



Council Ordinary Meeting Minutes of  
meeting held in the council chambers

Mapoon Aboriginal  
Shire Council -  
Ordinary Meeting  
Minute 16<sup>th</sup> June 2015

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**Mapoon Aboriginal Shire Council**  
**Meeting Minutes: 16<sup>th</sup> June 2015**  
**Meeting Held: MASC Council Chambers**

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Day 1. 16<sup>th</sup> June 2015

**Attendance**

Councillor	Peter Guivarra
Councillor	Beryl Woodley
Councillor	Pauline Smith
Councillor	Ricky Guivarra
Councillor	Aileen Addo

**Staff**

CEO	Leon Yeatman
Accountant (via phone)	David Hockey

**Visitor**

**10:30**

**1. Meeting opened and welcome by Mayor Peter Guivarra**

CEO apologised for the delay with the meeting due to technical difficulties associated with the wireless connection to the I-pads

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 minutes silence in memory of community members who have passed - *condolences noted for the Hudson family for their recent loss.*

He reminded everyone about their roles and responsibilities for the meeting and particularly reminded the councillors about their obligations to declare their interest (material or personal) for matter presented to this meeting. Note matters presented at the meeting work on the principle of fair and equitable treatment and on matters which are unresolved Mayor acknowledged that we each bring our own interests to the table and our rights to agree and disagree.

Mayor noted for the council that we are at the start of final quarter. The period has started with major projects coming on line and this is an exciting time.

**11:40**

**2. Confirmation of Minutes**

Mayor asked the councillors to review their copy of the minutes of the last meetings.

<b><u>Resolution 01.</u></b> <b><u>16/06/15</u></b>	<b><i>The council resolved to endorse the minutes of the meeting as true and correct:</i></b> <ul style="list-style-type: none"><li><b><i>• Ordinary meeting 19<sup>th</sup> May 2015;</i></b></li></ul>
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<b><u>Motion</u></b>	<b><i>Proposed: Councillor Addo Seconded: Councillor Smith</i></b>	<b><i>Motion Carried</i></b>
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<b>11:41</b>	<b>3. <i>Matters arising from Previous Minutes</i></b>
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**Ordinary Meeting 19<sup>th</sup> May 2015:**

<b>11:50</b>	<b>4. <i>Operational Report - CEO</i></b>
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CEO presented his report to the council and covered the following operational issues:

- Library in a box project site visit completed 15/6/15.
- CEO advised to ensure alternative list of projects required to cover unexpended programs.
- CEO advised that he will be out of community for the next two weeks due to family commitments. The period of absence will be 1 weeks leave and 1 weeks annual leave commencing 30. Return date set for Sunday 6<sup>th</sup>.

<b><u>Resolution 02.</u> <u>16/06/15</u></b>	<b><i>Council resolved to endorse the CEOs report as read. Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Addo Seconded: Councillor Guivarra</i></b>	<b><i>Motion Carried</i></b>

Meeting adjourned for lunch 1300.

Meeting reconvened after lunch 1400.

CEO dialled Accountant into the meeting at 1405.

<b>14:05</b>	<b>5. <i>Operational Report – Accountant</i></b>
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Mayor and Councillors welcomed the accountant to the meeting and acknowledged his involvement via telephone.

Store figures are down for the month. The key features within the loss related to stock write off of \$4000, Electricity for the quarter of \$14000 and locality allowance back pay to the commencement of her employment \$16000.

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Revenue – slightly below and is directly attributed to Paanja development income not realised during the period.

General Expenses – tracking below YTD and directly attributed to Paanja development.

Employee Expenses – Tracking below for the same reason above.

Vehicle expenses – the current figures appear higher due to job costing, and allocation of expenditure to track freight. The freight allocation was skewed due to all freight being applied to the workshop as opposed to the other freight cost codes.

Travel – currently travelling below the budget.

Council untied fund – positive performance. Consideration needs to be given to investing in assets that will make money (vehicles are travelling fine and investment required for accommodation facility). Request from council to consider an additional positions to enhance MASC operational capacity and performance.

WCCCA – accountant noted the activities listed within the list. Councillors encouraged staff to pursue the original intent of the programs to be completed. Council asks for programs funded prior to changes to the charities act must have a grandfather clause and allow the terms to be completed. Yupungathi funding application needs to be spent otherwise it will be returned to WCCCA.

MASC asked for clarification about the L&S Manager: councillors recall that role being secured for a trainer and asked the Accountant to source the original application to validate the initial intent. CEO noted this may be difficult given the time lag from when the application was originally lodged.

Funding committed for the aquatic centre needs to be rebadged for another project opportunity within the shire

Next WCCCA meeting is set for the month of September. In August the NSRT meeting is scheduled.

FBT formally reviewed and no issues.

Accountant presented the council with copies of items identified in the Internal Audit

The accountant believes the below mentioned documents have been tabled at previous council meetings but requests the documents be ratified again at the next council meeting.

- 5 yr Corporate Plan;
- Operational Plan;
- Long term Asset Management Plan;
- Long term Financial Forecast (refer budget 2013-14);
- Budget to be adopted;
- Annual Report 2013-14;
- The final draft of the Revenue Statement (Requires completion ASAP).

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<b><u>Resolution 03.</u></b> <b><u>16/06/15</u></b>	<b><i>Council resolved to endorse the Accountants report as read. Actions stemming from this report to be implemented before the next meeting.</i></b> <ul style="list-style-type: none"><li>• <i>5 year Corporate Plan;</i></li><li>• <i>Operational Plan;</i></li><li>• <i>Long term asset management plan;</i></li><li>• <i>Long term Financial forecast (refer budget 2013-14)</i></li><li>• <i>Budget;</i></li><li>• <i>Annual Report 2013-14;</i></li><li>• <i>The final draft of the revenue statement;</i></li></ul>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Woodley</i></b>	<b><i>Motion Carried</i></b>

Council thanked the accountant who departed the meeting 15:20.

<b>14:10</b>	<b>6. <i>Operational Report – Corporate Services Manager</i></b>
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Nil report.

<b>14:11</b>	<b>7. <i>Operational Report – Senior Administration</i></b>
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No resolution contained in the report.

<b>14:12</b>	<b>8. <i>Operation Report – HACC</i></b>
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No report submitted for the meeting.

<b>14:13</b>	<b>9. <i>Operation Report – Environmental Health</i></b>
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No report submitted for the meeting.

<b>14:14</b>	<b>10. <i>Operation Report – Animal Management</i></b>
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No report submitted for the meeting.

<b>14:16</b>	<b>11. <i>Operation Report – Land &amp; Sea Rangers</i></b>
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CEO provided copy of the Visitor Handbook

<b><u>Resolution 04.</u></b> <b><u>16/06/15</u></b>	<b><i>Council resolved to endorse the Land &amp; Sea Ranger report as submitted to the council.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Addo</i></b> <b><i>Seconded: Councillor Woodley</i></b>	<b><i>Motion Carried</i></b>

<b>14:30</b>	<b>12. Operation Report – Store Managers Report</b>
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Councillors note the grass around the fuel storage needs to be address and cut – order to be sent through my pathways.

Councillors commend the work on the new baskets and trolleys in the store. The additional attention to detail in and around the store is noteworthy.

<b>14:40</b>	<b>13. Operation Report – CEO Holiday Act 1983</b>
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Noted. Cr Guivarra noted the NAIDOC committee for Weipa and raised the point that MASC has set a date for NAIDOC and the Weipa committee is not to specify a date for Mapoon. Councillors requested the bank holiday provision to be observed by all local agencies (School and Health).

<b>15:00</b>	<b>14. Operational Report – Black &amp; More: Project Management Fee Proposal</b>
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CEO advised the council the initial procurement of services was based on the local buy tender.

<b><u>Resolution 05.</u></b> <b><u>16/06/15</u></b>	<b><i>Council resolve to MASC resolve to endorse the Project Management Fee Proposal submitted by Black &amp; More and directly linked to the Mapoon Paanja Housing project. The schedule covers:</i></b>	
	<b><i>Phase 1: \$16,800.00. Planning, procurement and contract establishment.</i></b>	
	<b><i>Phase 2: \$58,045.00. Delivery and construction.</i></b>	
	<b><i>Total: \$74,845.00.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Smith</i></b> <b><i>Seconded: Councillor Woodley</i></b>	<b><i>Motion Carried</i></b>

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**15:50**

**15. Operational report Workplace Health & Safety**

CEO advised the council of the Workplace Health & Safety policy requirement for the new construction works. Attached for the meeting is the draft policy

**Resolution 06.**  
**16/06/15**

***Council resolve to endorse the Workplace Health and Safety plan as submitted and accept this plan as the policy framework for Workplace Health and Safety for MASC.***

**Motion**

***Proposed: Councillor Addo***  
***Seconded: Councillor Smith***

***Motion Carried***

Mayor departed the meeting 1600 to attend medical appointment. Deputy Mayor assumed meeting chairman responsibility.

**16:00**

**16. Legal Matters – Preston Law**

Nil report.

**16:05**

**17. Department Public Works & Housing – Remote Communities Housing Service Centre Operational update**

Noted.

Meeting adjourned 16:10.

Meeting reconvened 1615. Mayor re-joined to the meeting.

Store Manager invited to the meeting, she advised the council that a family crisis requires her and the family need to be in Perth. She will be out for a period of 6 weeks. Vicky Wearing introduced to the council as the relief Manager whilst she is on leave.

**16:25**

**18. Department Public Works & Housing – Mapoon Tenancy Management Maintenance Report**

CEO presented the information to the council for their information. Raised the issue regarding the underutilisation rate which is a staggering 62% and this registered figure will have a bearing on the future allocation of housing for Mapoon.

Council committed to ensuring the quality outcomes for Mapoon. Strategies to improve our statistics needs to be to applied and measured to support the progress.

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Meeting requested with Tenancy Management regarding allocation of houses identified under the Paanja project. Note the list of name has not been determined and Council asked for the process to be clarified and this finalised quickly. The original terms for allocation needs to be revised in unison with Housing to ensure the allocation is done fairly.

<b><u>Resolution 07.</u></b> <b><u>16/06/15</u></b>	<b><i>Council resolved to endorse the report as submitted by tenancy management.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Woodley</i></b> <b><i>Seconded: Councillor Smith</i></b>	<b><i>Motion Carried</i></b>

<b>16:55</b>	<b><i>19. Public Works &amp; Housing – Mapoon Letter of Acceptance High Rise Tender</i></b>
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CEO presented his brief which reflected the letter of acceptance for the Project Management Plan for the High Rise construction project.

<b><u>Resolution 08.</u></b> <b><u>16/06/15</u></b>	<b><i>Council acknowledge the Letter of Acceptance provided by Housing and Public works Department for the schedule of works as outlined in the 2016 Project Management Plan submitted for the High Rise Sub-development project.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Addo</i></b> <b><i>Seconded: Councillor Guivarra</i></b>	<b><i>Motion Carried</i></b>

<b>16:57</b>	<b><i>20. Operational Report – Ordinary meeting change (July)</i></b>
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Councillor noted issue relating to the date for meeting set for 31st July. Councillors indicated the complexities to meeting this date and request submitted to bring the meeting date forward to accommodate the change.

<b><u>Resolution 09.</u></b> <b><u>16/06/15</u></b>	<b><i>Council resolved to endorse request to change the ordinary meeting date set for July and the new meeting date for the next meeting is set for 13<sup>th</sup> July 2015.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor. Addo</i></b> <b><i>Seconded: Councillor. Smith</i></b>	<b><i>Motion Carried</i></b>



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**17:02**

**21. Councillor Report**

Mayor commended the councillors for their reporting for the period and the reports as presented where tabled at the meeting.

**17:05**

**22. Report Resolution**

Council resolve to endorse all reports as tabled and read at this meeting.

**Resolution 10.**  
**16/06/15**

***Council resolved to endorse all reports as presented to the meeting.***

**Motion**

***Proposed: Councillor Smith  
Seconded: Councillor Woodley***

***Motion Carried***

**17:07**

**23. Next Council Meeting**

Date for the next meeting Tuesday 14<sup>th</sup> June 2015.

**17:10**

**24. Meeting Closed**

Mayor declared the meeting closed.