



AGENDA

Ordinary Council Meeting

Tuesday, 18 July 2023

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

Date: Tuesday, 18 July 2023

Time: 9:00am

Location: Mapoon Aboriginal Shire Council Chambers

Tom Smith

CEO

MEETING NOTICE



COUNCIL MONTHLY
MEETING NOTICE

Reminder

You are respectfully advised that the above Meeting is Scheduled as follows:

Date: **Tuesday 18th July 2023**

Time: **9.00am**

Location: **Mapoon Aboriginal Shire Council Meeting Chamber**

The Meeting will be chaired by Trustee Aileen Addo, Mayor.

Meeting refreshments will be provided.

Tom Smith

Chief Executive Officer

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	Nil	
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	Nil	
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1 OPEN MEETING

2 LEAVE OF ABSENCE

DEPUTY MAYOR DE JERSEY – 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



MINUTES

Ordinary Council Meeting

Tuesday, 20 June 2023

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS
ON TUESDAY, 20 JUNE 2023 AT 9:00AM**

PRESENT: Mayor Aileen Addo (Chair), Cr Dawn Braun, Deputy Mayor Daphne de Jersey,
Cr Cameron Hudson, Cr Janelle Ling.

IN ATTENDANCE: Chief Executive Officer Tom Smith.

Cr Ling advised a short delay in arrival to the meeting prior to commencement.

5 OPEN MEETING 9.20 AM.

Cr Ling entered the meeting at 9.24 am.

6 LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE COUNCIL HELD ON 16 MAY 2023

RESOLUTION C079/23

1. That the Minutes of the Council Meeting held on 16 May 2023 be accepted as a true and correct record.

Moved Cr Braun

Seconded Deputy Mayor de Jersey

Carried

CONFLICT OF INTEREST

PRESCRIBED CONFLICT OF INTEREST

DECLARATION OF PRESCRIBED CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS

Pursuant to Sections 150EG – 150EM of the Local Government Act 2009, no Prescribed Conflict of Interest were made relating to this meeting.

DECLARABLE CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS

Pursuant to Sections 150EN – 150ET of the Local Government Act 2009, no Declarable Conflict of Interests were made relating to this meeting.

8 MATTERS ARISING FROM THE MINUTES

Non-compliant resolution for Appointment of Acting CEO in the May meeting, item L2 Resolution number C075/23.

Matter held over to item 7.18.

9 CONFIDENTIAL REPORTS

Nil

10 MAYOR AND COUNCILLOR REPORTS

The Mayor and Councillor Reports be received and noted.

RESOLUTION C080/23

Moved: Cr Braun

Seconded: Cr Hudson

CARRIED

11 OPERATIONAL REPORTS

7.1 CEO MEETING FOR MAY 2023

PURPOSE OF REPORT

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

RECOMMENDATION

That Council receives and notes CEO Meetings Report for May 2023.

RESOLUTION C081/23

Moved: Cr Ling

Seconded: Cr Braun

CARRIED

Meeting stopped for morning tea at 10.15 am.
Meeting recommenced at 10.36 am.

7.2 OPERATIONAL PLAN 2023-2024

PURPOSE OF REPORT

The Local Government Regulation 2012 requires that each local government must prepare an Annual Operational Plan that is to be adopted prior to, or at the same time as, the adoption of the Annual Budget.

This report presents the proposed Annual Operational Plan for the 2023-2024 financial year.

Deputy Mayor de Jersey left the meeting at 11.58 am.

Deputy May de Jersey re-entered the meeting at 11.59 am.

Mayor Addo left the meeting at 12.01pm.

Mayor Addo re-entered the meeting at 12.01pm.

RECOMMENDATION

That the Annual Operational Plan for the 2023-2024 financial year, as attached, be adopted.

RESOLUTION C082/23

Moved: Cr Ling

Seconded: Deputy Mayor de Jersey

CARRIED

Meeting stopped for lunch at 12.49pm.
Meeting recommenced at 1.30pm.

7.3 EXECUTIVE FINANCE MANAGER MAY 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.

RECOMMENDATION

That Council endorses the following: -

1. Financial Report for the financial period May 2023.
2. Council adopts the Schedule of Fees and Charges 2023-2024.
3. Council Adopts the Queensland Audit Office External Audit Plan.
4. Council Adopts the Internal Audit Position Papers namely: -

- (i) Revenue Recognition
- (ii) Landfill Restoration
- (iii) 40 Year Lease
- (iv) Desktop Asset Valuation

1. RESOLUTION C083/23

Financial Report for the financial period May 2023.

Moved: Cr Ling

Seconded: Cr Braun

Carried

2. RESOLUTION C084/23

Council adopts the Schedule of Fees and Charges 2023-2024.

Moved: Cr Hudson

Seconded: Cr Ling

Carried

3. RESOLUTION C085/23

Council Adopts the Queensland Audit Office External Audit Plan.

Moved: Deputy Mayor de Jersey

Seconded: Cr Ling

Carried

4. RESOLUTION C086/23

Council Adopts the Internal Audit Position Papers namely: -

- (i) Revenue Recognition
- (ii) Landfill Restoration
- (iii) 40 Year Lease
- (iv) Desktop Asset Valuation

Moved: Cr Ling

Seconded: Cr Hudson

Carried

Break for 5 min 2.15 – 2.22

7.4 COMMUNITY DEVELOPMENT

PURPOSE OF REPORT

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

Executive Manager Community Development also presented verbal update on the Mapoon Interim Local Thriving Communities Committee.

RECOMMENDATION

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

RESOLUTION C087/23

Moved: Deputy Mayor de Jersey

Seconded: Cr Ling

CARRIED

7.5 DEADLY ACTIVE SPORTS & RECREATION PROGRAM

PURPOSE OF REPORT

To provide a copy of the Deadly Active Sport & Recreation Program Project Plan for Mapoon Community submitted to the Dept Tourism, Industry & Sport (DTIS).

RECOMMENDATION

That Council endorses the Deadly Active Program Sport & Recreation Program Plan as per attachment

RESOLUTION C088/23

Moved: Cr Hudson

Seconded: Cr Ling

CARRIED

Meeting stopped at 3.20pm.

Meeting recommenced at 3.28pm.

7.6 EXECUTIVE MANAGER OF INFRASTRUCTURE AND WORKS REPORT

PURPOSE OF REPORT

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

RECOMMENDATION

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

RESOLUTION C089/23

Moved: Cr Ling

Seconded: Cr Braun

CARRIED

Mayor left the meeting at 3.37pm.

Mayor returned to the meeting at 3.42pm.

7.7 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.

RECOMMENDATION

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

RESOLUTION C090/23

Moved: Deputy Mayor de Jersey

Seconded: Cr Braun

CARRIED

Note Items 7.8 – 7.14

Council noted to defer Policy Reviews Agenda Items 7.8 – 7.14 until July 13th 2023 and will hold a Special Meeting for Policy Adoptions. The Council further noted the July 2023 Special Meeting to include a copy of the Mapoon Corporate Plan 2020 – 2024.

7.8 GOVERNANCE ACCEPTABLE GUIDELINES

PURPOSE OF REPORT

Present to Council reviewed Statutory Acceptable Request Guidelines.

RECOMMENDATION

That **Council resolves** pursuant to section 170A(7) of the *Local Government Act 2009*, to adopt the Acceptable Request Guidelines V6 2023 attached to this report.

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.9 GOVERNANCE ADMINISTRATIVE ACTION COMPLAINTS MANAGEMENT POLICY & PROCESS

PURPOSE OF REPORT

Present to Council reviewed Statutory:

1. MASC Administrative Action Complaints Management Policy
2. MASC Administrative Complaints Management Process

RECOMMENDATION

That **COUNCIL RESOLVES** to adopt the Administrative Action Complaints Management Policy and Administrative Action Complaints Management Process attached to this report.

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.10 GOVERNANCE ADVERTISING SPENDING POLICY

PURPOSE OF REPORT

Present to Council reviewed Statutory Policy – Advertising Spending Policy V6

RECOMMENDATION

That **COUNCIL RESOLVES** pursuant to section 197(1) of the *Local Government Regulation 2012*, to adopt the Advertising Spending Policy attached to this report.

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.11 GOVERNANCE PUBLIC INTEREST DISCLOSURE POLICY & PROCEDURE

PURPOSE OF REPORT

To present the Mapoon Aboriginal Shire Council Public Interest Disclosure (PID) Policy and the Mapoon Aboriginal Shire Council Public Interest Disclosure (PID) Procedure to Council.

RECOMMENDATION

That Council receive and note:

- (a) The Mapoon Public Interest Disclosure Policy, Version 2 June 2023
- (b) The Mapoon Public Interest Disclosure Procedure, Version 2 June 2023

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.12 GOVERNANCE COUNCILLOR EXPENSE REIMBURSEMENT POLICY

PURPOSE OF REPORT

To present the MASC Councillor Expenses Reimbursement Policy V4 2023 to council.

RECOMMENDATION

That Council receive and note the MASC Councillor Expenses Reimbursement Policy V4 2023.

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.13 GOVERNANCE CHIEF EXECUTIVE OFFICER CORRUPTION ALLEGATION POLICY

PURPOSE OF REPORT

To present to Council a draft copy of the Chief Executive Officer Corruption Allegation Policy V1.

RECOMMENDATION

That Council receive, note and endorse the Chief Executive Officer Corruption Allegation Policy V1 June 2023.

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.14 FRAUD & CORRUPTION POLICY & FRAMEWORK

PURPOSE OF REPORT

To present to Council the following:

- a) Fraud & Corruption Policy
- b) Fraud & Corruption Framework

RECOMMENDATION

That Council review and consider for adoption the:

- a) Fraud & Corruption Policy
- b) Fraud & Corruption Framework

NOTE

Council did not consider this Agenda Item, and the matter will be placed on the Agenda of the July Special Meeting for substantive consideration.

CARRIED

7.15 WHS REPORT FOR JUNE 2023

PURPOSE OF REPORT

To update Council with any issues or outcomes for the month of March regarding WHS within the Council organisation.

RECOMMENDATION

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

RESOLUTION C091/23

Moved: Cr Hudson

Seconded: Cr Ling

CARRIED

7.16 GRANTS IN PROGRESS FOR THE MONTH OF MAY 2023

PURPOSE OF REPORT

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

RECOMMENDATION

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

RESOLUTION C092/23

Moved: Cr Hudson

Seconded: Cr Braun

CARRIED

7.17 MAPOON SEWERAGE WORKS AND WATER RECOVERY FACILITY DETAILED DESIGN BOR 6 PROJECT

PURPOSE OF REPORT

Conditions outlined in the grant agreement for Resolution.

RECOMMENDATION

Council is committed to delivering Mapoon Sewerage Works and Water Recovery Facility Detailed Design and acknowledges responsibility for any funding shortfall if costs change.

RESOLUTION C093/23

Moved: Cr Hudson

Seconded: Cr Braun

CARRIED

7.18 APPOINT ACTING CEO FROM JUNE 21ST - JULY 9TH 2023**PURPOSE OF REPORT**

To advise Council of the need to appoint an Acting CEO for period from 21-June – 9th July 2023.

RECOMMENDATION

LG Act 2009 S195 Appointing an Acting Chief Executive Officer.

A local government may appoint a qualified person to act as the chief executive officer during- (a) any vacancy, or all vacancies, in the position; or (b) any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.

That Council approve the appointment of Executive Manager Community Development Kiri Tabuai for the duration of the leave.

RESOLUTION C094/23

Moved: Cr Ling

Seconded: Deputy Mayor de Jersey

CARRIED

12 ANY OTHER BUSINESS**CHANGE TO OCTOBER COUNCIL MEETING DATE 2023****PURPOSE OF REPORT**

Change Octobers council meeting date to 10-10-2023 from 17-10-2023 due to the LGAQ meeting in Gladstone starting on the 16-10-2023.

RECOMMENDATION

That Council bring the October Council meeting date forward to the 10-10-2023 due to the LGAQ annual meeting in Gladstone.

RESOLUTION C095/23

Moved: Cr Hudson

Seconded: Cr Ling

CARRIED

13 CORRESPONDENCE IN

9.1 CORRESPONDENCE IN FROM HR STEVEN MILES MP, DEPUTY PREMIER, MINISTER FOR STATE DEVELOPMENT, INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING, MINISTER ASSISTING THE PREMIER ON OLYMPIC AND PARALYMPIC GAMES INFRASTRUCTURE DATED 18 MAY 2023.PDF

PURPOSE OF REPORT

To advise Council of Correspondence in from Hr Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning, Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure dated 18 May 2023.pdf

NOTED

14 CORRESPONDENCE OUT

Nil

15 NEXT MEETING DATE

Proposed date for next meeting: 18 July 2023.

16 CLOSE MEETING

The Meeting closed at 4.40pm

.....
CHAIRPERSON

17 MATTERS ARISING FROM THE MINUTES

18 CONFIDENTIAL REPORTS

Nil

19 MAYOR AND COUNCILLOR REPORTS

Nil

20 OPERATIONAL REPORTS

8.1 CEO MEETING FOR THE MONTH OF JUNE 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

- The Mayor, Councillors and CEO attended a Council Meeting on Tuesday the 20th of June 2023
- The Mayor and CEO had a meeting with Anya Phelan around waste management for the far north and Cape regions on the 11th of July 2023
- The CEO had a meeting with Dept of Tourism and Innovations to discuss the lighting for the footy oval on the 11th of July 2023.
- The CEO had a meeting with the external auditors Grant Thornton on 11th July 2023.
- The Mayor and CEO had a meeting with My Pathways on the 12th of July 2023.
- The CEO attended a Teams meeting with QCSS around age care services on the 12th of July 2023.
- The Mayor, Councillors and CEO attended a Special Council Meeting on Thursday the 13th of July 2023
- The Mayor, Councillors and CEO attended a meeting with LGAQ CEO and President on the 17th of July 2023.

RECOMMENDATION

That Council receives and notes CEO Meetings Report

8.2 EXECUTIVE FINANCE MANAGER JUNE 2023 FINANCE REPORT

Author: Elzebie Groenewald, Executive Manager Financial Services

Authoriser: Tom Smith, CEO

Attachments: 1. June 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.

DISCUSSION**Finance**

Finance department is currently busy with preparing for End of Financial Year and Audit. A preliminary finance report has been prepared for June 2023 as we are still in the process of finalising end of year balances and asset valuations.

Profit & Loss

As at 30th June 2023 the Council made a net profit of \$1,095,627. This includes depreciation of \$2,063,022 which makes the operating profit less depreciation \$3,155,252. This is main due to receiving the 2023/24 Financial Assistance Grant in advance.

Revenue

As at 30th June 2023 the Council received revenue totalling \$15.569M, 11% below the budget of \$17.520M. This is due to Qbuild works not invoiced as work was not completed at 30.06.2023.

General Expenses & Cost of Goods Sold

As at 30th June 2023 Council total expenditure was \$14.474M, 21% below the budget of \$18.493M. This is due to a timing difference on completing projects.

Accommodation:

The Accumulated Profit for accommodation and camping on 30th June 2023 is \$21,636. The average occupancy rate for year was 380% in the cabins and dongas and 24% at Cullen Point Camp for online bookings only. June occupancy rate for cabins is 46% and 68% for camping online booking, walk in bookings have not been entered in RMS.

Untied Funds

The Council currently holds \$3.993M in untied funds.

RECOMMENDATION

That Council endorses the Financial Reports for the financial period June 2023.

PO Box 213
Weipa Qld 4874

Profit & Loss [Budget Analysis]

July 2022 through June 2023

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Agency Fees				
Income - Centrelink Agency Fee	\$29,131.57	\$29,345.00	-\$213.43	-1%
Income - Postal Agency Commis	\$3,473.28	\$10,467.00	-\$6,993.72	-67%
Landing Fees	\$0.00	\$960.00	-\$960.00	
Revenue - Hire - Plant & Equip	\$39,372.00	\$350,000.00	-\$310,628.00	-89%
Revenue - Hire of Vehicle	\$74,702.27	\$234,727.00	-\$160,024.73	-68%
Income - Fishing Licence	\$7,200.00	\$8,822.00	-\$1,622.00	-18%
Membership Fee	\$8,122.69	\$5,000.00	\$3,122.69	62%
Ranger Contract Services	\$147,489.22	\$12,026.00	\$135,463.22	1126%
L&S Miscellaneous Income	\$3,505.00	\$15,276.00	-\$11,771.00	-77%
Rental Receipts Social Housing	\$17,003.20	\$17,828.00	-\$824.80	-5%
Staff Housing	\$49,792.00	\$20,000.00	\$29,792.00	149%
Rates	\$25,378.36	\$25,598.00	-\$219.64	-1%
Lease payments Housing	\$280,813.87	\$230,164.00	\$50,649.87	22%
Accommodation	\$272,919.70	\$532,024.00	-\$259,104.30	-49%
Rental - Misc properties	\$207,259.06	\$154,593.00	\$52,666.06	34%
Income - Administration Fees	\$353,429.61	\$604,825.00	-\$251,395.39	-42%
Income - Bank Interest	\$57,074.21	\$13,447.00	\$43,627.21	324%
Works Sales - Houses	\$1,638,927.51	\$5,129,494.00	-\$3,490,566.49	-68%
Works sales - not houses	\$102.09	\$0.00	\$102.09	
Workshop Sales - Mech External	\$4,674.41	\$5,000.00	-\$325.59	-7%
Workshop sales Internal	\$82,838.31	\$140,000.00	-\$57,161.69	-41%
Workshop sales Fuel Internal	\$106,466.77	\$84,000.00	\$22,466.77	27%
Workshop sales fuel External	\$390.17	\$0.00	\$390.17	
Camping Fees- Town , Cullen Pt	\$45,326.15	\$17,846.00	\$27,480.15	154%
Store sales - Fuel	\$503,754.17	\$520,791.00	-\$17,036.83	-3%
ATM - Rebates	\$314.10	\$7,000.00	-\$6,685.90	-96%
Café - Sales	\$674.55	\$7,004.00	-\$6,329.45	-90%
Catering & Accommodation	\$272.73	\$0.00	\$272.73	
Aged Care Meals	\$3,830.57	\$0.00	\$3,830.57	
Sales - Gas Bottles	\$15,545.60	\$15,135.00	\$410.60	3%
Washing Machine, Coin operated	\$499.09	\$1,800.00	-\$1,300.91	-72%
Mapoon Shirts - CommunitySales	\$9,713.57	\$229.00	\$9,484.57	4142%
Sales - Cultural Centre	\$181.82	\$85,000.00	-\$84,818.18	-100%
Reimbursements	\$114,413.69	\$90,728.00	\$23,685.69	26%
Refunds/Claims	\$8,865.46	\$0.00	\$8,865.46	
Unexpended Grants b/fwd	\$27,745.50	\$0.00	\$27,745.50	
Grants - General Purpose	\$18,181.82	\$0.00	\$18,181.82	
Grants - Operating - State	\$7,204,234.92	\$4,308,925.00	\$2,895,309.92	67%
Grants - Operating - C'with	\$1,472,139.28	\$1,558,128.00	-\$85,988.72	-6%
Grants - Operating - Other	\$34,500.00	\$125,124.00	-\$90,624.00	-72%

Grants - Capital - State	\$1,726,772.01	\$652,000.00	\$1,074,772.01	165%
Grants - Capital - C'With	\$765,842.00	\$2,405,819.00	-\$1,639,977.00	-68%
Grants - Capital - Other	\$82,039.60	\$0.00	\$82,039.60	
Donations	\$11,590.91	\$25,000.00	-\$13,409.09	-54%
Disposal of assets	\$113,468.18	\$55,000.00	\$58,468.18	106%
Total Income	\$15,569,971.02	\$17,520,131.00	-\$1,950,159.98	-11%

Cost of Sales

Store CoS Fuel	\$453,486.62	\$427,371.00	\$26,115.62	6%
Store Camp Fee Royalties	\$59,100.41	\$7,826.00	\$51,274.41	655%
Purchases - Cafe	\$11,443.06	\$0.00	\$11,443.06	
Purchases - Workshop Stock	\$20,028.12	\$45,972.00	-\$25,943.88	-56%
Purchases - Workshop Fuel	\$89,844.81	\$67,067.00	\$22,777.81	34%
Freight- Workshop	\$7,890.81	\$17,166.00	-\$9,275.19	-54%
Works Materials - Houses	\$278,105.28	\$6,316.00	\$271,789.28	4303%
Works Materials -not-Houses	\$421,166.76	\$2,817,389.00	-\$2,396,222.24	-85%
Freight - Works - houses	\$30,854.88	\$1,135.00	\$29,719.88	2618%
Freight General	\$0.00	\$20,409.00	-\$20,409.00	
Works - Contractors - Houses	\$298,399.31	\$2,484,069.00	-\$2,185,669.69	-88%
Works Contractors - not houses	\$2,875,706.26	\$211,386.00	\$2,664,320.26	1260%
Works - Small tools	\$1,128.28	\$342.00	\$786.28	230%
Purchases - Gas Bottles	\$15,658.08	\$17,353.00	-\$1,694.92	-10%
Freight - gas bottles	\$0.00	\$322.00	-\$322.00	
Test Inspection Costs	\$852.00	\$1,034.00	-\$182.00	-18%
Water Supply expenses	\$33,431.94	\$24,185.00	\$9,246.94	38%
Waste disposal costs	\$7,050.00	\$54,652.00	-\$47,602.00	-87%
RW - Materials & Supplies	\$0.00	\$25,400.00	-\$25,400.00	
Total Cost of Sales	\$4,667,895.21	\$6,252,878.00	-\$1,584,982.79	-25%

Gross Profit	\$10,902,075.81	\$11,267,253.00	-\$365,177.19	-3%
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Expenses**Employment Expenses****Wages and Salaries**

Wages & Salaries	\$2,701,162.70	\$4,059,117.00	-\$1,357,954.30	-33%
Annual Leave	\$315,012.02	\$420,699.00	-\$105,686.98	-25%
Sick leave	\$123,982.54	\$202,414.00	-\$78,431.46	-39%
Superannuation	\$410,592.46	\$581,838.00	-\$171,245.54	-29%
Staff Amenities	\$40.50	\$0.00	\$40.50	
Staff Recruitment & Relocation	\$21,266.24	\$28,333.00	-\$7,066.76	-25%
Training Costs	\$35,258.54	\$74,484.00	-\$39,225.46	-53%
Training Wages	\$205.41	\$0.00	\$205.41	
Employee Allowances	\$50,123.32	\$59,623.00	-\$9,499.68	-16%
Uniforms	\$13,307.94	\$11,395.00	\$1,912.94	17%
Workers' Compensation	\$34,734.63	\$53,403.00	-\$18,668.37	-35%
Flight entitlements	\$11,663.01	\$11,322.00	\$341.01	3%
Other Employer Expenses	\$0.00	\$59.00	-\$59.00	
Workplace Health & Safety	\$53,449.34	\$110,500.00	-\$57,050.66	-52%

Administration / Overheads	\$351,813.03	\$645,054.00	-\$293,240.97	-45%
Advertising (not employment)	\$1,687.98	\$4,036.00	-\$2,348.02	-58%
Theft & Loss	\$0.00	\$805.00	-\$805.00	
Freight	\$152,300.72	\$18,876.00	\$133,424.72	707%
Hire of Equipment - non works	\$63,336.79	\$46,218.00	\$17,118.79	37%
Insurance	\$291,688.23	\$281,050.00	\$10,638.23	4%
Tools & Minor Equipment	\$24,580.26	\$23,446.00	\$1,134.26	5%
Tools & Equipment >\$500	\$44,632.54	\$31,663.00	\$12,969.54	41%
Catering	\$13,144.12	\$26,566.00	-\$13,421.88	-51%
Cleaning Expenses	\$13,955.20	\$50,599.00	-\$36,643.80	-72%
Fees/Charges/Licences	\$91,048.06	\$100,077.00	-\$9,028.94	-9%
Legal Fees	\$59,787.21	\$51,910.00	\$7,877.21	15%
First Aid Supplies	\$666.02	\$628.00	\$38.02	6%
Admin Freight Paid	\$230.91	\$702.00	-\$471.09	-67%
Sundry Expenses	\$0.00	\$15,234.00	-\$15,234.00	
Service Fees	\$0.00	\$173.00	-\$173.00	
Computer Equipment	\$9,995.19	\$13,454.00	-\$3,458.81	-26%
Office Supplies	\$11,560.43	\$13,942.00	-\$2,381.57	-17%
Printing & Stationery	\$21,795.99	\$20,023.00	\$1,772.99	9%
Security Expenses	\$247.27	\$191.00	\$56.27	29%
Grounds Maintenance	\$20,100.29	\$19,483.00	\$617.29	3%
Audit Fees	\$89,219.99	\$126,242.00	-\$37,022.01	-29%
IT - Data Control	\$26,009.94	\$25,237.00	\$772.94	3%
IT - Internet & Email Fee	\$80,539.19	\$71,665.00	\$8,874.19	12%
IT - Support (Helpdesk)	\$15,415.00	\$13,646.00	\$1,769.00	13%
IT - Server & Data Storage	\$36,918.26	\$26,561.00	\$10,357.26	39%
IT - Website	\$0.00	\$33,150.00	-\$33,150.00	
Telephone & Fax	\$109,673.66	\$134,962.00	-\$25,288.34	-19%
Postage	\$310.64	\$307.00	\$3.64	1%
Consultancy Fees	\$460,474.06	\$413,349.00	\$47,125.06	11%
Contractors	\$74,669.02	\$79,168.00	-\$4,498.98	-6%
Council Donation	\$0.00	\$6,000.00	-\$6,000.00	
Electricity	\$71,163.35	\$84,306.00	-\$13,142.65	-16%
Gas Bottles - Council Use	\$0.00	\$344.00	-\$344.00	
R&M: Council Buildings	\$85,738.39	\$43,864.00	\$41,874.39	95%
R&M: Equipment	\$9,816.27	\$13,494.00	-\$3,677.73	-27%
R&M: Infrastructure	\$33,244.47	\$0.00	\$33,244.47	
R&M: Plant & Equipment	\$60,965.94	\$82,956.00	-\$21,990.06	-27%
R&M Water Supply	\$34,645.99	\$22,451.00	\$12,194.99	54%
Office Rental	\$38,750.00	\$31,250.00	\$7,500.00	24%
Subscriptions & Fees	\$61,042.23	\$74,245.00	-\$13,202.77	-18%
MV Fuel	\$138,110.64	\$150,934.00	-\$12,823.36	-8%
MV Hire	\$75,464.22	\$99,631.00	-\$24,166.78	-24%
MV Registration	\$36,039.62	\$30,424.00	\$5,615.62	18%
MV Repairs & Maintenance	\$153,146.25	\$152,297.00	\$849.25	1%
Accommodation	\$95,168.40	\$57,269.00	\$37,899.40	66%
Airfares	\$65,588.79	\$34,045.00	\$31,543.79	93%
Taxi Fares (inc Cab Charge)	\$2,100.00	\$2,260.00	-\$160.00	-7%
Travel Allowance	\$34,657.22	\$32,164.00	\$2,493.22	8%

Travel Other	\$2,999.55	\$9,200.00	-\$6,200.45	-67%
Artist Costs	\$5,865.45	\$25,568.00	-\$19,702.55	-77%
Rangers - Camping Equipment	\$3,193.25	\$6,119.00	-\$2,925.75	-48%
Rangers - Field Consumables	\$7,305.65	\$6,283.00	\$1,022.65	16%
Food	\$31,334.07	\$27,830.00	\$3,504.07	13%
Materials & Supplies	\$146,019.51	\$51,974.00	\$94,045.51	181%
Meeting & Seminar Costs	\$13,175.00	\$12,128.00	\$1,047.00	9%
Pest Control	\$25,348.68	\$13,945.00	\$11,403.68	82%
Sports & Recreation Expenses	\$0.00	\$20,000.00	-\$20,000.00	
Turtle Camp Costs	\$127.74	\$0.00	\$127.74	
Bank Fees & Charges	\$5,502.79	\$6,577.00	-\$1,074.21	-16%
Impairment of Debts	\$3,334.69	\$0.00	\$3,334.69	
Depreciation	\$0.00	\$0.00	\$0.00	
Depn - Houses	\$189,546.40	\$135,307.00	\$54,239.40	40%
Depreciation, Buildings	\$620,229.64	\$723,865.00	-\$103,635.36	-14%
Depn - Major Plant	-\$0.37	\$18,180.00	-\$18,180.37	-100%
Depreciation, Office Equipment	\$22,991.05	\$16,560.00	\$6,431.05	39%
Depreciation, Plant & Equipm't	\$322,167.09	\$216,408.00	\$105,759.09	49%
Depreciation, Store Equip't	\$20,406.70	\$11,025.00	\$9,381.70	85%
Depn - Roads	\$551,303.17	\$995,388.00	-\$444,084.83	-45%
Depn - Water	\$188,602.89	\$182,016.00	\$6,586.89	4%
Depreciation Landfill	\$3,111.62	\$20,058.00	-\$16,946.38	-84%
Depreciation, Airstrip	\$87,617.14	\$252,473.00	-\$164,855.86	-65%
Depn - Boat ramp	\$53,650.79	\$6,115.00	\$47,535.79	777%
Depn- Fibre Optic Cable	-\$0.82	\$6,185.00	-\$6,185.82	-100%
Depn - Other Infrastructure	\$3,397.42	\$0.00	\$3,397.42	
Capital Expenditure	\$130,971.83	\$657,396.00	-\$526,424.17	-80%
Total Expenses	\$9,806,449.08	\$12,240,138.00	-\$2,433,688.92	-20%
Operating Profit/(Loss)	\$1,095,626.73	-\$972,885.00	\$2,068,511.73	
Operating profit less depreciation	\$3,155,252.03	\$1,610,695.00		

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

Assets

Current Assets

11110-QCB - General Account	4,163,887.26
11112-QCB Shares	10.00
11117-QCB - Remote Housing 2	705,926.79
11118-QCB - Online Save A/C No9	2,762,242.89
11119-QCB - Online Banking - Remote Capital Program	67,309.04
11120-CBA Main account	218,986.05
Account Receivable	186,930.72
Inventories	68,088.38
Other Current Assets	288,668.32

Total Current Assets	8,462,049.45
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Property, Plant and Equipment	36,307,180.91
Accumulated Depreciation	(12,629,926.47)
Intangible Assets	65,000.00

Total Assets	32,204,303.89
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Liabilities

Current Liabilities

Accounts Payable	1,059,405.36
Taxes Payable	(141,626.91)
Other Current liabilities	102,802.18

Total Current Liabilities	1,020,580.63
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Total Liabilities	1,020,580.63
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Shareholders' Equity

Net Income / (Loss)	114,300,109.11
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Total Shareholders' Equity	114,300,109.11
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Total Liabilities & Shareholders' Equity	115,320,689.74
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Mapoon Aboriginal Shire Council Budget Analysis by Department					
Jun-23					
Accommodation	Actual	BudgetYTD	Variance to budget	Variance %	Comments
Income	317,981	551,670	-233,689	-42%	
Expense	296,345	517,180	-220,835	-43%	
Profit / (Loss)	21,636	34,490	-12,854	-37%	
Administration & Corporate Services	Actual	BudgetYTD	Variance to budget	Variance %	
Income	6,514,296	4,801,945	1,712,351	36%	Includes FAG 2023/24
Expense	5,506,769	6,259,627	-752,858	-12%	Includes Depreciation of \$2,063,022
Profit / (Loss)	1,007,527	-1,457,682	2,465,209	-169%	
Store	Actual	BudgetYTD	Variance to budget	Variance %	
Income	548,080	583,258	-35,178	-6%	
Expense	503,131	478,277	24,854	5%	
Profit / (Loss)	44,949	104,981	-60,032	-57%	
Parks & Gardens	Actual	BudgetYTD	Variance to budget	Variance %	
Income	3,614	14,656	-11,042	0%	
Expense	99,605	141,770	-42,165	100%	
Profit / (Loss)	-95,991	-127,114	31,123	100%	
Land & Sea	Actual	BudgetYTD	Variance to budget	Variance %	
Income	1,538,923	1,534,333	4,590	0%	
Expense	1,528,186	1,522,630	5,556	0%	
Profit / (Loss)	10,737	11,703	-966	-8%	
Aged Care Services	Actual	BudgetYTD	Variance to budget	Variance %	
Income	455,159	589,215	-134,056	-23%	
Expense	538,594	762,856	-224,262	-29%	
Profit / (Loss)	-83,436	-173,641	90,206		
Water & Sanitation	Actual	BudgetYTD	Variance to budget	Variance %	
Income	96	0	96		
Expense	319,026	467,590	-148,564	-32%	
Profit / (Loss)	-318,930	-467,590	148,660	-32%	
Works Contract & Housing Maintenance	Actual	BudgetYTD	Variance to budget	Variance %	
Income	1,680,610	2,698,746	-1,018,136	-38%	
Expense	1,868,600	1,773,111	95,489	5%	
Profit / (Loss)	-187,989	925,635	-1,113,624	-120%	
Works Other	Actual	BudgetYTD	Variance to budget	Variance %	
Income	4,316,873	6,489,298	-2,172,425	-33%	
Expense	3,530,050	6,207,042	-2,676,992	-43%	
Profit / (Loss)	786,823	282,256	504,567	179%	
Workshop	Actual	BudgetYTD	Variance to budget	Variance %	
Income	194,338	229,000	-34,662	-15%	
Expense	284,037	339,449	-55,412	-16%	
Profit / (Loss)	-89,699	-110,449	20,750	-19%	
Total Works	Actual	BudgetYTD	Variance to budget	Variance %	
Income	6,191,918	9,417,043	-3,225,125	-34%	
Expense	6,001,713	8,787,191	14,788,904	168%	
Profit / (Loss)	190,205	629,852	-439,647	-70%	
Total Divisions	Actual	BudgetYTD	Variance to budget	Variance %	
Income	15,569,971	17,492,121	-1,922,150	-11%	
Expense	14,474,344	18,469,532	-3,995,188	-22%	
Profit / (Loss)	1,095,627	-977,411	2,073,038	-212%	Includes Depreciation of \$2,063,022

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

Cash & Money in bank	7,918,362	
Debtors	186,931	
Total Cash & Debtors		8,105,293
Less		
Tied Grants	5,132,291	
Liabilities	-1,020,581	
Total Tied Grants & Liabilities		4,111,711
Untied Funds		3,993,582
Total cash less liabilities		3,806,651
Debtors		186,931
Total untied cash & Debtors		3,993,582

Mapoon Aboriginal Shire Council

Financial Sustainability Ratios

June-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%)

24%

Capital expenditure on replacement of assets (renewals)

486,658

(a)

Depreciation expense

2,059,625

Operating surplus ratio (aim for 0 - 10%)

-9%

Operating result or Net result (excluding capital items)

(1,105,837)

(b)

Total Operating revenue (excluding capital items)

12,881,849

(c)

Net Financial liabilities ratio (aim for < 60%)

-58%

Total liabilities less current assets

(7,441,469)

Total Operating revenue (excluding capital items)

12,881,849

(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

8.3 INFRASTRUCTURE & WORKS MONTHLY REPORT FOR JUNE 2023

Author: Victor Mills, Executive Manager of Infrastructure and Services

Authoriser: Tom Smith, CEO

Attachments: 1. Proposed Infrastructure changes to council structure.

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**WORKS ACTIVITIES TO DATE:**

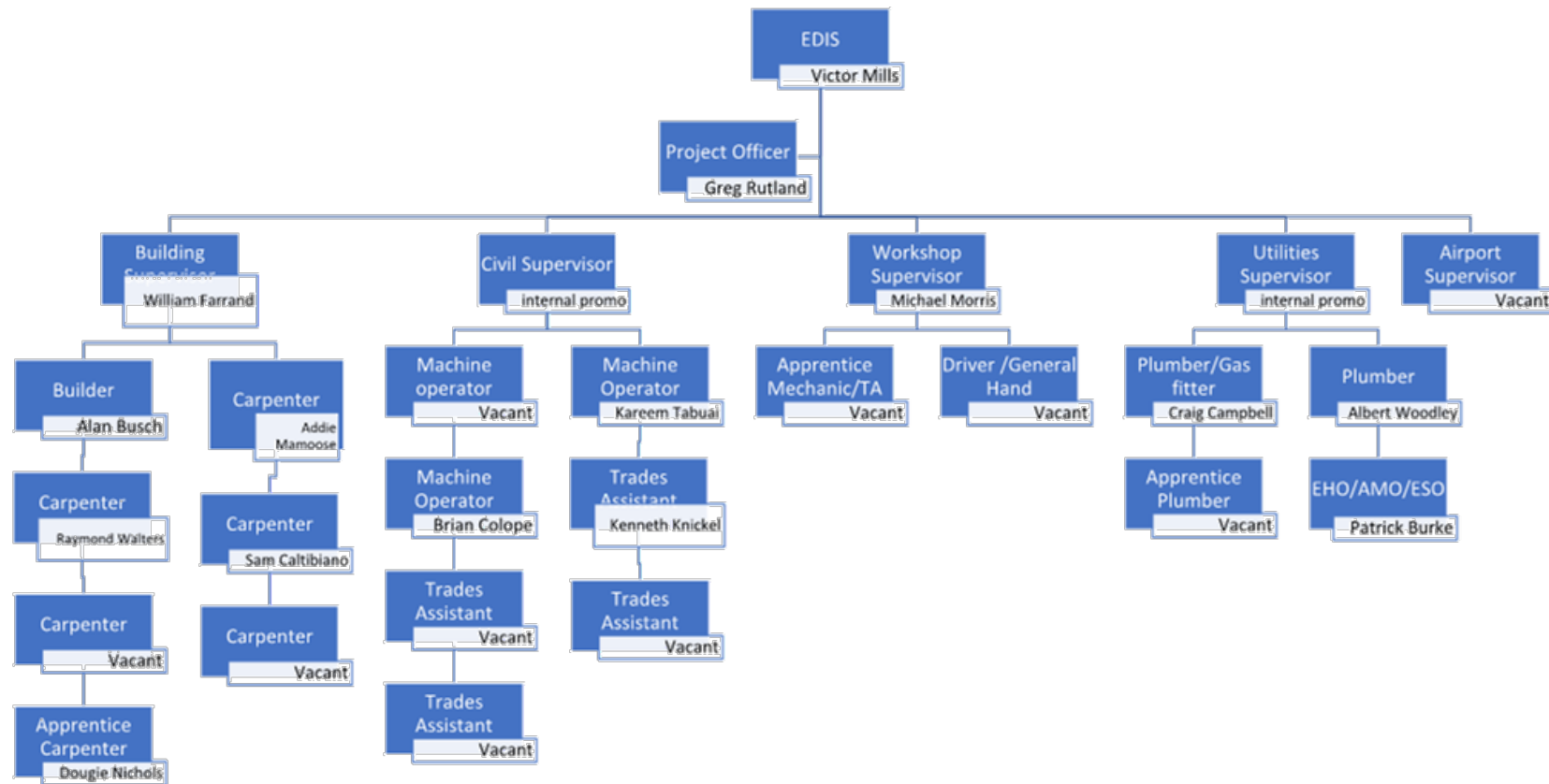
Social Housing blocks:	<ul style="list-style-type: none"> All complete and handed over to Housing Tenancy Management.
The Works for Queensland (W4QLD 20-21) Store Project:	<ul style="list-style-type: none"> Under construction. Walls have been installed, awaiting sheets for the shortfall in delivery of kit. Crane will put roller doors in place and relocate all materials to the roof for installation.
The Works for Queensland (W4QLD 21-23) Council Extension	<ul style="list-style-type: none"> Awaiting bench top and minor works to complete kitchenette. Ongoing.
SES shed upgrade	<ul style="list-style-type: none"> Completed just the final tidy up.
New Ranger Base	<ul style="list-style-type: none"> Awaiting overlay drawings from surveyor to commence concrete slab set outs. Internal plumbing complete. Approval for changes to corridor and pathways complete. Awaiting for construction drawings to be issued.

Social Housing blocks Stage 2:	<ul style="list-style-type: none"> • New program has commenced, with clearing and levelling of sites. • Housing pads are being prepared for new buildings. • In progress.
New Transfer Station	<ul style="list-style-type: none"> • Awaiting Contractors availability. • Still sourcing materials. • Continue carting to the new site level of 3M in certain areas.
QBuild Maintenance:	<ul style="list-style-type: none"> • Having meeting with QBuild preferred contractor on site to ensure we can meet the deadlines for aged works and the new program.
QBuild Upgrades:	<ul style="list-style-type: none"> • Works at lot 39 minor works to complete now waiting on Ergon connection to new site pole. • Vacant at lot 65 awaiting kitchen installation to 95% complete, since then housing inspector have sent through a new scope for this address. • Painting program has been delayed due to resources. This will be handed over to AD Fraser. • Tree lopping to multiple houses is complete.
AMO EHW:	<ul style="list-style-type: none"> • Water consumption in Mapoon is very high when compared to other North Queensland major urban and regional centres. The FNQROC Development Manual uses a figure of 500 litre/person/day for the calculation of the water supply requirements of new subdivisions. As an example, Cairns Regional Council water consumption in 2017-18 was 405 L/person/day. • Consideration will be given to the implementation of community education programs to reduce the level of water usage within the community. Even though there is adequate water

	available, the high-water usage contributes to significant running costs, particularly in relation to the running of pumps and treatment chemicals. A target of 750 L/per person/per day may be achievable.
Workshop	<ul style="list-style-type: none">• New apprentice has commenced and fitting in well.• Discussions with Supervisor for the budgeted fleet replacement program.

RECOMMENDATION

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



Housing Tendered Works – William Farrand/Allan Busch/Apprentice. Plumbing – Housing Program/HO/ESO– Craig Campbell/Albert Woodley asst-AMO.

Repairs & Maintenance – Addie Mamoose/Raymond Walters/Sam Caltibiano. Contractors will liaise directly with EDIS or Project Officer.

8.4 COMMUNITY DEVELOPMENT

Author: Kiri Tabuai, Executive Manager - Community Development

Authoriser: Tom Smith, CEO

Attachments: Nil

PURPOSE OF REPORT

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

BACKGROUND

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

DISCUSSION

Activities and program for the month of June.

BACKGROUND

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

DISCUSSION

Activities for the past month of May.

Programs**Status Report**

<u>Community Development</u>	Gym and Youth Activities <ul style="list-style-type: none"> • Gym 4 new memberships for the month of June. Advertising the hours on social media and around the community Youth Activities EOI closed on the 12 th of June. One applicant commencing 24 th July 2023.
<u>Community Services</u> Aged Care Playgroup	<ul style="list-style-type: none"> • Aged Care Services We are improving in services. Compliance report attached. • The Playgroup program. Playgroup has been running well. Team Leader is the only staff member while recruitment is in process for a Playgroup Assistant. Did some outdoor activities in community. Attendance has increased.

	<p>Apunipima delivered Smoking Effects and Rheumatic Heart Disease workshop with the group.</p> <p>Program Mon – IKC- First 5 Forever program Tue – Finches Wed – Lorikeets Thurs – Combined group</p> <p>Attendance 1st June = 3 children 5th June – 8th June = 24 children 12th June – 15th June = 11 children 19th June – 22nd June = 23 children 26th June – 19th June = 28 children</p>
<u>Community Engagement</u>	<p>Regular communication through social media and face to face with community. Events Meetings are becoming regular. Meeting held on</p>
<p><u>Business Units</u></p> <p>Accommodation</p> <p>Mapoon Indigenous Knowledge Centre</p> <p>Cultural Centre</p>	<p>Accommodation services; Paanja Lodge, Cabins, and Cullen Point campground. Paanja Lodge has had 45.83% occupancy for the month 38 bookings. Cullen Point has had 68.15% occupancy for the month with 101 occupants. Paanja Lodge WiFi – in progress awaiting. Business Manager and Executive Manager are doing training around RMS system and putting processes and procedures in place.</p> <p>Feedback Visitors in the Paanja Lodge has provided verbal feedback about the cabins, very tidy and clean. Finalising a feedback form for guests to complete. Also finding a way to do this online as well.</p> <p>Indigenous Knowledge Centre (IKC) IKC had an attendance of 193 for the month of June. This included children, adults, and visitors. Use of the WiFi has been a huge hit. Computers have been getting used for many things such as training, banking etc. 1 membership. Tourist have come into the IKC and</p> <p>Cultural Centre</p> <ul style="list-style-type: none"> • Selling of artworks from the Mapoon Art Gallery/Gallery and Cultural Centre tours with tourists. • Finalisation and submission of Mapoon Cultural Centre nomination for the 2023 Gallery and Museum Achievement Awards.

<p>Café</p>	<ul style="list-style-type: none"> • End of Financial Year Budget and expenditure for the IKC. Purchasing of items, correspondence with State Library QLD. • Meeting with Justina Reid and our new State Library Queensland representative. • Assisted Justina with monthly program planning for the IKC. • Assisted Justina with the First Five Forever program planning and resource packages. Communications with Playgroup for participation in the First Five Forever program. • Prep for NAIDOC. • Events committee meeting. • Completion and lodging of nomination for the Mapoon Cultural Centre for the Gallery and Museum Achievement Awards (GAMAA), presented by Museums & Galleries Queensland with Dr. Jo Wills of QLD Museum, Cairns. <p>Café Equipment has arrived. Opening in July Date TBA.</p>
<p><u>Disaster Recovery Operation</u> The Disaster Recovery Plans review is ongoing.</p>	<p>No major recovery actions were required during June.</p>
<p><u>Economic Development</u></p>	<p>Working with Local Thriving Communities and DSDSATSIP.</p> <ul style="list-style-type: none"> - Business training with LTC - Expression of Interest for Sports Association.
<p><u>Local Thriving Communities</u></p>	<ul style="list-style-type: none"> • April Report attached. • May Report attached. • June Report attached. • Terms of Reference attached.
<p><u>Executive Manager Report</u></p>	<p>Meetings:</p> <ul style="list-style-type: none"> - Local Thriving Communities – Education 12th June - Local Thriving Communities 13th June - Inductions for new staff – 14th & 15th June - Events committee meeting 15th June - Risk Management meeting 19th June - Council Meeting 20th June - Metro Mining with Mayor – 27th June - Various program meetings with managers

RECOMMENDATION

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

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

Author: Kelli Leatham, Executive of Environmental Services, 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

- Visitor Management
 - Toilets hosed and cleaned every Monday and Friday, and rubbish bins emptied the same days. Permits checked for visitor compliance.
 - Weekly patrol of Janie creek ensuring closures adhered to. Has been very quiet down therefore visitors reading notices at Back Beach entrance and Cullen Point.
- Cultural Heritage
 - Monitoring and maintenance of unmarked graves and old cemeteries (as conducted by the Land and Sea Rangers).
 - Weekly data input on to Mapoon Database.
 - Repatriation of objects and ancestral remains, from QLD Museum in Brisbane. Travelled with a community member to Brisbane to collect items to return to Mapoon.
 - Assisted with the Indigenous Language grant submission. Correspondence with Geoff Wharton on previous language project.
 - 2-day Online Local Studies group webinar (The 2-day program includes case studies, lightning talks on projects that will inspire you and support the preservation of local knowledge and local stories, build capacity – outreach and partnerships, examples of culturally and linguistically diverse collecting, oral history collecting, digital collecting, working with First Nations stories and engagement, *Language, people, place: cataloguing for storytelling and discovery of First Nations content*).
 - Two-and-a-half-day online seminar entitled: RETURN: Reconnecting objects and collections with people and places, presented by the Australian National University and Riverina Museum. (*Hear from*

Indigenous people from across Australia, including university-based researchers and museum professionals, who collaborate on projects to return objects, knowledge, and decision-making to local communities and groups. Over three days, speakers will present and reflect on a range of projects and activities – and raise questions about the implications of this work for the future. The program will be of interest to a wide audience, including museum and heritage professionals and volunteers; health, education and community workers; language researchers and teachers; local and regional council workers; historians and writers; artists and creative producers, among others).

- o Hosted a school visit with year 5/6 students from Western Cape College: Weipa Campus.

📋 Fire Management

- o Rangers discussed where to start burning and what was the most important areas to target.
- o Liaised with Victor to have firebreaks put around houses, starting with the most vulnerable.
- o Rangers started their Fire Management around the airport and utilised ATV'S to get in as far as possible prior to them going on the beach.

• Weed Management

- o Rangers have done well to eradicate the majority of weeds at Cullen Point. Every 2 weeks Rangers walk the campground and hand pick any weeds emerging.

📋 Biosecurity

- o Rangers follow procedure to empty the fruit fly trap every fortnight. Anything in the trap is put into a specimen jar and send to Biosecurity for analysis.
- o To complete Rangers Biosecurity contract for the year a community Health report was finalised with information being put into the Top Watch App.

📋 IRCCP

- o Rangers completed a second week long cleanup on Flinders Beach. With this being a busy time of year, several volunteers unfortunately had to cancel. Again ATV'S transported by barge ready for another gruelling week on the beach. Conditions weren't quite as harsh, but windy conditions set us new challenges on the water. Unable to off load bulka bags at the barge ramp they had to be dropped on the calmer side of Cullen Point and taken by utility and manually tipped into the skip bins. Rangers still managed to cover another 3km's section and collected 3.38 tonnes of debris. A great effort all in all.

📋 Fee for Service

- o Rangers continued with weekly runs transporting to and from the Skardon port with the Ecology Team from Rio Tinto.

- Parks and Gardens
 - With minimal volunteers Parks and Garden employees assisted Rangers in the IRCCP.
 - Watering of gardens keeping in mind water restrictions, just giving enough water to survive.
 - Roadside rubbish pickup's
 - Anzac Park sprinkler system overhauled and now working very well.
 - Mowing, whipper snipping and picking up leaves Anzac Park, Council Yard front and back, Paanja Lodge
 - Brush cutting easements between houses.

RECOMMENDATION

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

8.6 HUMAN RESOURCES - JUNE 2023

Author: Trevina Bulter, Office Manager

Authoriser: Tom Smith, CEO

Attachments: Nill

PURPOSE OF REPORT

Report supplies by Preston Law HR updating council with all HR issues and outcomes, monthly update for WH&S.

1. Employment OutlookCurrent number of employees

Department	Number of Employees
Infrastructure and Works	14
Environmental Services	14
Community and Development	16
Finance	3
Executive/Corporate	7
Total	54

Resignations/Terminations

Department	Number of Employees
Infrastructure and Works	3
Environmental	1
Community and Development	1
Finance	0
Executive/Corporate	1
Total	6

2. RecruitmentPositions Advertised:

Position	Status
Ranger Administration	Readvertised.
Work Health & Safety Trainee/Officer	Position advertised; no applications received. To be readvertised.
Sport & Recreation Officer (Afterschool activities)	Position advertised; no applications received. To be readvertised.
Ranger	Currently advertised.
Driver / General Hand	Currently advertised.
Carpenter	Currently seeking applications. Have registered position with two labour hire firms.
Finance Officer (2 x positions)	Readvertised; Finance Officer appointed, commences employment in August 2023.

New Appointments

Name of Employee	Position	Department
Donald Mamoose (Resigned)	Driver/General Hand	Infrastructure Services
Carole Bond	Aged Care Coordinator	Community Development
Tyran Guivarra	Food & Beverage Attendant	Community Development
Shontae Wheeler	Food & Beverage Attendant	Community Development
Wayne Pitt-Nicholls	Apprentice Mechanic	Infrastructure Services
Dianne Ludwick	Community Night Patrol	Community Development

3. Absenteeism

Number of hours absenteeism (unauthorised leave):

Department	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023
Infrastructure and Works	82 hours	60 hours (8 employees)	77 hours (6 employees)	54 hours (4 employees)	92 hours (6 employees)	64.5 hours (7 employees)
Environmental Services	52.5 hours	46.5 hours (4 employees)	59.25 hours (5 employees)	46.25 hours (6 employees)	150 hours (7 employees)	42 hours (4 employees)
Community and Development	36 hours	0 hours	0 hours	0 hours	0 hours	8 hours (2 employees)
Finance	0 hours	4.5 hours (1 employee)	8.25 hours (1 employee)	0 hours	18.25 (1 employee)	0 hours
Executive/Corporate Services	0 hours	0 hours	0 hours	0 hours	0 hours	1 hour (1 employee)
Total	170 hours	111 hours	144.5 hours	100.25 hours	260.25 hours	115.5 hours

Mapoon Aboriginal Shire Council.

WHS Attendance, Risk Audit and Compliance Report – May/June 2023

WHS documents developed/under review -

- Developed SOP for Aged Care – Rocco Massage Chairs
- Developed SWMS for New Shop Project – Working at heights and use of scissor lift.
- SWMS developed for waste transfer construction – Operating Mobile Plant.
- Reviewed the Fatigue Management Procedure and included the EB requirements as requested by HR
- Updated the WHS incident register.
- Updated the Hazards register.
- Council WHS Attendance report.

Hazard, incident, and risk reporting –

- May/June 2023 – 7 x Hazard reports received, submitted, all yet to be actioned.

Hazard Register updated.

Incident reports received:

- May/June 2023 – 7 Incident reports received for the period, 4 incidents were violence and aggression related, 1 staff member suffered minor injuries after being assaulted by a member of the community. Three were Plant/Vehicle damage reports.

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 May/June 2023.

Safe Work Method Statements developed and provided for the month.

- 1 x SWMS developed for new shop project – working at heights (Scissor Lift operations)

- 1 x SWMS developed for waste transfer construction – Operating Mobile Plant.

Meetings

- Entry meeting with CEO
- Meeting with Exe Manager Communities to discuss WHS progress and any issues.
- Meeting with Rangers Coordinator re training and toolbox talks.
- Met with new Infrastructure Manager regarding WHS issues and white card for new staff and test and tagging.
- Met with Exec Manager Community Development regarding Aged Care WHS issues and the development of a safety committee.
- Met with housing supervisor regarding test and tagging.
- Met with Workshop manager re Plant/Vehicle incidents.
- Met with Aged Care Manager re training and WHS issues.
- Met with Jason DeBusch re safety issues at the New Shop project.
- Met with Kelli at the Rangers to discuss toolbox and training subjects.
- Requested to attend 2 staff performance appraisal meetings with Executive Director Infrastructure Services

Training and Inductions.

- Provided toolbox training sessions for Housing and Rangers regarding the violence and aggression in the workplace.
- Provided training on safe operating procedure measures required when conducting bush fire hazard reduction burning.
- Provided Induction training documents and questionnaires to 6 x new staff.

Site safety inspections conducted:

- Safety inspections of community areas (1 x Haz report)

- New Cultural Centre
- Mechanical workshop
- Carpenters/Joinery shed.
- Landfill site
- Paanja Lodge
- New Shop Construction
- Splash Park
- Water Treatment plant
- Cullen Pt Rd (1 x Haz report)
- Airport (1 x Haz report)
- New Housing
- Aged Facility
- Fitness Centre (1 x Haz report)
- Airport (1 x Haz report)

WHS Continuous Improvement Activities.

- Conduct training covering the Safe Operating Procedures covering bush Fire Hazard reduction burning for the Rangers.
- Develop and implement a safety committee - ongoing.
- Sourced a training provider for the provision of construction white cards for new staff.
- Progressed test and tagging of Councils electrical systems using the testing equipment purchased previously.

Objectives proposed for next attendance to Council.

During my next visit I will be focusing on the following tasks: -

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.

RECOMMENDATION

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

8.7 COUNCIL APPROVAL FOR CEO TO AUTHORISE PAYMENT TO CYMS

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: Nill

PURPOSE OF REPORT

Infrastructure manager tabled costs for plant and equipment for filling of the pit at the new transfer station at the June 2023 Council meeting. Cost on completion \$123,670.00 Ex gst and requires paying.

RECOMMENDATION

That Council Instruct the CEO to pay the outstanding invoice for Cape York Maintenance for \$123,670.00 as this amount is outside the CEO's delegation.

8.8 GAS BOTTLE DEBTORS NONPAYMENTS

Author: Tom Smith, CEO

Authoriser: Tom Smith, CEO

Attachments: Nill

PURPOSE OF REPORT

Strategy to deal with nonpayment of Gas bottles.

BACKGROUND

Centrelink Customers are cancelling their payment scheme for the supply and install of replacement gas bottle.

RECOMMENDATION

That Council contact the relevant persons with an outstanding invoice with a cover letter pointing out that payment is required and that any future Gas Bottles must be paid in full prior to installation at that address.

8.9 GRANTS IN PROGRESS FOR THE MONTH OF JUNE 2023**Author:** Tom Smith, CEO**Authoriser:** Tom Smith, CEO**Attachments:** Nill**PURPOSE OF REPORT**

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

GRANTS

Monthly update July 2023

Prior ity	Grants open	Closing Date	Status
	Applications in progress		
	FRRR Fireworks for Mapoon Day-waiting on last LoS		In progress
	Black Spot Roads Program-change focus to proactive application for next year and liaise with Cook Shire re black spot site for reactive application next year.	30/6/23	Not submitting
	Growing Regions Program EOI-rock wall	1/8/23	To be started
	Water bottling plant feasibility		In progress
	Brief to DES for supporting equipment for Boss Beach Cleaner – ready for approval by RACQ		In progress
	Applications submitted awaiting outcome		
	Rio Tinto in-kind request for NAIDOC day		Submitted
	Indigenous Language Program-\$10k	26/6/23	Submitted
	QCoast CHAS implementation funding-reveg	23/6/23	Submitted

	SQW Skilling Queenslanders for Work 2023-24 Funding Round One is currently open for applications closing 5pm, Thursday 30 March 2023. For 7x 6month traineeships 4 in construction; 1 hospitality; 1 retail; and 1 business	30/3/23	submitted
	Highways and Byways 'Healing and Growing Together'. \$4000 For Mapoon Day -60 years on-commemorative posters and hats	15/2/23	Submitted
	Applications successful/unsuccessful		
	DATSIP-\$600 NAIDOC funding available	31/5/23	successful
	NAIDOC Grant for Elders Day and Community days	17/2/23	Successful
	ATSI TIDS project nomination form -rock groyne to protect boat ramp and foreshore	15/2/23	Successful
	Celebrating Reconciliation Grants Program for 2023. Applied for cultural day at new cultural centre 1 May 2023	23/12/22	Successful
	GO5888 Agency: DITRDCA Stronger Communities Programme Round 8-small meeting room upgrade	24-May-2023	successful
	QDEP Destination Event funding to \$15,000. Project is strategic planning for fishing competition to develop into a 'significant event' and align with MASC tourism goals	31/1/23	Successful
	Indigenous Ranger Biosecurity Program-Ranger Capability Building Grants-Round 2 unsuccessful but Application for: tractor approved in alternate funding program		Successful
	SES grant -new vehicle		Successful
	Childcare Fence-		Approved
	DAFF Indigenous Rangers Coastal Clean-up Program/ Top Watch Ghost Net Program		Successful
	S&R Minor Infrastructure Program- Lights for football oval		Successful
	Reports and acquittals		

	QDEP 1 st progress report		submitted
	RAUP final report-Request for EoT to 30 September		In progress
	LRCI quarterly reports awaiting feedback from annual report.		On hold
	W4Q quarterly reports due waiting on pics, financials, signage, project updates	14 July 2023	
	PACLS-SES Shed fit out final report		
	Reconciliation Day Final Report: need financials, draft report sent to Kiri for review	28 July 2023	
	Projects looking for grants	Project value	Status
	Clermont St-Cullen Point Road shoulder and reseal-possible QRA for shoulder and RTR for reseal	\$1.2m	
	Cemetery/ Cemetery Planning	\$?	
	Paanja Festival 2024	\$150,000	
	Car and waste shredder-business opportunity \$239,000 for excavator; \$980,112 shredder \$? operator	\$1.3m	
	Tourism marketing strategy and signage	\$?	
	Triplex staff accommodation		
	Can crusher	?	
	Childcare astroturf for play area	?	
	Waste transfer station- de-gas equipment	?	
	Aquaponic farm	?	
	Solar street lights	?	

RECOMMENDATION

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

21 ANY OTHER BUSINESS

Nil

22 CORRESPONDENCE IN

Nil

23 CORRESPONDENCE OUT

Nil

24 NEXT MEETING DATE

Proposed date for next meeting: 15 August 2023

25 CLOSE MEETING