



MINUTES

Ordinary Council Meeting

Tuesday, 16 December 2025

**MINUTES OF MAPOON ABORIGINAL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE MAPOON ABORIGINAL SHIRE COUNCIL CHAMBERS
ON TUESDAY, 16 DECEMBER 2025 AT 10AM**

PRESENT: Cr Ronaldo Guivarra, Cr Justina Reid, Cr Linda McLachlan, Cr Sheree Jia, Cr Maria Pitt

Councillor Maria Pitt via Teams in Cairns for sorry business

IN ATTENDANCE: Warren McEwan (Executive Manager Finance), Kelli Leatham (Executive Manager Environmental Services), Victor Mills (Executive Manager Infrastructure & Services), Kiri Tabuai (Executive Manager Community & Economic Development), Amanda Ewart (CEO)

1 OPEN MEETING

Meeting commenced at 11.20am

2 LEAVE OF ABSENCE AND APOLOGIES

Nil

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

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

PRESCRIBED CONFLICTS OF INTEREST

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

REGISTERS OF INTEREST

Councillor McLachlan advised that she is no longer an employee of Apunipima Health Council in Mapoon.

4 CONFIRMATION OF MINUTES

That the minutes of the Ordinary Council Meeting held on 16th October 2025 were not available due to staff shortages.

5 MATTERS ARISING FROM THE MINUTES**6 CONFIDENTIAL REPORTS**

CEO discussed confidential matters with Council.

7 MAYOR AND COUNCILLOR REPORTS**7.1 MAYOR AND COUNCILLORS REPORT FOR NOVEMBER 2025****PURPOSE**

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

Mayor Ronaldo Guivarra

Details to be provided at the meeting.

Interim Deputy Mayor Sheree Jia

Details to be provided at the meeting.

Cr Linda McLachlan

Details to be provided at the meeting.

Cr Maria Pitt

Details to be provided at the meeting.

Cr Justina Reid

Details to be provided at the meeting.

RESOLUTION C141/25

Moved: Cr Justina Reid

Seconded: Cr Sheree Jia

Reports provided by Mayor & Councillors were received and noted.

CARRIED

8 OPERATIONAL REPORTS**8.1 CEO REPORT - MEETINGS****PURPOSE OF REPORT**

CEO presents meetings report monthly to show the meetings attended between the period of November – December.

RESOLUTION C142/25

Moved: Cr Linda McLachlan

Seconded: Cr Maria Pitt

Report provided by CEO was received and noted.

CARRIED**8.2 INTERIM LTC MONTHLY REPORT****PURPOSE OF REPORT**

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

ACTION

Noted

Council is waiting on the DATSIWAM to provide further information on funding for coordination or the replacement model.

8.3 EXECUTIVE MANAGER COMMUNITY SERVICES - OCTOBER**PURPOSE OF REPORT**

Present Council with a report of program performance and operational actions for the month of October 2025.

RESOLUTION C143/25

Moved: Cr Linda McLachlan

Seconded: Cr Justina Reid

Council received the Executive Manager Community Services Report, discussed and accepted.

CARRIED

8.4 EXECUTIVE MANAGER COMMUNITY SERVICES - NOVEMBER**PURPOSE OF REPORT**

Present Council with a report of program performance and operational actions for the month of November 2025.

RESOLUTION C144/25

Moved: Cr Linda McLachlan

Seconded: Cr Justina Reid

Council received the Executive Manager Community Services Report, discussed and accepted.

CARRIED

8.5 MONTHLY FINANCE REPORT NOVEMBER**PURPOSE OF REPORT**

Pursuant to meet Council's legislative requirements under section 204 of the Local Government Regulation 2012, the finance report must be prepared each month and be presented to Council on its financial performance for the period.

RESOLUTION C145/25

Moved: Cr Ronaldo Guivarra

Seconded: Cr Justina Reid

The financial report as at 31st November 2025 prepared by Executive Manager Finance Warren McEwan was provided to council.

The Financial report was received by Council and noted.

The budget will be reviewed in early 2026.

CARRIED

8.6 EDIS AUGUST REPORT**PURPOSE OF REPORT**

Executive Director Infrastructure Services, information report for the month of November 2025, tabled in December 2025.

RESOLUTION C146/25

Moved: Cr Sheree Jia

Seconded: Cr Linda McLachlan

CARRIED**8.7 EXECUTIVE MANAGER OF CORPORATE SERVICES NOVEMBER REPORT****PURPOSE OF REPORT**

To present to Council the Executive Report covering Corporate Services for the Month of November.

RESOLUTION C147/25

Moved: Cr Ronaldo Guivarra

Seconded: Cr Linda McLachlan

CARRIED**8.8 EXECUTIVE MANAGER OF ENVIRONMENTAL SERVICES, LAND & SEA, PARKS & GARDENS****PURPOSE OF REPORT**

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

RESOLUTION C148/25

Moved: Cr Sheree Jia

Seconded: Cr Linda McLachlan

CARRIE**9 ANY OTHER BUSINESS****9.1 MAPOON ABORIGINAL SHIRE COUNCIL BI-ELECTION****PURPOSE OF REPORT**

This report is provided to Council advising of the timeline and process for the conduct of the by-election for the councillor vacancy resulting from the resignation of Councillor Maria Pitt effective on the 18/12/2025.

RESOLUTION C149/25

Moved: Cr Sheree Jia

Seconded: Cr Justina Reid

Mayor Guivarra thanked Councillor Maria Pitt for her time as Councillor for Mapoon and her loyalty to the community.

The QLD Electoral Commission will work with MASC to conduct a by-election in early 2026, ECQ will invoice Council for this work.

CARRIED

9.2 PAYMENT APPROVAL TO STATUS SIGNS FOR INTERPRETIVE SIGNS AT MISSION SITE

PURPOSE OF REPORT

To present to Council the Financial Documents as attached, for recommended approval.

RESOLUTION C150/25

Moved: Cr Justina Reid

Seconded: Cr Ronaldo Guivarra

Council has approved the payments to Status Signs for invoices and services extra to the original purchase order 09434 for interpretive signs at Mission Site, being a total of \$128,010.30 which is above the original purchase order of \$97,226.80

Invoice 6280 \$63,008 – Type B interpretive signs (part of)

Invoice 6281 \$5,453.80 – Type D interpretive signs

Invoice 6282 \$17,470.20 – freight of all signs on Tuxworth, charged by Status Signs.

CARRIED

9.3 PAYMENT APPROVAL TO KIRRATECH LIFESTYLE POOLS - SPLASH PARK REPAIRS \$121,000

PURPOSE OF REPORT

To present to Council the request to approve payment to Kirratch Lifestyle Pools – Splash Park Repairs \$121,000.

RESOLUTION C151/25

Moved: Cr Sheree Jia

Seconded: Cr Linda McLachlan

CARRIED

9.4 PAYMENT APPROVAL ACA NORTHERN ENTERPRISES REPAIRS TO 53 CLEMONT STREET \$135,245**PURPOSE OF REPORT**

To present to Council the request to approve payment to Northern Enterprises Repairs to 53 Clemont Street \$135,245

RESOLUTION C152/25

Moved: Cr Sheree Jia

Seconded: Cr Linda McLachlan

CARRIED**9.5 PROPOSED CHRISTMAS SHUTDOWN****PURPOSE OF REPORT**

This report is presented to Council to recommend closing Council service centres for the annual Christmas/New Year shutdown period for 2025/26. As in previous years, appropriate arrangements will be put in place to have skeleton staff available to work through the closure period or be on stand-by in the event of any emergencies.

RESOLUTION C153/25

Moved: Cr Ronaldo Guivarra

Seconded: Cr Justina Reid

Council has approved:

- (i) The 2025/26 Christmas/New Year closure from 5:00pm on Tuesday 23 December 2025 and reopen Monday 5 January 2026; and
- (ii) The provision of three paid grace days to all permanent council staff during this period for the dates - 24/12/25, 29/12/25, 30/12/25

CARRIED**9.6 CAFE COMMERCIAL LEASE****PURPOSE OF REPORT**

This report is provided to Council recommending the allocation of the Mapoon Café lease.

RESOLUTION C154/25

Moved: Cr Ronaldo Guivarra

Seconded: Cr Linda McLachlan

Council approve the commercial lease to Georgina and Susan Blanco t/a Blanco Makan, Council delegate the power to the CEO to negotiate, finalise and execute a commercial

CARRIED

9.7 MAPOON ABORIGINAL SHIRE COUNCIL LOCAL RESILIENCE ACTION PLAN 205-26 (LRAP)

PURPOSE OF REPORT

EXECUTIVE SUMMARY: the draft Local Resilience Action Plan 25-26 was reviewed and endorsed by Council on the 16th of October 25 Council meeting. The priorities of projects 1-23 have now been added to the LRAP and is submitted for Council's approval.

RESOLUTION C155/25

Moved: Cr Sheree Jia

Seconded: Cr Justina Reid

Council approves the priority listing of projects 1-23 in the Mapoon Aboriginal Shire Council Local Resilience Action Plan 25-26.

CARRIED

8.9 MAPOON HOUSING GOVERNANCE WORKING GROUP - MASC & DEPT HOUSING & PUBLIC WORKS, TERMS OF REFERENCE 2026

PURPOSE OF REPORT

Present to Council the Mapoon Housing Governance Working Group Report, presented by CEO.

RESOLUTION C156/25

Moved: Cr Linda McLachlan

Seconded: Cr Sheree Jia

Council has endorsed the Terms of Reference 2026 for the Mapoon Housing Governance Group.

CARRIED

10 CORRESPONDENCE IN

10.1 REMUNERATION POLICY FOR A1, A2 AND A3 COUNCILS

NOTED BY COUNCIL

10.2 ELECTED MEMBERS AS RESPONSIBLE PERSONS UNDER THE AGED CARE ACT 2024

NOTED BY COUNCIL

10.3 DEBOSCH PLUMBING – OPERATION OF VENDING MACHINE REQUEST

DELEGATED TO THE CEO TO REVIEW AND CONSIDER LOCAL LAWS

10.4 COMPLAINT FROM S.PARRY – CARAVAN LOCATION IN TOWN

DELEGATED TO THE CEO TO REVIEW AND CONSIDER LOCAL LAWS

10.5 COMPLAINT FROM K.BUDBY – COUNCILLOR BEHAVIOURS

DELEGATED TO THE CEO TO REVIEW AND CONSIDER LOCAL LAWS

11 CORRESPONDENCE OUT

Nil

12 NEXT MEETING DATE

Proposed date for next meeting: 22nd January 2026.

13 CLOSE MEETING

The Meeting closed at 3:40pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 22nd January 2026.

.....

CHAIRPERSON