



**Council Ordinary Meeting held:  
January 16, 2018**

Council Minutes of Ordinary Meeting  
held in the Council Chambers

**Mapoon Aboriginal Shire Council  
Meeting Minutes: 16 January, 2018  
Meeting Held: MASC Council Chambers**

Day 1. 16<sup>th</sup> January 2018

Attendance

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

Apologies

nil	
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Staff

CEO	Naseem Chetty
Corporate Services Manager	Dave Ferguson

9.03	Meeting opened and welcome
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Mayor welcomed the councillors and staff to the November 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.

	Confirmation of Minutes
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CEO noted the minutes to review for this meeting – Ordinary meeting:

- Ordinary Meeting 18 December 2017

Resolution 01. 16/01/18	The council resolved to endorse the minutes of the meeting as true and correct: <ul style="list-style-type: none"> <li>• Ordinary Meeting – 18 December 2017</li> </ul>	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

Matters arising from previous Minutes

**Ordinary Meeting – 18 December 2017**

<b>Item</b>	<b>Action</b>	<b>Officer</b>
1	<i>Splashpark design</i>	<i>CEO</i>
2	<i>Aged care facility design – using existing A/G surplus and Variation on Works4qld</i>	<i>CEO</i>
3	<i>New future site for Mapoon cemetery – look further away from swamp land, conversation to follow</i>	<i>CEO</i>
4	<i>L&amp;S office space – being utilised best practice</i>	<i>CEO</i>
5	<i>Office space – Justice group</i>	<i>CSM</i>
6	<i>Apunipima – lease arrangements, raise at next trustee meeting</i>	<i>CEO</i>
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Mayor Report

- Trustee meeting – things are moving forward;
- Meeting with Mypathway – Rae Bury, re-start the horticultural farm;
- Meeting Alan Cuneen – health services, progress police presence.
- ACAT – Alan Cuneen – cultural/art centre (multi purpose centre) Black & More provided design, Alan will submit application on our behalf.

Councillor Reports

Councillor Guivarra – festive duties

Councillor Brown – trustee meeting, funding for Anzac memorial park, guard of honour;

Councillor Mara – trustee meeting

Councillor Smith – trustee meeting

Resolution 02. 16/01/18	Council resolve to endorse Mayor and Councillors reports for December	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

Operational Reports

OR – CEO

CEO report 1.

CEO has met with all staff and discussed goals and opportunities. My Learning Plans, training, LGAQ assist with training costs.

54 staff, some absenteeism.

Recruitment – temporary driver working well, minimising travel to and from Weipa. Council procedure incorporates travel request form to be approved by CEO.

Workshop – one person working, safety requires two people, process to appoint trainee. Council staff in the workshop. Need to identify as workshop staff. CSM to draft ad for apprentice mechanic.

Store operations – complaint regarding food storage, EHW from Weipa attended and provided report.

Advised correct procedure for displaying meat products.

Council Policies drafts

- acceptable request guidelines;
- Complaints policy;
- Vehicle policy;
- Staff leave;
- Councillor expense and reimbursement policy.

Finance – streamline reporting processes,

Options –

1. Upskill local staff
2. Employ senior finance officer.

Housing – using contractors – spoken with managers, no longer employing contractors. Commitment to build local capacity and provide training to resident. Only specialist contractors will be appointed, following Councils Procurement Policy.

Funding agreements require employment of locals as KPI's

Aged Care centre – tabled plan of Aurukun Aged Care centre. Council to reconsider investing \$460k in existing contractor accommodation. Potential to approach DLGIP – to seek a variation for W4QLD round 2 funding for a suitable facility

New Aged Care centre to be built on existing lot next to early learning centre. 3 stages of building. Hostel type accommodation. 1<sup>st</sup> stage to commence asap. Planning to include noise reduction consideration.

Vehicle – compliance with government procurement policy.

Future Council vehicle purchases, consideration to downsizing.

Visitor accommodation – Black & More had been verbally appointed as Project managers by Leon Yeatman and Council formalise the agreement by accepting their appointment

Tenders were called on behalf of Council by Black and More and their recommendation is the Homefab be appointed to supply and deliver 8 visitor accommodations and 1 government employee housing. Council is presented a breakdown of all tenders received for CEO agrees with recommendation presented by Black and More.

Councillor remuneration advice from Tribunal – Councillors remuneration increase from the 1<sup>st</sup> of July 2018 by 2.5%.

As per Council request Councillor phone expenses allocation, presented is an amended policy.

10.28am: Meeting adjourned for morning tea

Morning Tea
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10.59am: Meeting reconvened

CEO continued to speak on her report,  
Draft policies:

1. Acceptable request guidelines – process is currently being practised by Council. CEO spoke on previous experiences and legislative responsibilities. Education of community members on role and function of Council and Councillors. Information to be accessible through council newsletters;
2. Complaints policy – process and who to speak to when if there is an issue;
3. Councillor expense and reimbursement policy - \$50 for use of private phone for Council business;
4. Employee leave policy – amendment to existing policy. Maximum of 5 weeks accumulated. Staff can cash out leave but lose the loading component. WH&S requires staff to take A/L every 12 months

Resolution 03. 16/01/18	Council resolve to endorse CEO reports for January as presented by Mapoon CEO Naseem Chetty	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Browne	Motion Carried

Resolution 04. 16/01/18	Council endorse and approve travel for the Deputy Mayor and CEO to travel to Cooktown on 13 <sup>th</sup> February to attend TCICA meeting	
Motion	Proposed: Councillor Mara Seconded: Councillor Browne	Motion Carried

Resolution 05. 16/01/18	Council endorse and approve the CEO to renegotiate the Works for Queensland round 2 funding of \$460,000 for a variation towards the development of Mapoon Aged Care facility.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

Resolution 06. 16/01/18	Council endorse and approve Black & More to be appointed as project managers for the visitor accommodation and 1 government employee housing.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Browne	Motion Carried

Resolution 07. 16/01/18	Council endorse and approve to amend Councils Organisation Structure as needed.	
Motion	Proposed: Councillor Browne Seconded: Councillor Smith	Motion Carried

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Council resolve to defer leave policy until February Council meeting.

Resolution 08. 16/01/18	1. Council endorse and approve the following policies: Statutory Policies: <ul style="list-style-type: none"> <li>• Acceptable Request Guidelines Policy;</li> <li>• Complaint about Public Official;</li> <li>• Councillor expense and reimbursement policy.</li> </ul> Operational Policies: <ul style="list-style-type: none"> <li>• Vehicle Policy.</li> </ul>	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

Resolution 09. 16/01/18	Council resolve to endorse and approve amendment to Council vehicle policy for the carriage of alcohol for personal consumption, restricted to Executive managers and MASC Mayor only.	
Motion	Proposed: Councillor Browne Seconded: Councillor Smith	Motion Carried

Resolution 10. 16/01/18	Council endorse and approve Homefab Steel Truss and frame to supply and deliver 8 visitor accommodations and 1 government employee housing accommodation as per the tender recommendation.	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

Resolution 11. 16/01/18	1. Council adopt the local government remuneration and discipline tribunal recommended schedule of rates for remuneration of the mayor, deputy mayor and Councillors commencing 1 July 2018; 2. Council adopt a monthly/fortnightly equal payment process for meeting fees entitlement of \$17,319.00 for Councillors p.a. commencing 1 July 2018.	
Motion	Proposed: Councillor Browne Seconded: Councillor Guivarra	Motion Carried

12.47pm Meeting adjourned for Lunch

Lunch
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13.38pm Meeting reconvened

Finance - Accountant report
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Accountant spoke on report for January.

Council expressed concern with the stock write offs for the month of December.

Accountant advised that approx. 50% of loss is due to theft. Power cards and cigarettes are the main items going missing. Store operational procedures need to be addressed.

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Resolution 12. 16/01/18	<p>The council resolved to endorse the financial report as presented to Council by Accountant Mr David Hockey:</p> <ul style="list-style-type: none"> <li>• Rental debtors &amp; Income</li> <li>• Store</li> <li>• Consolidated Revenue Vs. Expenditure graph</li> <li>• Revenue</li> <li>• General Expenses</li> <li>• Motor Vehicle Expenses</li> <li>• Travel Expenses</li> <li>• Untied Funds</li> <li>• Housing Construction</li> </ul>
Motion	<p>Proposed: Councillor Guivarra Seconded: Councillor Browne</p> <p style="text-align: right;">Motion Carried</p>

OR – Corporate Services Manager

Store financials need to reflect the accountant's report

Resolution 13. 16/01/18	<p>Council resolve to endorse the Corporate Services Manager report for January 2018 tabled as read</p>
Motion	<p>Proposed: Councillor Smith Seconded: Councillor Mara</p> <p style="text-align: right;">Motion Carried</p>

OR – Works Manager

- Works Manager advised that Mapoon water supply naturally produces fluoride at the rate 1.5 ml per litre.
- Council expressed concern regarding new Wheeler Street section. Works Manager advised stop sign has already been designated for T-junction. Speed bump for Wheeler street.
- Council enquired about new build communications and supplied services.
- CEO and Mayor to speak with Mypathway regarding pop up café in Mapoon

Resolution 14. 16/01/18	<p>Council resolved to endorse the Works Manager report for January 2018 tabled as read.</p>
Motion	<p>Proposed: Councillor Mara Seconded: Councillor Guivarra</p> <p style="text-align: right;">Motion Carried</p>

OR – Land & Sea Rangers

Nil report

OR – Housing Tenancy Management Update

Nil report

Council to invite regional Housing Manager to the February Council meeting.

Priority Correspondence –

Council advised that all future works including BAS works to be undertaken by Council.

CEO advised no contractors are to be engaged without approval from her office.

Resolution 15. 16/01/18	Council resolved to endorse the priority correspondence for January tabled as read	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

Any Other Business

Community expressed interest in the opportunity to hold markets in Mapoon on quarterly basis.

Involvement from community event committee.

Paanja festival committee meeting. CSM to send flyer and invitations for community members to attend.

Meeting scheduled for 23<sup>rd</sup> January in Council chamber 9am

Interest from community for Women's group in Mapoon.

Resolution 16. 16/01/18	Council resolve to endorse the confirmation of aboriginality and/or Torres Strait Islander decent for: <ul style="list-style-type: none"><li>• Jakaiya Barry;</li><li>• Ezykiel Barry;</li><li>• Jade Stafford.</li></ul>	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

Next Council Meeting

20<sup>th</sup> February 2018

15.-- pm	Meeting Closed
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Mayor declared the meeting closed at 3.48pm

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Aileen Addo, Mayor

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Chief Executive Officer