivery of drinking water services
27 th November 2023	QRA	QRRRF application for Barge Groyne and rainwater drainage to Hudson street
28 th November 2023	DADSATSIP	Draft Mapoon Community Capacity Statement
29th November 2023	WLDMG	Weipa LDMG meeting
29th November 2023	Griffith Uni	Mapoon (Building Drought Resilient Communities-Inception Meeting)
30th November 2023	Aurecon Group	DSDIGLP 'Decarbonisation of the Cape' Study - Stakeholder Consultation - Mapoon Aboriginal Shire Council
4 th December 2023	Housing teams meeting	Mapoon LHP Implementation Plan finalisation
5 th – 7 th December 2023	NPARC	NPA Interim Local Decision-Making Board
11th December 2023	LTC	Local thriving community meeting for December

RECOMMENDATION

That Council receives and notes CEO Meetings Report

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8.2 EXECUTIVE FINANCE MANAGER NOVEMBER 2023 FINANCE REPORT

Author: Elzebie Groenewald, Executive Manager Financial Services

Authoriser: Tom Smith, CEO

Attachments: 1. Finance Report November 2023

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 Council meeting.

DISCUSSION**Finance**

Finance department is preparing for the Christmas shut down and ensuring wages are processed and ready over this period and suppliers are paid before the break.

Profit & Loss

As at 30th November 2023 the Council made a net profit of \$1.599M. This includes depreciation of \$858,591 which makes the operating profit less depreciation \$2.458M.

Revenue

As at 30th November 2023 the Council received revenue totalling \$7.831M, 11% below the budget of \$8.889M.

General Expenses & Cost of Goods Sold

As at 30th November 2023 Council total expenditure was \$6.232M, 34% below the budget of \$9.478M. This is due to a timing difference on completing projects and supply of goods ordered.

Accommodation

The Accumulated Profit for accommodation and camping at 30th November 2023 is \$47,939. The average occupancy rate for July to November was 34% in the cabins. We propose a Christmas stay special of \$300 for 3 nights in the 1-bedroom cabin and a Cape York locals only weekend discount rate during the wet season.

Untied Funds

The Council currently holds \$3.734M in untied funds.

RECOMMENDATION

That Council endorses the Financial Report for the period November 2023.

PO Box 213
Weipa Qld 4874

Profit & Loss [Budget Analysis]

July 2023 through June 2024

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Agency Fees				
Income - Centrelink Agency Fee	\$13,395.09	\$12,392.50	\$1,002.59	8%
Income - Postal Agency Commis	\$3,050.32	\$4,361.25	-\$1,310.93	-30%
Council Dog Registration Fees	\$0.00	\$0.00	\$0.00	
Landing Fees	\$663.63	\$325.00	\$338.63	104%
Revenue - Hire - Plant & Equip	\$700.00	\$175,211.67	-\$174,511.67	-100%
Revenue - Hire of Vehicle	\$21,596.29	\$22,456.67	-\$860.38	-4%
Income - Fishing Licence	\$3,000.00	\$3,000.00	\$0.00	0%
Membership Fee	\$4,809.06	\$6,120.00	-\$1,310.94	-21%
Ranger Contract Services	\$167,198.29	\$105,334.58	\$61,863.71	59%
L&S Miscellaneous Income	\$0.00	\$1,875.00	-\$1,875.00	
Rental Receipts Social Housing	\$7,514.80	\$8,367.92	-\$853.12	-10%
Staff Housing	\$25,160.00	\$22,600.00	\$2,560.00	11%
Rates	\$20,459.70	\$11,997.08	\$8,462.62	71%
Lease payments Housing	\$310,592.90	\$144,900.00	\$165,692.90	114%
Accommodation	\$131,279.13	\$204,982.08	-\$73,702.95	-36%
Rental - Misc properties	\$47,723.86	\$83,662.50	-\$35,938.64	-43%
Income - Administration Fees	\$54,003.83	\$264,162.50	-\$210,158.67	-80%
Interest received	\$0.00	\$0.00	\$0.00	
Income - Bank Interest	\$33,401.20	\$22,760.00	\$10,641.20	47%
Works Sales - Houses	\$1,138,404.70	\$1,683,161.67	-\$544,756.97	-32%
Workshop Sales - Mech External	\$503.37	\$2,433.75	-\$1,930.38	-79%
Workshop sales Internal	\$23,361.47	\$44,318.33	-\$20,956.86	-47%
Workshop sales Fuel Internal	\$43,492.80	\$42,351.25	\$1,141.55	3%
Workshop sales fuel External	\$0.00	\$208.75	-\$208.75	
Camping Fees- Town , Cullen Pt	\$19,372.81	\$13,687.50	\$5,685.31	42%
Camping Fees-Outside town area	\$0.00	\$0.00	\$0.00	
Store sales - Fuel	\$224,786.58	\$201,963.33	\$22,823.25	11%
ATM - Rebates	\$0.00	\$833.33	-\$833.33	
Café - Sales	\$757.72	\$187,500.00	-\$186,742.28	-100%
Aged Care Meals	\$1,000.01	\$0.00	\$1,000.01	
Sales - Gas Bottles	\$9,545.55	\$6,712.08	\$2,833.47	42%
Washing Machine, Coin operated	\$0.00	\$174.17	-\$174.17	
Mapoon Shirts - CommunitySalea	\$8,176.33	\$4,910.00	\$3,266.33	67%
Reimbursements	\$104,782.17	\$55,385.83	\$49,396.34	89%
Refunds/Claims	\$218,856.00	\$0.00	\$218,856.00	
Grants - General Purpose	\$29,090.91	\$13,367.50	\$15,723.41	118%
Grants - Operating - State	\$2,756,532.00	\$2,664,133.75	\$92,398.25	3%
Grants - Operating - C'wlth	\$745,114.47	\$670,650.00	\$74,464.47	11%
Grants - Operating - Other	\$44,603.32	\$17,708.33	\$26,894.99	152%
Grants - Capital - State	\$390,077.00	\$1,880,051.67	-\$1,489,974.67	-79%

Grants - Capital - C*With	\$1,027,116.00	\$260,043.33	\$767,072.67	295%
Grants - Capital - Other	\$130,000.00	\$0.00	\$130,000.00	
Donated Assets	\$0.00	\$0.00	\$0.00	
Donations	\$3,636.36	\$3,751.67	-\$115.31	-3%
Disposal of assets	\$57,136.38	\$41,666.67	\$15,469.71	37%
Total Income	\$7,831,505.61	\$8,889,521.67	-\$1,058,016.06	-12%
Cost of Sales				
Store CoS Fuel	\$204,947.48	\$192,197.50	\$12,749.98	7%
Camp Fee Royalties	\$14,968.68	\$12,318.75	\$2,649.93	22%
Purchases - Cafe	\$2,487.88	\$51,163.33	-\$48,675.45	-95%
Purchases - Workshop Stock	\$11,987.46	\$0.00	\$11,987.46	
Purchases - Workshop Fuel	\$38,206.37	\$0.00	\$38,206.37	
Freight- Workshop	\$2,700.66	\$0.00	\$2,700.66	
Works Materials - Houses	\$127,731.06	\$249,312.50	-\$121,581.44	-49%
Works Materials -not-Houses	\$432,820.60	\$735,056.25	-\$302,235.65	-41%
Freight - Works - houses	\$2,835.39	\$138.75	\$2,696.64	1944%
Freight General	\$4,302.15	\$0.00	\$4,302.15	
Works - Contractors - Houses	\$221,553.75	\$691,200.42	-\$469,646.67	-68%
Works Contractors - not houses	\$978,724.96	\$2,004,797.50	-\$1,026,072.54	-51%
Gravel Purchases - OMAC	\$11,731.50	\$2,609.17	\$9,122.33	350%
Works - Small tools	\$0.00	\$603.75	-\$603.75	
Purchases - Gas Bottles	\$14,870.85	\$6,871.67	\$7,999.18	116%
Test Inspection Costs	\$0.00	\$455.83	-\$455.83	
Water Supply expenses	\$5,874.02	\$17,526.25	-\$11,652.23	-66%
Waste disposal costs	\$2,650.00	\$0.00	\$2,650.00	
Total Cost of Sales	\$2,078,792.81	\$3,964,251.67	-\$1,885,458.86	-48%
Gross Profit	\$5,752,712.80	\$4,925,270.00	\$827,442.80	17%
Expenses				
Employment Expenses				
Wages and Salaries				
Wages & Salaries	\$1,231,215.44	\$1,763,770.00	-\$532,554.56	-30%
Councillors' Remuneration	\$124,869.11	\$147,180.00	-\$22,310.89	-15%
Annual Leave	\$137,310.55	\$194,395.00	-\$57,084.45	-29%
Long service leave	\$1,685.36	\$407.92	\$1,277.44	313%
Sick leave	\$62,636.63	\$90,384.17	-\$27,747.54	-31%
Bereavement/Special leave	\$0.00	\$0.00	\$0.00	
Superannuation	\$195,983.80	\$281,424.58	-\$85,440.78	-30%
Employment related Expenses	\$0.00	\$0.00	\$0.00	
Staff Amenities	\$388.58	\$21.67	\$366.91	1693%
Staff Recruitment & Relocation	\$14,264.84	\$11,203.75	\$3,061.09	27%
Training Costs	\$12,517.75	\$40,249.17	-\$27,731.42	-69%
Training Wages	\$0.00	\$110.00	-\$110.00	
Employee Allowances	\$22,564.51	\$25,158.33	-\$2,593.82	-10%
Uniforms	\$6,597.45	\$6,202.50	\$394.95	6%
Workers' Compensation	\$36,507.73	\$19,604.58	\$16,903.15	86%

Flight entitlements	\$3,482.32	\$4,036.25	-\$553.93	-14%
Other Employer Expenses	\$0.00	\$0.00	\$0.00	
Workplace Health & Safety	\$45,706.70	\$9,864.17	\$35,842.53	363%
Administration / Overheads	\$51,559.35	\$264,162.50	-\$212,603.15	-80%
Advertising (not employment)	\$1,265.00	\$762.08	\$502.92	66%
Freight	\$51,536.90	\$26,104.17	\$25,432.73	97%
Hire of Equipment - non works	\$2,974.33	\$737.50	\$2,236.83	303%
Accounting Fees (Not overhead)	\$7,300.00	\$52,777.92	-\$45,477.92	-86%
Insurance	\$163,382.00	\$169,982.92	-\$6,600.92	-4%
Tools & Minor Equipment	\$13,191.03	\$9,056.25	\$4,134.78	46%
Tools & Equipment >\$500	\$18,208.08	\$17,933.75	\$274.33	2%
Catering	\$5,499.87	\$4,121.67	\$1,378.20	33%
Cleaning Expenses	\$3,784.14	\$2,845.83	\$938.31	33%
Fees/Charges/Licences	\$44,868.96	\$35,054.17	\$9,814.79	28%
Legal Fees	\$13,056.15	\$21,583.75	-\$8,527.60	-40%
First Aid Supplies	\$1,252.25	\$0.00	\$1,252.25	
Admin Freight Paid	\$271.17	\$48.75	\$222.42	456%
Sundry Expenses	\$0.00	\$0.00	\$0.00	
Service Fees	\$343.67	\$0.00	\$343.67	
Computer Equipment	\$1,465.10	\$10,643.33	-\$9,178.23	-86%
Office Supplies	\$7,504.62	\$3,949.17	\$3,555.45	90%
Printing & Stationery	\$4,572.07	\$8,766.25	-\$4,194.18	-48%
Security Expenses	\$2,750.18	\$340.42	\$2,409.76	708%
Grounds Maintenance	\$3,343.03	\$14,890.00	-\$11,546.97	-78%
Audit	\$0.00	\$0.00	\$0.00	
Audit Fees	\$111,380.00	\$34,187.50	\$77,192.50	226%
Communications and IT	\$0.00	\$0.00	\$0.00	
IT - Data Control	\$13,194.95	\$11,508.75	\$1,686.20	15%
IT - Internet & Email Fee	\$74,500.11	\$36,422.08	\$38,078.03	105%
IT - Support (Helpdesk)	\$0.00	\$5,777.92	-\$5,777.92	
IT - Server & Data Storage	\$29,797.99	\$15,318.33	\$14,479.66	95%
IT - Website	\$0.00	\$0.00	\$0.00	
Telephone & Fax	\$20,095.54	\$50,997.92	-\$30,902.38	-61%
Postage	\$33.63	\$94.17	-\$60.54	-64%
Consultants	\$0.00	\$0.00	\$0.00	
Consultancy Fees	\$116,883.86	\$233,825.00	-\$116,941.14	-50%
Financial Controller Expense	\$0.00	\$0.00	\$0.00	
Contractors	\$28,282.07	\$27,486.67	\$795.40	3%
Donations	\$0.00	\$0.00	\$0.00	
Council Donation	\$0.00	\$2,083.33	-\$2,083.33	
Power	\$0.00	\$0.00	\$0.00	
Electricity	\$45,198.87	\$34,637.50	\$10,561.37	30%
Gas Bottles - Council Use	\$0.00	\$0.00	\$0.00	
Repairs & Maintenance	\$0.00	\$0.00	\$0.00	
R&M: Council Buildings	\$44,068.75	\$37,030.83	\$7,037.92	19%
R&M: Equipment	\$4,417.28	\$5,117.92	-\$700.64	-14%
R&M: Infrastructure	\$13,361.82	\$19,422.08	-\$6,060.26	-31%
R&M: Plant & Equipment	\$31,112.73	\$21,832.08	\$9,280.65	43%
R&M Septic GreaseTrap Pump Out	\$0.00	\$997.50	-\$997.50	
R&M Water Supply	\$31,165.58	\$3,232.92	\$27,932.66	864%

Office Rental	\$8,854.23	\$8,854.17	\$0.06	0%
Subscriptions & Fees	\$22,291.83	\$28,535.42	-\$6,243.59	-22%
MV Fuel	\$63,192.97	\$54,905.83	\$8,287.14	15%
MV Hire	\$24,334.89	\$21,687.92	\$2,646.97	12%
MV Insurance	\$15,866.00	\$20,303.33	-\$4,437.33	-22%
MV Registration	\$30,429.96	\$18,387.92	\$12,042.04	65%
MV Repairs & Maintenance	\$58,499.26	\$57,144.17	\$1,355.09	2%
Accommodation	\$29,461.96	\$24,228.75	\$5,233.21	22%
Airfares	\$22,259.06	\$21,630.42	\$628.64	3%
Taxi Fares (inc Cab Charge)	\$1,340.54	\$877.08	\$463.46	53%
Travel Allowance	\$17,400.24	\$10,333.75	\$7,066.49	68%
Travel Other	\$3,022.98	\$409.17	\$2,613.81	639%
Isolation Leave Travel	\$0.00	\$0.00	\$0.00	
Artist Costs	\$0.00	\$291.67	-\$291.67	
Visitor Management	\$0.00	\$0.00	\$0.00	
Rangers - Camping Equipment	\$1,389.67	\$584.58	\$805.09	138%
Rangers - Field Consumables	\$3,993.59	\$4,225.83	-\$232.24	-5%
Food	\$22,615.93	\$11,297.92	\$11,318.01	100%
Materials & Supplies	\$86,004.70	\$84,800.00	\$1,204.70	1%
Meeting & Seminar Costs	\$11,994.64	\$4,814.17	\$7,180.47	149%
Pest Control	\$7,629.43	\$6,258.33	\$1,371.10	22%
Sports & Recreation Expenses	\$0.00	\$25,600.00	-\$25,600.00	
Turtle Camp Costs	\$3,532.82	\$0.00	\$3,532.82	
Interest Expense	\$0.00	\$0.00	\$0.00	
Finance Charges - non bank	\$0.00	\$0.00	\$0.00	
Bank Fees & Charges	\$3,032.58	\$2,275.42	\$757.16	33%
Impairment of Debts	\$0.00	\$0.00	\$0.00	
Depreciation	\$0.00	\$0.00	\$0.00	
Depn - Houses	\$78,975.00	\$78,977.50	-\$2.50	0%
Depreciation, House F&F	\$0.00	\$0.00	\$0.00	
Depreciation, Buildings	\$258,425.00	\$258,428.75	-\$3.75	0%
Depn - Major Plant	\$0.00	\$0.00	\$0.00	
Depreciation, Motor Vehicles	\$0.00	\$0.00	\$0.00	
Depreciation, Office Equipment	\$8,662.00	\$9,579.58	-\$917.58	-10%
Depreciation, Plant & Equipm't	\$139,322.00	\$134,236.25	\$5,085.75	4%
Depreciation, Store Equip't	\$3,337.00	\$8,502.92	-\$5,165.92	-61%
Depn - Roads	\$229,710.00	\$229,709.58	\$0.42	0%
Depn - Water	\$78,585.00	\$78,584.58	\$0.42	0%
Depreciation Landfill	\$0.00	\$1,296.67	-\$1,296.67	
Depreciation, Airstrip	\$37,800.00	\$36,507.08	\$1,292.92	4%
Depn - Boat ramp	\$23,775.00	\$22,354.58	\$1,420.42	6%
Depn- Fibre Optic Cable	\$0.00	\$1,415.42	-\$1,415.42	
Depn - Other Infrastructure	\$0.00	\$0.00	\$0.00	
Grants Refunded	\$173.47	\$0.00	\$173.47	
Capital Expenditure	\$0.00	\$468,750.00	-\$468,750.00	
NO NOT USED	\$0.00	\$0.00	\$0.00	
Total Expenses	\$4,153,263.60	\$5,513,533.75	-\$1,360,270.15	-25%
Operating Profit/(Loss)	\$1,599,449.20	-\$588,263.75	\$2,187,712.95	
Operating profit less depreciation	\$2,458,040.20	\$271,329.17		

Mapoon Aboriginal Shire Council
Balance Sheet
As of November 30, 2023

Assets

Current Assets

11110-QCB - General Account	3,766,330.27
11112-QCB Shares	10.00
11115-QCB - ILSC Project Online Banking	143,907.30
11117-QCB - Remote Housing 2	705,956.38
11118-QCB - Online Save A/C No9	2,793,769.46
11119-QCB - Online Banking - Remote Capital Program	68,077.27
11120-CBA Main account	279,450.92
Account Receivable	371,214.31
Inventories	80,182.22
Other Current Assets	504,379.25

Total Current Assets	8,713,277.38
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Property, Plant and Equipment	41,237,716.16
Accumulated Depreciation	-12,685,389.21
Intangible Assets	65,000.00

Total Assets	37,330,604.33
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Liabilities

Current Liabilities

Accounts Payable	208,312.20
Taxes Payable	-73,566.10
Other Current liabilities	216,833.62

Total Current Liabilities	351,579.72
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Total Liabilities	351,579.72
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Shareholders' Equity

Net Income / (Loss)	114,290,053.30
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Total Shareholders' Equity	114,290,053.30
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Total Liabilities & Shareholders' Equity	114,641,633.02
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Mapoon Aboriginal Shire Council					
Budget Analysis by Department					
Nov-23					
Accommodation	Actual	BudgetYTD	Variance to budget	Variance %	Comments
Income	149,441	218,844	-69,403	-32%	
Expense	101,503	228,394	-126,892	-56%	
Profit / (Loss)	47,939	-9,550	57,489	-602%	
Administration & Corporate Services	Actual	BudgetYTD	Variance to budget	Variance %	
Income	1,154,316	2,871,005	-1,716,689	-60%	
Expense	2,071,894	3,196,823	-1,124,929	-35%	Includes Depreciation of \$858,591
Profit / (Loss)	-917,578	-325,818	-591,760	182%	
Store	Actual	BudgetYTD	Variance to budget	Variance %	
Income	240,390	221,842	18,548	8%	
Expense	246,479	210,393	36,086	17%	
Profit / (Loss)	-6,089	11,449	-17,538	-153%	
Parks & Gardens	Actual	BudgetYTD	Variance to budget	Variance %	
Income	0	1,875	-1,875	0%	
Expense	34,837	57,140	-22,303	100%	
Profit / (Loss)	-34,837	-55,265	20,428	100%	
Land & Sea	Actual	BudgetYTD	Variance to budget	Variance %	
Income	1,214,224	715,648	498,577	70%	Funding received in advance
Expense	643,623	654,068	-10,445	-2%	
Profit / (Loss)	570,602	61,580	509,022	827%	
Aged Care Services	Actual	BudgetYTD	Variance to budget	Variance %	
Income	264,134	232,575	31,560	14%	CHSP funds received 6 months in advance - accrued monthly
Expense	245,617	331,483	-85,865	-26%	
Profit / (Loss)	18,517	-98,908	117,425		
Water & Sanitation	Actual	BudgetYTD	Variance to budget	Variance %	
Income	0	0	0		
Expense	135,817	172,230	-36,413	-21%	
Profit / (Loss)	-135,817	-172,230	36,413	-21%	
Works Contract & Housing Maintenance	Actual	BudgetYTD	Variance to budget	Variance %	
Income	924,483	1,171,887	-247,404	-21%	
Expense	831,620	967,251	-135,631	-14%	
Profit / (Loss)	92,863	204,636	-111,773	-55%	
Works Other	Actual	BudgetYTD	Variance to budget	Variance %	
Income	3,817,159	3,366,613	450,547	13%	
Expense	1,797,885	3,578,501	-1,780,617	-50%	
Profit / (Loss)	2,019,275	-211,889	2,231,164	-1053%	
Workshop	Actual	BudgetYTD	Variance to budget	Variance %	
Income	67,358	89,234	-21,877	-25%	
Expense	122,783	81,503	41,280	51%	
Profit / (Loss)	-55,425	7,732	-63,157	-817%	
Total Works	Actual	BudgetYTD	Variance to budget	Variance %	
Income	4,809,000	4,627,734	181,267	4%	
Expense	2,888,105	4,799,485	7,687,590	160%	
Profit / (Loss)	1,920,896	-171,751	2,092,647	-1218%	
Total Divisions	Actual	BudgetYTD	Variance to budget	Variance %	
Income	7,831,506	8,889,522	-1,058,016	-12%	
Expense	6,232,056	9,477,785	-3,245,729	-34%	
Profit / (Loss)	1,599,449	-588,264	2,187,713	-372%	Includes Depreciation of \$858,591

Mapoon Aboriginal Shire Council
Statement of untied funds as at November-2023

Cash & Money in bank	7,757,502	
Debtors	371,214	
Total Cash & Debtors		8,128,716
Less		
Tied Grants	4,745,967	
Liabilities	-351,580	
Total Tied Grants & Liabilities		4,394,387
Untied Funds		3,734,329
Total cash less liabilities		3,363,114
Debtors		371,214
Total untied cash & Debtors		3,734,329

Mapoon Aboriginal Shire Council

Financial Sustainability Ratios

November-2023

The Financial Sustainability of Councils continue to be the cornerstone of Local Government Act and a core responsibility of Mapoon Aboriginal Shire Council

Asset sustainability ratio (aim for > 90%)

5%

Capital expenditure on replacement of assets (renewals)

38,737

(a)

Depreciation expense

858,591

Operating surplus ratio (aim for 0 - 10%)

1%

Operating result or Net result (excluding capital items)

33,857

(b)

Total Operating revenue (excluding capital items)

6,227,176

(c)

Net Financial liabilities ratio (aim for < 60%)

-134%

Total liabilities less current assets

(8,361,698)

Total Operating revenue (excluding capital items)

6,227,176

(a)

Capital expenditure currently not captured until year end

(b)

Net result includes capital additions until year end therefore ratio will look worse than actually is throughout the year

(c)

Capital grants and any other capital income to be removed

Author: Kiri Tabuai, Executive Manager - Community Development

Authoriser: Tom Smith, CEO

Attachments:

1. Events Calendar 2024
2. Cultural Centre
3. IKC Report

Present Council with a report of program performance and operational actions for the month of November.

Council provides a range of community-based services for the benefit of Mapoon residents and visitors.

Provide an update of the programs under the Community Development area for the past month of November.

Programs	Status Report
<u>Community Development</u>	Gym and Youth Activities <ul style="list-style-type: none"> • Gym 1 Memberships for the month of November. Members are happy with the changes of hours. Signage has arrived for the first aid kit and Defib. • Youth Activities Afterschool Activities are being delivered by Out n About for the month of November. Working with IKC afterschool program. Some days at the Hall and some days at Splash Park.
<u>Community Services</u> Aged Care Playgroup	<ul style="list-style-type: none"> • Aged Care Services Compliance Report will be provided next months meeting. Services were impacted with staffing attendance. Executive and Manager are planning ways to reduce this impact if it happens again. Elders Christmas party was wonderful. They loved their gifts – thank you council. • The Playgroup program. Executive is utilising the staff we have within community development to assist with the driving. Program as follows: Mon – IKC F5F program

	<p>Tue – Arts & Crafts at the Centre Wed – Outdoors Thurs – Free Play at the centre</p> <p>Attendance: 13th – 16th – 6 children 20th – 23rd – 13 children 27th – 30th – 13 children</p>
<u>Community Engagement</u>	<p>Regular communication through social media and face to face with community. Event's committee meeting 13th November. Events calendar attached. January 2024 advertisement will be going out for community for volunteers to join the events committee.</p>
Cultural Centre	<p>Cultural Centre</p> <p>Report Attached</p> <p>Indigenous Knowledge Centre</p> <p>Report Attached</p> <p>Café The café is closed.</p>
<u>Disaster Recovery Operation</u> The Disaster Recovery Plans review is ongoing.	As required
<u>Economic Development</u>	Many Rivers visited community in November, last visit for the year. They had 10 people in community that they needed to follow up with.
<u>Local Thriving Communities</u>	LTC have had to cancel meetings due to not having a quorum. EOI for a new member to replace Diane Ludwick is in progress.
<u>Executive Manager Report</u>	<p>Staff one on one 2nd – 7th November TWG Meeting 7th November DTIS Meeting 8th November Events Meeting 13th November DSDSATSIP Teams 24th November Weekly/fortnightly meetings with program managers/ supervisors</p>

RECOMMENDATION

That the report of Executive Manager of Community Development be received and noted.



MAIPOON EVENTS COMMITTEE

MAIPOON EVENTS 2024

SAVE THE DATES

EVENT DATES

JAN
26TH

AUSTRALIA DAY

APR
25TH

ANZAC DAY

MAY
29TH

RECONCILIATION DAY

JULY
4TH

NAIDOC CELEBRATIONS

SEPT
20TH

PAANJA TOUCH

SEPT
21ST

PAANJA FESTIVAL

OCT
5TH & 6TH

MAIPOON BARRA BASH

Cultural Centre - Monthly Report



Name	Jason Jia
Subject	Monthly Operation report
Date	November 2023
CC	Mayor, Councillors and CEO

Jason took 9 days annual leave in the month of November.

- **Attended the 2023 Gallery and Museum Achievement Awards at the Kingston Butter Factory in Kingston, Brisbane.**

The Gallery and Museum Achievement Awards 2023 brought together a gathering of creative minds and innovators. I had the privilege of attending this prestigious event, an experience that was both inspiring and humbling.

The Gallery and Museum Achievement Awards have not only celebrated achievements but have ignited a flame of determination that will burn brightly as we strive for excellence in the years to come.

- **First 5 Forever monthly meeting with State Library QLD**

Engaging in our monthly First Five Forever program meeting with the State Library QLD was both insightful and collaborative. The session delved into the program's progress, offering a platform to share ideas with other communities, and vice versa. A key focus was on sourcing age-appropriate resources and exploring funding opportunities to enhance early literacy initiatives.

- **Key Discussions with Executive Manager and IKC Coordinator**

A meeting with the Executive Manager of Community Development and the IKC Coordinator was a pivotal session, delving into crucial aspects of staff training, work-related issues, concerns, and overall business requirements.

- **End of Month meeting with the IKC Coordinator**

The end-of-month meeting with the IKC Coordinator was a comprehensive review and strategic planning session. We delved into the monthly to-do list, assessing completed tasks, and setting the course for upcoming priorities. The First 5 Forever program planner took center stage, outlining engaging activities scheduled up to June 2024 to enrich our community.

Cultural Centre - Monthly Report



➤ Discussions with Local Artists

Engaging discussions with local artists from Wei' Num Arts unveiled exciting prospects for the future. Amidst the change-over of board members, artists shared their visions on the selling of their artwork at the Cultural Centre. The dialogue illuminated a collective eagerness to showcase their creations in a dynamic way.

➤ Open House for Local Artists.

The Open House event at the Cultural Centre's art studio and gallery faced an unforeseen hiccup, with artists being out of town on the scheduled day, leading to its cancellation. However, this setback is seen as an opportunity to regroup and strategise for a better, more inclusive event. I am committed to rescheduling the Open House before the year concludes, aiming to accommodate all artists and showcase their talents.

Cultural Heritage: Jason Jia

Indigenous Knowledge Centre- Monthly Report



Name	Justina Reid
Subject	Monthly Operation report
Date	November 2023
CC	Mayor, Councillors and CEO

In the month of November come through we had 15 people using the Ash Barty which is awesome.

Overall, we had 41 people including adults and children. IKC have been working with the local business Out n About and planning activities with the kids both with library and their school holiday program so we will be taking turns with different age group. I am also assisting with Playgroup.

Jason and I had our team meeting yesterday he decided to do flyers and survey sheet also questionnaires for the f5f program take home kit I will be handing them out. Working progress with Aged care as IKC want to work on the program tech savvy senior week (fortnightly).

I also want some sought of resources for autistic kids. I have been doing bit of research on autism friendly website for what can we do to make changes for our children of next generation as we do have children in the community that utilise the IKC have special needs.

- Annual reporting
- afterschool activities -and discussions regarding the providing of snacks for the children after school depending on fundings etc.
- IKC memberships and community engagement
- working with children with disabilities and or special needs
- first 5 forever activities and resources
- shelving of items (Books loans and returns)
- Aurora
- Resources on the SLQ,PL Connect website
- Rural libraries and IKC

IKC Coordinator: Justina Reid

8.4 EXECUTIVE MANAGER OF INFRASTRUCTURE AND WORKS REPORT

Author: Victor Mills, Executive Manager of Infrastructure and Services

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

Present to Council a report of program performance and operational actions for the previous month

BACKGROUND

Council has several larger projects currently under construction which are at various stages of completion.

DISCUSSION**BACKGROUND**

Council has several larger projects currently under construction which are at various stages of completion.

DISCUSSION**WORKS ACTIVITIES TO DATE:**

The Works for Queensland (W4QLD 20-21) Store Project:	<ul style="list-style-type: none"> • Electrical connection underway. • Awaiting procurement for the Mezzanine floor. • Driveways in progress. • Concrete path on the western side is in construction.
QRA	<ul style="list-style-type: none"> • Discussion with QRA for the flood mitigation project at the school intersection, costing approximately 1.6M+. • Continuous online meetings with the get ready awareness team.
New Ranger Base	<ul style="list-style-type: none"> • Awaiting on delivery of sheds. • For construction drawings have been issued.
Social Housing blocks Stage 2:	<ul style="list-style-type: none"> • Tender is now closed.

	<ul style="list-style-type: none"> Concrete blocks are starting to arrive on site. 										
New Transfer Station	<ul style="list-style-type: none"> Form work for the retaining wall is currently in progress. Awaiting pad foot roller to be transported, we then can continue with building the carriageway and access. 										
QBuild Maintenance:	<table> <tr> <td>Unscheduled</td><td>2</td></tr> <tr> <td>Work in Progress</td><td>130</td></tr> <tr> <td>Awaiting Approval</td><td>0</td></tr> <tr> <td>Completed</td><td>13</td></tr> <tr> <td>Invoiced</td><td>287</td></tr> </table>	Unscheduled	2	Work in Progress	130	Awaiting Approval	0	Completed	13	Invoiced	287
Unscheduled	2										
Work in Progress	130										
Awaiting Approval	0										
Completed	13										
Invoiced	287										
QBuild Upgrades:	<ul style="list-style-type: none"> A D Fraser Builders will be on site after the industrial shutdown period to commence their works. Awaiting Housing dept, for a relocation house so Council can commence minor upgrades at 41 Mamoose. Other tendered works, P/O is starting to come through. 										
AMO EHW:	<ul style="list-style-type: none"> Patrick and I with other staff members will be attending training with DES illegal dumping team 6/12/23. Pre cyclones clean up commences on the 6/12/23, this was announced at community meeting. 										
Workshop	<ul style="list-style-type: none"> Advertise for the apprentice in the new year, discussion with local community member to be T/A in this area whilst mechanic is on leave. The skid steer is working again, the mechanic has completed some private works. All back-up Generators have been tested, fuelled up and is on standby. 										
AIRPORT	<ul style="list-style-type: none"> This project is at completion, continue with maintenance, mainly the mowing of 										

	<p>the buffer zones and inside the airport area. (ongoing)</p> <ul style="list-style-type: none">• Would like to take this opportunity to thank the CEO and Councillors for 2023, would like to wish you all a Merry Xmas and a Safe new year, I will be in community on standby with LDMG.
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RECOMMENDATION

That the Report of the Executive Manager of Infrastructure and Works be received and noted.

8.5 EXECUTIVE MANAGER OF ENVIRONMENTAL SERVICES, LAND AND SEA AND PARKS AND GARDENS

Author: Kelli Leatham, Executive of Environmental Services, Land & Sea, Parks & Gardens

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

To present to Council a report of Program Performance and Operational action for the previous month

BACKGROUND

This report details the Program and Operational action from Mapoon Land and Sea Rangers and Parks and Gardens

DISCUSSION

- Biosecurity
 - Rangers were joined by Northern Australia Quarantine vets in Mapoon to where a training session was held to learn good postmortem techniques, sample collection and how to look for signs of disease in feral pigs. NAQs gain permission to shoot and retrieve feral pigs with aims to facilitate the early detection of disease across Northern Australia, this ensures the Northern Cape is monitored on a regular basis.
 - A Marine debris cleanup was conducted by Rangers on Back Beach over two mornings. 48 bags collected totalling 408kg. Rangers also collected a drum of paraffin oil off the beach utilising the newly installed tailgate lift.
 - Rangers collected a Land Coastal Surveillance task on back to where they find a dense area of Marine Debris and using the Top Watch App items are GPS marked, photographed and relevant questions answered. A minimum of 50 different items are required to complete the exercise.
- Visitor Management
 - Rangers continued with weekly runs to empty bins at campgrounds for the last weeks of tourist season.
 - Cleaning of facilities Mondays and Fridays
 - Cleaning rubbish out of firepits throughout campground left by tourists.
 - Picking up of rubbish around boat ramp after weekends.
 - Permits check prior to campground closure and weekly patrols of Batavia and Janie Creek
 - Removed the shorebird fencing from Back Beach as the tide heights are now rising.

- Weed Management/Tree Felling
 - Rangers felled a large tree at entry to new transfer station that had been noted as a Hazard.
 - Weed Spraying of garden beds in community, Cultural Centre, Council and Anzac Park
 - Hand picking of Caltrope at Cullen Pt Campground
 - Further felling of dead trees in the Old Mission site
 - Trimming of trees overhanging the road at Peters Corner
- Water Quality
 - Rangers joined Rio Tinto on a larger barge equipped with a crane to learn the process of removing, cleaning, and downloading data from bullets permanently placed within our 3 river systems. Rio is looking for Rangers to take control of this program in the near future.
 - Rangers also conducted freshwater monitoring in Long Swamp, Main Swamp, Alligator and Callope, Rangers observe and record Depth, Temperature, Oxygen levels, vegetation present, human and or Animal impacts and bird species.
- Hydrophones
 - This program ties in with the threatened species program. These devices monitor all the moments of any animal that has been tagged within the area. Similar procedure applies with removing cleaning and downloading devices the redeploying. The data is then used to determine future fishing sites at certain times of the year.
- Turtle Monitoring
 - Utilising the barge while in community for the above 2 programs, Rangers removed ATVs from Flinders Beach and Namaleta. This reduces the cost dramatically, saving on transporting costs.
- Fee for Service
 - Rangers completed their last 3 runs for the year transporting Ecotone and Cultural Heritage to and from North Weipa mine.
- Cultural Heritage
 - Guiding visitors through the Cultural Keeping Place and discussions on the history of Mapoon, clan groups and surrounding areas.
 - Conducted cultural awareness training with Yourtown and Kids Helpline. Gratitude for Yourtown's generous \$1000 donation, empowering 2024 Cultural Heritage projects, for positive change and community impact.
 - Revised Cultural Awareness Program - After months of dedicated research and meticulous information gathering, I am thrilled to announce the near completion of our cultural awareness program. I endeavour to have this completed by the end of 2023, for implementation in 2024.

- Discussions with Virtus Heritage, culminating in their generous donation of archaeological dig kits tailored for children in Mapoon. This initiative exemplifies how partnerships can translate into enriching educational experiences that connect young minds with the depth and significance of their local history.

Engaging in collaborative correspondence with the Queensland Police Service and PCYC, a significant initiative is underway to develop cultural booklets for communities. This collaborative effort involves working closely with communities, traditional owners, Education QLD, QLD Health, and local councils.

- Mapoon Language Project - Conversations with historian Geoff Wharton, the Mapoon Language Project emerged as a fascinating initiative poised to breathe life into cultural heritage. Geoff, a seasoned historian, shed light on the project's timeline, revealing meticulous planning that spans years. The project has involved a dedicated team of linguists, community members, Elders, and Traditional Owners, creating a collaborative effort that goes beyond academic boundaries.

- Parks and Gardens

- Rubbish removal from roadsides.
- Removal of the ever-falling leaves from Council Yard, front and back, Anzac Park
- Minimal watering of gardens and lawns which of some are just holding together awaiting rain.

RECOMMENDATION

That the report of Executive Manager of Environmental Services, Land and Sea and Parks and Gardens be received and noted.

8.6 QCOAST2100 – COASTAL HAZARD ADAPTATION STRATEGY

Author: Kelli Leatham, Executive of Environmental Services, Land & Sea, Parks & Gardens

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

Present to Council Q Coast 2100 Coastal Hazard Adaption Strategy

BACKGROUND

Council have reviewed the attached strategy and present to Council for consideration and adoption.

DISCUSSION

Mapoon Aboriginal Shire Council is developing a Coastal Hazard Adaptation Strategy to better understand emerging coastal hazard risks and propose adaption measures to proactively manage the impacts of those risks on our community, environment, cultural values, infrastructure, liveability and essential services. Council received funding support through the QCoast2100 program, a partnership between the Queensland Government and the Local Government Association Queensland, for research into the development and implementation of the strategy.

The preparation of a typical CHAS is structured over eight (8) phases, which are set out in the *QCoast Minimum Standards and Guideline* document. The structure is designed to scope, identify and assess potential coastal hazards, to facilitate the development of a strategy and implementation plan to respond to those coastal hazards. The CHAS phases and the completion status as relevant to the Mapoon CHAS are summarised as follows:

Phase 1	Planning for stakeholder communication and engagement	Complete
Phase 2		
Phase 3	Scoping coastal hazard issues	Complete
	Identifying areas exposed to current and future coastal hazards (storm tide, sea level rise and erosion hazard)	Complete
Phase 4	Identifying the natural and built assets impacted by coastal hazards for the present climate, as well as 2050, 2070 and 2100 future climates	Complete
Phase 5	Undertaking a risk assessment of key assets in coastal hazard areas	Complete
Phase 6	Identify potential adaptation options	Complete
Phase 7	Multi-Criteria Analysis (MCA) of preferred adaptation options	Complete

Phase 8

Strategy development,
implementation and review

Underway

Phase 8 – Coastal Hazard Adaptation Strategy document

The final phase of the Mapoon CHAS involves the preparation of a strategy document that culminates the findings of all 8 project phases. The strategy document includes a range of short, medium and long-term adaptation actions which can be implemented to assist in mitigating the social, cultural, economic, and environmental risks associated with coastal hazard impacts. A separate implementation plan for Council's internal use will accompany the strategy document and propose a number of adaptation and resilience measures, including long-term adaptation pathways that Council and the community can adopt to become more resilient to coastal hazards. The draft implementation plan is attached at **Attachment 1**.

Public notification of the CHAS commenced on 26 October 2023, and was run for a period of 4 weeks in accordance with the QCoast2100 Program Minimum Standards and Guidelines. The overarching objectives of this engagement were to:

- Build local capacity and understanding of climate change and coastal hazard risk;
- Share findings from technical work and consultation undertaken to date;
- Present and gain feedback on the Strategy being considered for Mapoon; and
- Identify opportunities for the community and key stakeholders to be involved in the ongoing implementation of the Mapoon CHAS.

Online and in-person engagement methods were utilised to connect and engage with the local community and external stakeholders, including: **Social media post** – inform stakeholders of the project and detail opportunities for community involvement (pop-up event)

Factsheet – provide an overview of the project, coastal hazards, guiding strategies for coastal hazard adaptation and the values and vulnerabilities identified for the region based on technical work and previous engagement activities

Stall at Mapoon Community Day – inform the community about the project and gain community feedback on the ways in which Council and the community can respond to coastal hazards

Targeted stakeholder engagement – provide a project update to key stakeholders including the Mokwiri Aboriginal Corporation, Old Mapoon Aboriginal Corporation (OMAC), Torres Cape Indigenous Council Alliance Inc. (TCICA) to advise them of upcoming engagement and opportunities to be involved.

Community Survey – provide an opportunity for key stakeholders to provide written feedback on the draft CHAS document.

RECOMMENDATION

1. That Council resolve to adopt the Mapoon Coastal Hazard Adaptation Strategy.
2. That the draft Implementation Plan is advanced in line with the outcomes of the Mapoon Coastal Hazard Adaptation Strategy.

8.7 FLEET AND WORKSHOP REPORT FOR NOVEMBER 2023

Author: Michael Morris, Fleet Co-ordinator/Mechanic

Authoriser: Tom Smith, CEO

Attachments: 1. For sale by tender 11-12-2023

PURPOSE OF REPORT

Monthly

BACKGROUND

Operational report for Nov 2023

DISCUSSION

All necessary equipment that was required at the workshop has been sourced and installed. All council vehicles are up to date in their servicing.

The following vehicles are on order and are due in Cairns in January from there they will need to go to body build /or have the attachments assembled. Then when completed They can send up to Weipa either by road or Seaswift

Vehicles are.

Case Backhoe;(council)

12 Seat LDV Minibus;(council)

2 x Isuzu Utes(auto) (Council

1x Ford ranger (SES vehicle)

Recommendations

- IT IS RECOMMENDED THAT THE DOG WASH TRAILER WHICH IS CURRENTLY UNDERUTILIZED BE LEASED OUT TO A MEMBER OF THE COMMUNITY TO USE AS A DOG WASHING SERVICE, UNIT TO BE MAINTAINED BY THE COUNCIL.
- IT IS RECOMMEND THAT 2 X 100KVA GEN SET BE PURCHASED FOR THE FOLLOWING LOCATIONS.
- AGE CARE CENTER TO INSURE THEY HAVE POWER TO THE FRIDGES AND TO THE RESIDENTS IN CASE THE MAIN POWER FAILS
- SHORT STAY ACCOMMODATION; SO, THEY WILL HAVE POWER IN CASE THE MAIN POWER FAILS.

Permission is sought for the disposal of the vehicles which are surplus to the council needs by a silent Auction that is conducted here in Mapoon for the following vehicle with a reserve of \$3000.00

The vehicle rego numbers is.

358-SDD

As per attached Photos

**RECOMMENDATION**

That the Council receive and take note of the Fleet Co-ordinator/ Workshop Manager's Monthly Report for Nov 2023

Mapoon Aboriginal Shire Council

Sale of vehicles/Trailers

Mapoon Council May Terminate the contract of sale by notice to the successful tenderer as of the date specified in this notice

Tender MASC-11-10-2023

All vehicles sold “as is where is”, No rego No insurance.

I/We hereby tender and offer to purchase the goods tendered for herein at the prices tendered, upon and subject to conditions referred to herein,

Full name _____

Full Names(Block Letters) of Individual, company or individual or company trading with others as a business name)

(Address in full including Post code)

Phone number _____ Mobile number _____

Name of witness _____

Signature of Witness _____

Australian Company Number _____

Being the undersigned having read the tender documents, do hereby tender For and offer to take delivery of vehicles, and will remove the items from the council premises at my own Expense.

As described in the tender schedule:

I/We tender the amount below for the following Vehicle
Including GST

ONE (1) Only Toyota Hilux dual cab Manual 4x2

Vin Number: MROCX12G400080462

Motor: Petrol

Model Number: TON16 R

Date of Manufacture 02/2012

Vehicle will drive but Will Need repairs

**With vehicle will be 3 service kits some items in the kits are missing
the oil filter(Z418)**

Amount in Words and figures.

See attached photos of vehicle





8.8 WHS REPORT FOR NOVEMBER 2023

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

To Update Council with any issues or outcome for the month of July regarding WHS within the Council organisation,

WHS Attendance, Risk Audit and Compliance Report – November 2023

Next attendance – Monday 22 January 2024 to Wednesday 31 January 2023

WHS documents developed/under review -

- SOPs development – Backhoe, Case T590 Skid steer, Kubota Tractor and LDV Bus
- Safety Management Plan – Gas and fuel.
- Café furniture Risk Assessment.
- Updated the WHS incident register.
- Updated the Hazards register.

Hazard, incident, and risk reporting –

- Nov 2023 – 4 x Hazard reports received, submitted, to be actioned.

Hazard Register updated.

Incident reports received:

- Nov 2023 – 1 x Incident reports received for the period, (minor injury no time off).

Incident Register updated.

LTIFR Reports**Calculation:**

(Number of lost time injuries in the reporting period x 1,000,000 / 1,216 hours)

Lost Time Injury Frequency Rate = Nil hours for Nov 2023.

Safe Work Method Statements developed and provided for the month.

- 1 x Concrete formwork, pits and foundations.
- 1 x Operating plants and equipment

Training and Inductions.

- Provided 2 x toolbox training sessions for Housing.
- WHSO conducted 6 inductions.

- Ongoing mentor training for new WHSO

Site safety inspections conducted:

- Safety inspections of community areas (1 hazard)
- Mechanical workshop (1 hazard)
- Landfill site
- Paanja Lodge
- New Shop Construction
- Water Treatment plant
- Airport
- Aged Facility
- Child Care Centre
- Fitness Centre
- Depot Gas storage
- Café
- New Transfer Station construction
- Cultural Centre
- Cullen Point
- Cabinet makers shed (2 x hazards)

WHS Continuous Improvement Activities.

- LPG Gas Safety Management System completed.
- Develop and implement a safety committee - ongoing.
- Sourced a training provider for the provision of construction white cards for new staff.

High Priority

- Focus on incident reporting as not all incidents are being reported.
- Focus on implementing SWMS for all high-risk activities,
- Organise BA and chlorine gas operations training for plumbers and environmental health workers.
 - **MSMWHS216 – Operate Breathing apparatus.**
 - **NWPTRT013 – Operate and Control Liquefied Chlorine Gas Disinfection**
- Implement a safety committee, to include a member from each department.
- Toolbox talks and training sessions to be conducted with all council employees.
- Provide fire safety and WHS refresher courses for all staff.
- Conduct WHS inspections of building projects currently underway.
- Follow up on submitted hazard reports to ensure timely rectification/elimination.

Priority

- Conduct Fire safety training for new staff etc.
- Conduct Induction training for staff and contractors.
- Conduct toolbox training sessions for Housing and Rangers

- Conduct site inspections and prestart meetings.
- Continue the work on Hazardous chemicals risk register and SDS updates.
- Continued work on Hazard inspections.

Implement a safety committee, to include a member from each department.

- Toolbox talks and training sessions to be conducted with all council employees.
- Provide fire safety and WHS refresher courses for all staff.
- Conduct WHS inspections of building projects currently underway.
- Follow up on submitted hazard reports to ensure timely rectification/elimination.

Priority

- Conduct Fire safety training for new staff etc.
- Conduct Induction training for staff and contractors.
- Conduct toolbox training sessions for Housing and Rangers
- Conduct site inspections and prestart meetings.
- Continue the work on Hazardous chemicals risk register and SDS updates.
- Continued work on Hazard inspections.

RECOMMENDATION

That the Report of the Workplace health and Safety Officer be received and noted.

8.9 HUMAN RESOURCES - NOVEMBER 2023**Author:** Rachel Faithfull, Human Resources**Authoriser:** Tom Smith, CEO**Attachments:** Nil**PURPOSE OF REPORT**

Update Council with information for the month of September within Human Resources.

DISCUSSION**1. Employment Outlook**Current number of employees

Department	Number of Employees
Infrastructure and Works	19
Environmental Services	14
Community and Development	16
Finance	4
Executive/Corporate	3
Total	56

Resignations/Terminations

Department	Number of Employees
Infrastructure and Works	3
Environmental	1
Community and Development	0
Finance	0
Executive/Corporate	0
Total	4

2. RecruitmentPositions Advertised:

Position	Status
----------	--------

Skilling Queensland Workers (SQW) Trainees in Hospitality, Construction and Business.	6 new Construction trainees commenced in November. Still seeking a Hospitality Trainee and Business Trainee.
Team Leader Playgroup	Position to be readvertised.
Plumber	Position to be readvertised.
Building Supervisor	Advertising closes 7 December 2023

New Appointments

Name of Employee	Position	Department
Herbert Jnr Hudson	Construction Trainee	Infrastructure Services
Bruce Reid	Construction Trainee	Infrastructure Services
Edward John	Construction Trainee	Infrastructure Services
Damien John	Construction Trainee	Infrastructure Services
Albert Day	Construction Trainee	Infrastructure Services
Katrina Budby	Construction Trainee	Infrastructure Services

3. Absenteeism

Number of hours absenteeism (unauthorised leave):

Department	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023
Infrastructure and Works	64.5 hours (7 employees)	74 hours (6 employees)	269 hours (7 employees)	165 hours (7 employees)	138 hours (8 employees)	265 hours (12 employees)
Environmental Services	42 hours (4 employees)	64.25 hours (5 employees)	53 Hours (5 employees)	23.5 hours (2 employees)	60.25 hours (7 employees)	137 hours (8 employees)
Community and Development	8 hours (2 employees)	0 hours	54 hours (1 employee)	6 hours (1 employee)	5 hours (1 employee)	126.5 hours (2 Employees)
Finance	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours
Executive/Corp. Services	1 hour (1 employee)	4.75 hours (2 employees)	0 hours	0 hours	0 hours	0 hours
Total	115.5 hours	79.25 hours	376 hours	194.5 hours	203.25 hours	528.5 hours

RECOMMENDATION

That Council notes the Human Resources Report for November 2023.

8.10 COUNCIL ENDORSEMENT OF DRAFT MAPOON LHP IMPLEMENTATION PLAN

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: 1. Mapoon LHP Implementation Plan

PURPOSE OF REPORT

CHDE met with Council on the 1st of November to discuss the draft housing and implementation plan, the plans were discussed and changes to the Implementation put forward.

The Draft Implementation Plan is now finished and requires endorsement from the Council.

RECOMMENDATION

That Council receive and endorse the Mapoon LHP Implementation Plan tabled by CHDE.

ORDINARY COUNCIL MEETING AGENDA

21 NOVEMBER 2023

8.6 COUNCIL ENDORSEMENT OF DRAFT MAPOON LHP IMPLEMENTATION PLAN**Author:** Tom Smith, CEO**Authoriser:** Tom Smith, CEO**Attachments:** 1. Mapoon LHP Implementation Plan**PURPOSE OF REPORT**

CHDE met with Council on the 1st of November to discuss the draft housing and implementation plan, the plans were discussed and changes to the Implementation put forward.

The Draft Implementation Plan is now finished and requires endorsement from the Council.

RECOMMENDATION

That Council receive and endorse the Mapoon LHP Implementation Plan tabled by CHDE.

8.11 RECORD MANAGEMENT POLICY

Author: Danielle Turner, HR Consultant, Preston Law

Authoriser: Tom Smith, CEO

Attachments: 1. Records management policy

PURPOSE OF REPORT

To present the Mapoon Aboriginal Shire Council Record Management Policy V1.

BACKGROUND

To provide a framework for the governance of recordkeeping within Mapoon Aboriginal Shire Council ("**Council**"). This Policy defines Council's commitment to the management of its records in accordance with statutory requirements and obligations under the *Public Records Act 2002* ("**the Public Records Act**"). All practices concerning record keeping within Council are to be in accordance with this Policy.

This Policy applies to all:

1. aspects of Council business.
2. records created or received regardless of the format.
3. business applications, systems and software used to create records; and
4. Council employees, contractors, volunteers, and elected members.

RECOMMENDATION

That Council resolves to adopt the Records Management Policy pursuant to the obligations and requirements under the *Public Records Act 2002*.



This is an official copy of the **Records Management Policy** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, and current Council Policies.

DOCUMENT VERSION CONTROL

Schedule Review



MAPOON ABORIGINAL SHIRE COUNCIL Records Management Policy

RESOLUTION NO. VERSION

Records Management Policy

PURPOSE

To provide a framework for the governance of recordkeeping within Mapoon Aboriginal Shire Council ("Council"). This Policy defines Council's commitment to the management of its records in accordance with statutory requirements and obligations under the *Public Records Act 2002* ("the **Public Records Act**"). All practices concerning record keeping within Council are to be in accordance with this Policy.

This Policy applies to all:

1. aspects of Council business.
2. records created or received regardless of the format.
3. business applications, systems and software used to create records; and
4. Council employees, contractors, volunteers, and elected members.

STATEMENT

The Public Records Act requires public authorities to make and keep complete and reliable public records as part of any business activity undertaken or business decision. These records must be saved into Council's corporate records management system or other approved business system and applications.

Council is committed to adhering to the Queensland State Archives Records Governance Policy. The policy sets out the foundational principles of recordkeeping for Queensland Government agencies and public authorities to meet minimum recordkeeping requirements now and into the future.

All employees, councillors and contractors must take all reasonable steps to ensure that the records and information that is captured is relevant, complete, meaningful and accurate.

POLICY

A public record is any record that:

- Is evidence of a decision
- Is evidence of a transaction or an action taken
- Is created or received to meet legal requirements, community expectations or business needs.

Council records are public records where the content of the record relates to the administration of Council business and the responsibilities of Council employees, the Mayor and Councillors.

Complete and Reliable Records

Council's recordkeeping practices, processes and systems assist in making complete and reliable records. Records should be:

- Created to document and facilitate the transaction of Council business.



MAPOON ABORIGINAL SHIRE COUNCIL Records Management Policy

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- Captured into the relevant recordkeeping system, i.e. in T:Drive, or within the relevant software or system.
- Adequate for the purposes for which the record was created and kept.
- Complete in content and contain the structural and contextual information necessary to document a transaction or record.
- Meaningful with the regards to information and or linkages to ensure the relevant context in which the record was created and used is apparent.
- Accurate in reflecting the transactions, activities of facts the record documents.
- Secured appropriately to prevent unauthorised access, alteration, removal or destruction.
- Accessible by being kept in a format that allows their continued use and maintained so that the records are identifiable, retrievable and available when needed.
- Retained for as long as they have administrative, business, legislative historical and cultural value.

Access to Records

All records received or created within or on behalf of Council are official records that belong to Council and may be discoverable and accessible as authorised.

An employee's level of access to records is relevant to:

- Position responsibilities and requirements
- Level of delegated authority
- Privacy considerations
- Legal professional privilege
- Commercial-sensitivity
- Other specific considerations where confidentiality restricts the normal right of access to records.

Authorisation and access to records is at the discretion of the Chief Executive Officer and approval may be required before access is granted.

Retention and Disposal of Records

In general, it is an offence to destroy any public record without authorisation from the State Archivist. Unless otherwise authorised by the Chief Executive Officer, all records must be retained and disposed of in accordance with the Local Government Sector Retention and Disposal Schedule.

Retention of Records

Records must be appraised for possible continuing archival value. Records with legal, historical or cultural significance to Council and the community must be retained permanently in Council's system or State Archives.

Disposal of Records with Reference to the Retention and Disposal Schedules

Records must be disposed of in a planned and authorised way by:



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- Using the Retention and Disposal schedules, ensuring proper coverage of the specific records being disposed. Relevant Retention and Disposal schedules can be located here:
 - <https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/disposal-of-records/search-for-a-retention-and-disposal-schedule/general-retention-and-disposal-schedule-grds>
 - <https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/resources-and-tools-for-records-management/dispose-of-source-records#:~:text=Physical%20source%20records%20that%20have%20been%20digitised%20can%20be%20destroyed,of%20the%20excluded%20records%20categories.>
- Formally documenting the disposal of records.

Digitising and destroying physical records

In order to manage the cost of maintaining physical records, Council will seek to convert hardcopy records to electronic records and destroy the source hardcopy record where Council can do so in a manner that is consistent with the Public Records Act and the applicable Retention and Disposal Schedules.

Council is required to develop a defensible process where it proposes to digitise and destroy physical records. Council's plan and process for digitising and destroying physical records is as follows:

- Assess the records

Eligible records must go through a risk assessment process to determine if the original source record should be retained after digitisation. Before destroying a physical source record the Office Manager or relevant Executive must be satisfied that:

 1. The record does not fall under one of the excluded categories:
 - a. Records of intrinsic value
 - b. Records required for legal purposes
 - c. Records subject to a digital freeze
 - d. Migrated records (i.e. records or data that has been moved from one system, hardware or software to another)
 - e. Born digital records.
 2. Disposal of the record following digitisation must not be prohibited by the Public Records Act or a Retention or Disposal Schedule.
 3. The Office Manager or relevant Executive must consider whether there is any other reason or circumstance upon which the original source record may or should be retained after digitisation. Any high-risk records must be approved by the Chief Executive Officer prior to disposal of the original source record.
- Digitisation



MAPOON ABORIGINAL SHIRE COUNCIL Records Management Policy

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All records must be digitised and saved in the appropriate recordkeeping system. Appropriate standards need to be applied to ensure the digitised records are adequate for the purpose for which they are kept.

- **Quality Assurance**

Quality assurance must be conducted to ensure the completeness and quality of the digitised record. This involves checking each digital record to ensure it is a complete and fit for purpose copy of the original source record.

- **Disposal**

Disposal or destruction of an original source record must only occur after a complete and fit for purpose digital copy of the record has been created and captured. The Office Manager or relevant Executive must ensure that:

- a) The disposal of original source records after digitisation must not occur prior to the completion of quality assurance checks and capture of the record into the appropriate recordkeeping system.
- b) No high-risk original source records are destroyed.
- c) The destruction of any record is formally documented.
- d) The destruction method of the record is appropriate considering the confidentiality and sensitivity of the record.
- e) The source record is disposed of in accordance with the General Retention and Disposal Schedule (Disposal Authority 2074 – Physical Source Records).

To the extent there is any inconsistency between this aspect of the Policy and the Public Records Act or the Retention and Disposal Schedules ("**the Legislative Requirements**"), the Legislative Requirements will prevail to the extent of the inconsistency.

Recordkeeping Systems

Council's primary recordkeeping system on T:Drive, is the internal recordkeeping system where all corporate administrative records are captured and stored. Paper-based records received by Council should be captured in this system through digital imaging. Paper files are only to be created and maintained for particular classified records.

Whilst T:Drive constitutes Council's primary recordkeeping system for all corporate administrative records, there are a number of other information systems, databases, software applications and paper based systems which operate outside of T:Drive and function as recordkeeping systems. These systems are:

- MYOB
- Local Buy Vendor Panel

Records are to be maintained for as long as they are required to effectively and efficiently support Council's business functions and activities, or for as long as they are otherwise required to be maintained pursuant to the Legislative Requirements. All Council records must be created and maintained within the preferred recordkeeping system. Records must not be stored or maintained on local hard drives (i.e. desktop), electronic mailboxes, or other storage devices. These electronic



MAPOON ABORIGINAL SHIRE COUNCIL Records Management Policy

RESOLUTION NO. VERSION

storage facilities do not contain recordkeeping functionality to ensure records are captured and managed in accordance with sound recordkeeping principles.

Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring Council's compliance with the Public Records Act and the principles and standards established by Queensland State Archives. This includes:

- Accounting for recordkeeping and recordkeeping systems within Council to Ministers, Parliament and others as required.
- Assigning recordkeeping responsibilities within Council.
- Providing appropriate resources to maintain recordkeeping systems and processes.
- Ensuring recordkeeping systems are in place and produce complete and reliable records.
- Ensuring recordkeeping requirements are included in all business undertaken by Council.
- Taking all reasonable steps to implement recommendations made by the State Archivist.

Managers and Supervisors

Managers and Supervisors are responsible for ensuring that:

- Employees under their supervision are aware of and comply with their recordkeeping responsibilities.
- Train employees in relation to recordkeeping obligations, processes and procedures.
- Monitoring employee, contractor and volunteer compliance with Council's recordkeeping processes and practices.

Employees

Employees are responsible for:

- Creating complete and reliable records of Council business.
- Complying with all policy documents and instructions issued to them to ensure recordkeeping best practice throughout Council.
- Capturing Council's records into the relevant recordkeeping system at the time of creation or receipt.
- Keep records for as long as they are required for business, legislative, accountability and cultural purposes.

COMPLIANCE

Failure to comply with this Policy may result in disciplinary action, up to and including, termination of employment. Further, failure to manage public records can constitute corrupt conduct and or being charged with and convicted of a criminal offence.

8.12 RENT WAIVER TO WILD CAPE CAFE FOR RUNNING THE LOCAL STORE WITHOUT LEASE FROM 10/10/2023 TO 14/01/2024

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: Nil

BACKGROUND

The lease for the store to Wild cape café ran out on the 10/10/2023 where they were quite within their right to vacate the premises, after some consultation with the CEO they were informed that Council had found a new operator to take on the operation which would begin in early January 2024.

The current operators of the store have Struggled to operate but would keep the doors open until the handover in January.

DISCUSSION

As Wild Cape café are Helping Council provide the basics to the community until the hand over and are not under any contractual agreement it is put to Council for approval to Wavier any rent charges for assisting council maintain the community store from 10/10/2023 to 14/01/2024 as gratitude for their services rendered.

Advice was obtained and this is a local Decision for Council.

RECOMMENDATION

That Council wavier rent charges to Wild Cape Café for the local store services being provided from 10/10/2023 to 14/01/2024 while under no contractual agreement with council.

8.13 COMMUNITY SHOPPING COMPLEX – LEASE

Author: Julian Bodenmann, Senior Associate, Preston Law

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

To seek a decision from Council about the grant of a sublease of the community shopping complex.

BACKGROUND

Council as Trustee is the registered owner of Lot 172 on SP 321486 ("**the Land**"), which forms part of Council's deed of grant in trust ("**DOGIT**").

The Land contains the newly constructed community shopping complex.

The Land is also subject to a lease, granted by Council as Trustee to Council as local government, to 16 October 2050.

The reason that this matter is being presented to a Council Meeting is that the proposed leasing arrangement with any third party over the Land will be a sublease granted by Council as the head lessee.

Engagement with Community Enterprise Queensland

Council has been engaged in initial discussions with Community Enterprise Queensland ("**CEQ**") regarding CEQ commencing operations in Mapoon and operating a retail store at the community shopping complex.

As Council is aware, CEQ is a statutory body whose primary business is the operation of retail stores in remote indigenous communities, on a not-for-profit basis. CEQ operates 28 retail stores throughout Queensland.

Given CEQ's extensive experience operating in Queensland indigenous communities, and its demonstrated capacity to effectively operate retail stores in difficult commercial environments with its economies of scale, CEQ has been identified as a market leader and an appropriate entity with whom to negotiate the operation of a new Store in the community shopping complex.

It is understood from CEQ that it has obtained Ministerial approval to commence operations in Mapoon.

Purpose of this Report

The purpose of this Report is for Council to:

- endorse in principle the grant of a sublease to CEQ over part of the Land, to operate a retail store. Given Council's existing lease, the lease will be a sublease, granted by Council to CEQ under the existing Trustee to Council lease;
- delegate to the CEO the power to progress commercial negotiations with CEQ so that the drafting of a lease can be advanced, with that lease to be subject to final Council approval at a later meeting.

While negotiations with CEQ are at an early stage, it is considered appropriate for Council to endorse this approach so that CEQ has some certainty about Council's support for the grant of a lease over the commercial shopping complex.

In previous discussions at Council meetings, Council has expressed some key matters for inclusion in any lease with CEQ. These matters will form part of the negotiation:

- CEQ to be responsible for costs associated with fit out.
- CEQ to ensure that parts of the complex are made available for interested community members to operate a business.
- CEQ to ensure benefits from its community benefit fund can be delivered to the Mapoon community.

Council is also engaging with a valuer to provide some information to inform the commercial discussion with CEQ.

The existing Store

The existing Store on Main Street is currently being operated by Louise and Patrick Akenson.

The Akensons do not wish to continue operating the Store.

At its November Council Meeting, Council adopted the following resolution:

COUNCIL RESOLVES TO *delegate to the Chief Executive Officer the power to negotiate, finalise and execute on behalf of Council a management agreement with Community Enterprise Queensland to operate the Mapoon Store.*

Negotiations with CEQ in relation to the existing Store are ongoing. The parties are seeking to have CEQ commence operations at the existing Store in January 2024.

As part of these discussions, Council and CEQ are also negotiating the grant of a residential tenancy at existing vacant staff housing at 31B Main Street (the duplex next door to the Chief Executive Officer's ("CEO") house).

There is no need for a further resolution from Council or the Trustee about the existing Store. However, the arrangements regarding the existing Store are noted in this Report for Council's information, and so that Council is aware of the full context of Council's discussions with CEQ.

RECOMMENDATION

That **COUNCIL RESOLVES** to:

- (a) support in principle the grant of a leasehold interest over all or part of Lot 172 on SP 321486 ("**the Land**") to Community Enterprise Queensland ("**CEQ**"), for the purpose of operating a retail store;
- (b) delegate to the Chief Executive Officer the power to progress negotiations with CEQ regarding the terms of a lease, with those terms to be subject to final review and approval by the Council at a later meeting.

8.14 COUNCIL DONATIONS

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

The report is to ask for permission to donate goods to the Mapoon Justice Group for future donation market sales.

BACKGROUND

Back in 2021 Council bought a 40ft Container for \$5000, the container was full of item that are of no real use to Council, and I would like to recommend that we donate all the flat pack furniture to the Justice group to sell at their Cent market sales to raise money for the upcoming building and running costs associated.

RECOMMENDATION

That Council approves and endorses the request to donate from council to the Justice group numerous flat pack furniture items for them to sell at their Cent Market sales.

9 ANY OTHER BUSINESS**9.1 ACTION: CIRCULAR RESOLUTION ELY COORDINATING COMMITTEE MEETING 14TH SEPTEMBER 2023**

Author: Cameron Hudson, Councillor

Authoriser: Tom Smith, CEO

Attachments: 1. Bursery OPTIONS to be considered

PURPOSE OF REPORT

Discuss with full council options put forward by the Ely coordinating committee regarding bursary support.

DISCUSSION

Please see attachment.

RECOMMENDATION

That Mapoon Aboriginal Shire Council support option for amendment to the 2024 application form regarding bursary support.

OPTION	OVERVIEW	FURTHER NOTES	PROS AND CONS
Option 1	Applications capped (e.g., \$3,000). No means testing.	Capped amount will be published on the application form, with the stipulation that amount is subject to change and will be dependent on overall budget available and number of successful applications. There will be no leftover funds as total funds will be distributed equally between all successful applicants. For e.g., \$140,000.00 (2023 funds available) divided by 29 applications = \$4,827.58 average each	Pros <ul style="list-style-type: none"> • Greatest number of bursaries can be awarded. • Lower administrative effort Cons <ul style="list-style-type: none"> • Applications not based on actual need
Option 2	Applications capped at \$16,000.00 allowing 4 secondary and 4 tertiaries. Means testing.	The capped amount will be published on the application form, with the stipulation that amount is subject to change and will be dependent on overall budget available. There will be no leftover funds as total funds will be distributed equally between 8 successful applicants. Applicants would be required to provide all necessary documentation (e.g. Centrelink income statement). Incomplete applications would not be considered. For e.g., \$140,000.00 (2023 funds available) divided by 8 applications (4 secondary and 4 tertiary) = \$16,668.94 average each	Pros <ul style="list-style-type: none"> • Greater equity – only considering those who can demonstrate financial need. Cons <ul style="list-style-type: none"> • Incomplete applications may rule out high number of students. • Potential for low number of applications approved. • High administrative effort • Greater emphasis on quality of applications

Option 3	<p>No cap.</p> <p>Means tested</p>	<p>CC members would approve amounts as per applications.</p> <p>Applicants would be required to provide all necessary documentation (e.g Centrelink income statement). Incomplete applications would not be considered.</p>	<p>Pros</p> <ul style="list-style-type: none">• Potential for highest level of bursary support for successful students. <p>Cons</p> <ul style="list-style-type: none">• High administrative effort• Greater emphasis on quality of applications• Incomplete applications may rule out high number of students
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10 CORRESPONDENCE IN

Nil

11 CORRESPONDENCE OUT

Nil

12 NEXT MEETING DATE

Proposed date for next meeting: 16th January 2024

13 CLOSE MEETING