



**Council Ordinary Meeting held:
July 17th, 2017**

Council Minutes of Ordinary Meeting held
in the Council Chambers

**Mapoon Aboriginal Shire Council
Meeting Minutes: 17th July 2017
Meeting Held: MASC Council Chambers**

Day 1. Monday, 17th July 2017

Attendance

Councillor	Aileen Addo
Councillor	Peter Guivarra
Councillor	Margaret Mara
Councillor	Pauline Smith
Councillor	Brendan Brown

Apologies

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Staff

CEO	Leon Yeatman
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Visitor

09:10 Meeting opened and welcome

Mayor welcomed the councillors and staff to the July meeting of 2017. She reminded everyone about their roles and responsibilities as an elected official and particularly to their obligations to declare their interest (material or personal) on matter presented today – that may have a perceived or real conflict of interest.

Councillor agree that all matters presented at this meeting will be administered on the principle of fair and equitable treatment. Mayor acknowledged that we each bring our own views to the table and on all matters unresolved, councillors rights to agree and disagree is respected.

Councillors reminded to fulfil their administrative requirements and sign the attendance sheet for the monthly remuneration associated with this meeting.

Mayor thanked all present for their attendance and welcomed everyone to the meeting. Acknowledgements made to members not present and respect was paid to the Traditional Owners of the land on which we meet, to the elders past and present, to the councillors and employees present for the meeting. Councillor's observed a minute's silence in memory of community members who have passed 09:29 hrs.

09:30 Confirmation of Minutes

CEO noted there are two sets of minutes to review for this meeting – Ordinary and Special meetings:

- Ordinary Meeting – 20th June 2017
- Special Meeting – 27th June 2017
- Special meeting – 7th July 2017

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Resolution 01. 17/07/17	The council resolved to endorse the minutes of the meeting as true and correct: Ordinary Meeting – 20th June 2017 Special Meeting – 27 th June 2017 Special meeting – 7 th July 2017	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

09:40 Matters arising from previous Minutes

Ordinary Meeting – 20th June 2017

Item	Action	Officer
1		

Special Meeting – 27 June 2017

Item	Action	Officer

Nil

09:40 General Business

09:41 GB – Finance Audit Risk Management

09:42 Finance Operational Risk Manager – Accountant report

Accountant Report for June tabled as read.

Councillors noted concern about currency of information provided – “statement made at the meeting regarding items that need to be re-checked”. Note the status up to the end of the month is not being reflected. CEO advised the instruction and standard is to consider the position at the end of the month. Council support the ability and professionalism of all staff – however the consistent reference to recheck data is creating doubt. Consideration required to ensure the data presented is current and greater confidence in the information presented in reports.

Rental debtors & Income:
Store:
Consolidated Revenue Vs. Expenditure graph
Revenue
General Expenses



Employee wages & Superannuation expenses.
Motor Vehicle Expenses.
Travel Expenses.
Untied Funds:
Housing Construction Profits and Losses.

Councillors happy with the financial performance of the Store – based on the data presented. Very happy about the level of community responsiveness and product range reflecting community needs.

CEO to advise of status of employment contracts and report back to the Mayor.

Resolution 02. 17/07/17	The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey:	
	<ul style="list-style-type: none"> • Rental debtors & Income • Store • Consolidated Revenue Vs. Expenditure graph • Revenue • General Expenses • Motor Vehicle Expenses • Travel Expenses • Untied Funds • Housing Construction 	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

10:10	Morning Tea
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10:10 Meeting adjourned for morning tea
10:30 Meeting reconvened

10:30	GB – Legal Matters
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10:30	Legal Matters – Preston Law: Thunguu Access Rd
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Preston Law document presented for consideration.

Council recognise the requirement as agreed in the Mapoon ILUA and support the decision of the Traditional Owner Implementation Group (TOIG) Native Title party to consent and not consent. Instructions required for Legal advisors to meet with TOIG on 24/7/17.

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Resolution 03. 17/07/17	The council resolved to endorse recommendation provided by Legal Advisors, Preston Law to meet with the Traditional Owner Implementation Group to discuss the issues affecting the consent of works for the Thunguu Access Road.	
	Date proposed for the meeting is 24/7/17.	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

10:30	GB – Tender / Payment Authorisation (Exceeding Delegation)
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Nil.

10:31	GB – Policy and Regulatory compliance
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11:00	Operational Reports
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11:00	OR – CEO
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CEO presented his report to the council and covered the following operational issues:

Matters arising from the last meeting:

- NPARHI
- Cape Indigenous Mayors Alliance
- Local Disaster Management
- Staff changes:

My absence from Mapoon involved attendance at:

- LGMA Indigenous Council Chiefs meeting
- NAIDOC National Ball – Mapoon representative with DATSIP
- Annual Leave

Matters arising without notice from last meeting:

Item	Issue	Comment
1		
2		

Project Status report summary:

Building construction:

Operational

Roads & Civil –

Mapoon LDMG –

Staffing – Senior Level

Council propose that all future major works/projects by Bruce Gould and Associates to be reviewed by Council upon the commencement of the new Works Manager. Request for AECOM report for roads to be tabled at next meeting. Council instructed a review of the arrangement with Civil contractor. Instructions issued to the CEO to stop work on new projects. All future works to be done under the new Works Manager. Current projects to be completed no new projects to be initiated.

No reviews of works department staff to be approved until the new works Managers is appointed.

Unexpended program funding to be spent against strategy to appoint new staff for prescribed periods. Council state that it is criminal to return funding.

Resolution 04. 17/07/17	<p>Council resolved to endorse the CEOs report as read.</p> <p>Council instructed the CEO to notify the consulting Engineer – R.B. Gould and Associates to cease work after completion of current approved projects and associated reports. Allocation of future project works to be communicated via the new Works Manager position.</p> <p>Actions stemming from this report to be implemented before the next meeting.</p>	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

Resolution 05. 17/07/17	<p>Council resolved to advertise the CEO position on the expiry of the CEO Contract (or sooner where agreed).</p> <p>Terms for the contract to consider the standard contract as applied in the industry.</p>	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

Resolution 06. 17/07/17	<p>Council delegate to the Mayor and the Deputy Mayor the authority to make any arrangement necessary for the recruitment to the CEO Position.</p>	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

Animal Management strategy. Council received the strategy well and council noted the options available. Council support the retention of a sole position to perform the Animal Management function and see merit in the incumbent in the position to permanently fill the Ranger Coordinator position on the organisation chart.

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Resolution 07. 17/07/17	Council resolve to endorse the strategy for the Animal Manager position to remain as a standalone function of the council.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

12:47 OR – Corporate Services Manager

Report tabled and content noted.

Discussion points included in the report as follows:

Resolution 08. 17/07/17	Council resolved to dedicate funding to the total of \$10,000 for the purpose of providing paid work for school based students to perform works during the school holidays. Council authorise the Accountant to create the appropriate Job Number and account reference: School holiday employment program.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

Resolution 09. 17/07/17	Council resolved to endorse the CSMs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

13:15 OR – Works Manager

Nil.

13:15 OR – Senior Administration

Nil report.

13:15 OR – Human Resource Officer

Council have queried the leave balances for staff. Council request a table in the next report that reflects the status of accumulation using the street-light for the categories of staff.

Copy of leave policy (or excerpt) to be presented to the Mayor and councillors for their information. This information will assist in any future review of HR policies by CEO. Officer instructed to provide the relevant legislative reference (where appropriate) for council information.

Resolution 10. 17/07/17	Council resolved to endorse the Human Resource Officers report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

11:45 Cr Brown departed the meeting to attend to Army Reserve actions.

11:55 OR – Aged and Disability Services

Discussion points included in the report as follows:

Councillors note the issues that continues to be experienced relating to the elder participation in organised activities.

Following forms and strategic plans for council endorsement:

1. Approval for the changes in the following list of program forms:
 - Client Assessment form
 - Client Home Assessment
 - Client Handbook

2. Endorsement for the Continuous Improvement Action Plan for the Mapoon Aged Care Program.

Resolution 11. 17/07/17	Council resolved to endorse the Aged and Disability Service Coordinator’s report as read. <ol style="list-style-type: none"> 1. Approval for the changes in the following list of program forms: <ul style="list-style-type: none"> • Client Assessment form • Client Home Assessment • Client Handbook 2. Endorsement for the Continuous Improvement Action Plan for the Mapoon Aged Care Program Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

12:00 OR – Environmental Health

Report tabled. Discussion points included in the report as follows:

Resolution 12. 17/07/17	Council resolved to endorse the Environmental Health Officers report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

12:05 OR – Animal Management

Report tabled.

Resolution 13. 17/07/17	Council resolved to endorse the report as submitted by the AMO. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

12:05 OR – Land & Sea Rangers

Report incorporated into the AMO report.

14:30 OR – Store Managers Report

Report tabled. Council are happy with recent the improvements and changes to the Store operations.

Council noted some issues with the electricity cards – council seek information about impact of magnetic issues for the card.

Council request the consideration of an extra point of sale to accommodate the volumes or as a contingency. Manager instructed to source additional information regarding proposed strategy and presentation for CEO endorsement.

Mail issues acknowledged. Council request a rethink of the storage of goods as the appropriate strategy rather than dropping the service – no alternative option. CEO noted the Remote Mail supply program that could see mail delivered to Mapoon as a remote location, rather than through Weipa which is current.

Council acknowledge the supply chain changes for vegetables, advocate the strategy applied in Napranum. CEO noted this is an Island and Cape enterprise and the different supply arrangements.

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Resolution 14. 17/07/17	Council resolved to endorse the Store Managers report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

12:25 OR – Play Group

Nil – due to vacancy in this position.

12:25 OR – Workshop

Councillors endorsed the report. There are some operational issues that requires attention – standard procedures need to be understood and applied. Support for positive changes at the workshop and ensuring workshop services are accounted accordingly.

Council support the creation of a traineeship position at the Workshop. The current incumbent to be encouraged to participate in the selection process given the positive performance as a Trade Assistant to be credited as part of the process.

Resolution 15. 17/07/17	Council resolved to endorse the Mechanic report as read. Council endorse the recommendation to appoint a Trade Traineeship to be aligned to this department. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

12:35 OR – Housing Tenancy Management Update

The report from the Housing Department contains information for June and tabled as read.

Councillors reminded about use of confidential information. Concern about sensitive information being disseminated to community members, leading to community members making lines of enquiries which raise questions about process integrity and information security.

Councillors encouraged to observe the rules pertaining to material and personal interest disclosures regarding information handling.

Council request a review of the BAS works. CEO advised this is an area for the new Works Manager to coordinate. The issue of tenants timeframes for BAS works needs to improve – level of tenant dissatisfaction for time out of their properties.

Meeting adjourned for



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Resolution 16. 17/07/17	Council resolve to endorse the Tenancy Management report as supplied by Department of Housing and Public Works	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

13:00	Priority Correspondence –
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13:00	PC – LGAQ Invitation to Inaugural Indigenous Innovation Roadshow
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Noted as read.

Mayor noted the Deputy Mayor is delegated as representative for Mapoon. Deputy Mayor accepted the delegation to attend.

Council recognised this as a good opportunity for council.

13:05	PC – Ely Bauxite Mine Beneficiaries
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Noted as read.

Deputy Mayor spoke on the correspondence. Note there is an outstanding action regarding the representative of council regarding the membership on the Ely Trust.

Note this matter requires technical advice based on historical decisions made by MASC and Ely Trustees. MASC instructed CEO to source independent legal advice.

MASC instructed the CEO to identify any official records that is linked to this matter to assist in ensuring MASC position is understood. Council support the development of capacity and organisational capacity.

Resolution 17. 17/07/17	Council resolve to instruct the CEO to source legal advice regarding our role and interest on the ELY trust.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

13:20	PC – Housing and Public Works Construction of 5 new houses
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Noted as read. CEO advised the council that this agreement is in place for the current next round of funding.

13:20 PC – Translink Local Fares Extension Notice

Noted as read. Council support this initiative and recognise the benefit to the residents of the community. We look forward to promoting the benefit of the program to community members.

13:25 PC – Black and More Stage 2 Housing Recommendation for Supply of Steel Framed Housing Kits

CEO presented additional report to the meeting which contained a recommendation from our Project Managers for the supply of material to construct new houses for Mapoon.

Resolution 18. 17/07/17	Council resolve to endorse assessment report provided by Black & More on the tender received for the supply manufacture and delivery of the 5 steel framed housing kits and approve recommendation to award tender to HomeFab for the lump sum price of \$563,659.09 (GST Ex).
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Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried
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13:27 AOB

Discussion points relating to any other business included as follows:

13:32 Councillor Report

MASC reports tabled.

Item	Issue
1	Exceptions reporting

15:33 Report Resolution

CEO asked for the council to pass a general resolution to confirm all reports as tabled at the meeting.

Resolution 19. 17/07/17	Council resolved to endorse all reports as presented to the meeting.
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Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried
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13:35	Next Council Meeting
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Date for the next meeting will be Wednesday 15th August 2017.

13:35	Meeting Closed
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Mayor declared the meeting closed.