

Council Ordinary Meeting Minutes of
meeting held in the council chambers

Mapoon Aboriginal
Shire Council -
Ordinary Meeting
Minute 18th August
2015

Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

Day 1. 18th August 2015

Attendance

Councillor Acting Chair	Beryl Woodley
Councillor	Pauline Smith
Councillor	Ricky Guivarra
Councillor	Aileen Addo

Apologies

Councillor	Peter Guivarra
------------	----------------

Staff

CEO	Leon Yeatman
Accountant (via phone)	David Hockey
CSM	Ron Young

Visitor

09:15 1. Meeting opened and welcome

CEO apologised for the delay with the meeting due to technical difficulties associated with the wireless connection to the I-pads. Paper copies of meeting document presented to councillors for their reference.

Noted apology for Mayor Guivarra due to family reason and delegation in place for Deputy Mayor to assume the responsibility for chairing the meeting.

Deputy Mayor 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) on matter presented 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. Deputy 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.

Deputy 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.

Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

09:16 **2. Confirmation of Minutes**

Deputy Mayor asked the councillors to review their copy of the minutes of the last meetings and called for endorsement.

<u>Resolution 01.</u> <u>18/08/15</u>	<i>The council resolved to endorse the minutes of the meeting as true and correct:</i> <ul style="list-style-type: none">• <i>Ordinary meeting – 13th July 2015</i>
--	--

<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Smith</i>	<i>Motion Carried</i>
----------------------	---	------------------------------

<u>Resolution 02.</u> <u>18/08/15</u>	<i>The council resolved to endorse the minutes of the meeting as true and correct:</i> <ul style="list-style-type: none">• <i>Special meeting - 28th July 2015</i>
--	---

<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Smith</i>	<i>Motion Carried</i>
----------------------	---	------------------------------

<u>Resolution 03.</u> <u>18/08/15</u>	<i>The council resolved to endorse the minutes of the meeting as true and correct:</i> <ul style="list-style-type: none">• <i>Special meeting – 29th July 2015</i>
--	---

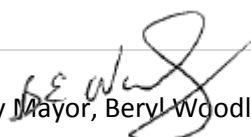
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>
----------------------	---	------------------------------

<u>Resolution 04.</u> <u>18/08/15</u>	<i>The council resolved to endorse the minutes of the meeting as true and correct:</i> <ul style="list-style-type: none">• <i>Special meeting – 13th August 2015</i>
--	---

<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>
----------------------	--	------------------------------

09:20 **3. Matters arising from Previous Minutes**

Ordinary meeting – 13th July 2015



Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

Store - general cleanliness. Councilors request the general amenity of the store (internal and external) is included in the overall management responsibility – the coordination responsibility needs to be clearly defined and vested in the management arrangement of the facility.

Store – funeral operating hours. Note there was negative comments registered via social media. Councilors respect the views of community and but reserves the right to conduct business. Policy to be formulated and notice circulated within the shire for all future events.

Evictions – councilors held a meeting with Q Housing regarding process. Note there is no clear policy for remote communities, however the process as prescribed in the Act will be applied for breaches against the tenancy agreement.

Street lights required – there are a number of sites which are very dark and the danger posed by horses and general safety. Feasibility study required to fence the main area within the shire to keep wandering animals out of the shire. Animal Management focus required and internal attention needs greater priority.

WCCCA – query regarding invitation to MASC to make a presentation to the NSRT? CEO stated no invitation has been recorded. The only outstanding matter relates to WCCCA accountant reviewing their files for past projects. At this time MASC has provided our records as an official reference, with no confirmation regarding background. WCCCA representatives acknowledge the benefit of MASC making presentation to the WCCCA board, from an aspirational and operational viewpoint. Accountant and senior management to meet to discuss strategic projects and formulating project proposals to secure funding opportunities for Mapoon. Main trust meeting on 7th /8th /9th September.

Dogs – house inspections required and the animal management rules required. Strategies required to offer support and direction to focus on local priorities. The function advocated through a Works Supervisor. Notice to be issued to Housing regarding the keeping of animals in registered properties. Council instruct action required to address the dog issues here in Mapoon.

Barbed Wire – Council queried status of action relating barbed wire issue from last meeting. Note Rangers are committed to turtle program.

Special meeting - 28th July 2015

Nil comment.

Special meeting - 29th July 2015

Nil comment.

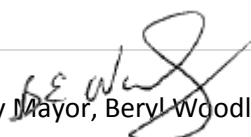
Special meeting - 13th August 2015

Nil comment.

10:45

Standing Orders

Meeting adjourned 1045 hrs.



Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

11:05

4. Standing Order – Finance Audit Risk Management

Accountant dialled into the meeting. CEO confirmed the copy of his report has been provided to Accountant and reflects the documents for this meeting.

Accountant noted that he is working on the assets register and is busy finalising the opening balances. The budget as endorsed will be calibrated with the closing balances and this will close off the process.

Accountant proceeded to present the following items:

- Rental Debtors and income – rental income has dropped significantly due to the 40 year lease taking effect and MASC only eligible to lease payments. Staff housing will be the only rental
- Store –new financial year
- Consolidated Revenue Vs. Expenditure Graphs
 - At this time noted income from the High Rise project
 - New project income will be recorded as we receive funds.
 - Note figure for general expenditure is incorrect - true figure is \$838,474.

Profit loss – note we have high income due to projects. Road funding is not clear for the period and questions about new rounds of funds (NDRRA) unknown as it is incident driven. The PDR project funding is yet to be realised (awaiting reports).

Query about suspense account reference. Accountant confirmed this account is in place to receive unidentified funds and when it is allocated, it is repositioned into the identified account.

Query about invoicing for accounts (gas etc.) queried and relative arrangements of mainstream council and their receipting/accounting of cash transactions and real time recording of the transaction is not succinct. Accountant note we are still working on the process and our long term aspiration to have this as a normal part of process. Note that future transactions will factor rates and water charges (including infringement notices). Accountant made reference of MASC schedule of charges.

Note Skytrans local fare arrangements – uncertainty about how this will be rolled out.

WCCCA meeting to discuss outstanding accounts for Mapoon. Accountant confirmed there are no notices from WCCCA seeking a meeting, he recalled a commitment to review past records and no confirmation received. Accountant instructed to organise a meeting for 27th August to discuss MASC outstanding accounts.

Councillors queried the budget process and requested a forecasting process to assist them with the allocation toward priority project. Accountant supports process and asks for this to be factored into our next budget meeting - September/October.

Council request following projects to be factored as priority:

- Short stay accommodation
- Fire truck – light assault vehicle

Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

Council queried to insurance of houses. Noting the responsibility has been transferred to the State. MASC will be seeking review of our insurance. Council required written confirmation from Q Housing about the level insurance cover they will apply for houses here in Mapoon.

<u>Resolution 05.</u> <u>18/08/15</u>	<i>Council resolved to endorse the Accountants report as read and associated reports:</i>	
	<ul style="list-style-type: none"> • Profit & Loss with year to date analysis • Comparative Profit & Loss Statement • Balance sheet • Rental Debtors and income • Profit & Loss budget analysis • Store Profit & Loss • Job Summary report • Consolidated Revenue Vs. Expenditure Graphs. 	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Secoded: Councillor Addo</i>	<i>Motion Carried</i>

Accountant departed the meeting 1148

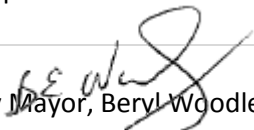
11:50 5. Standing Order – Tender / Payment authorisation (exceeding delegation)

CEO provided brief from Black and more regarding the status of the Paanja construction process. The latest report required payment as part of certificate 2 which exceeded the CEO delegation. Project is conforms with the Paanja Construction project and specifically covered under the Supply of steel framed housing kits (contract 7195/1)

<u>Resolution 07.</u> <u>18/08/15</u>	<i>Council resolved to endorse the recommendation provided by Black and More Consultants to approve payment certificate number 2 for the Paanja Housing project – supply of Steel Framed Housing kits (contract 7195/1).</i>	
	<i>BPB Mareeba Pty Ltd T/A Home Fab Steel Truss and Frame - \$214,945.36</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Secoded: Councillor Addo</i>	<i>Motion Carried</i>

12:00 6. Standing Order – Legal Matters

CEO advise there was no report for the council. Reference made to the ILUA negotiation which is set to be finalised by October 2015. Councillors requested an additional representative to be at the table.

Signed: Deputy Mayor, Beryl Woodley


Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

Councillors ask for the full representatives of the working group to be in attendance at future meetings to ensure the integrity of the final agreement. The risk management needs to be clearly factored.

CEO also advised the council of correspondence sent to the Local Federal Member regarding support for AG funding for MASC Native Title negotiation costs. Awaiting confirmation of correspondence.

Meeting adjourned for lunch 12:10pm

Meeting reconvened 13 10

13:10 7. Standing Order – Policy and Regulatory Compliance

CEO advised the policies presented seek to address MASC compliance obligations and risk management. Note there are a number of issues that will benefit from a stronger focus on Risk Management and to ensure our officers are aware and operating with the best protection. Note areas will require higher level focus, however the obligations back on council will be significant in the event of an issue coming to being.

Council concerned about vicarious liability and risks associated with MASC general operations. Policies and procedures need to reflect best practice to mitigate risk potential.

Resolution 06. **Council resolved to endorse the following list of policies:**
18/08/15

Policy Name:

- **Management of Confidential Information**

Motion

Proposed: Councillor Smith
Seconded: Councillor Addo

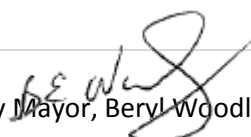
Motion Carried

13:37 Operational Reports

13:38 8. Operational Report - CEO

CEO presented his report to the council and covered the following operational issues:

- Paanja housing allocation – this project construction has started and council reiterate their interest to identify suitable tenants for the dwellings.



Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

- Councillors concerned about fire risks in the shire –no fire break. Councillors ask for confirmation of responsibility for installing fire breaks. Concerns about the elderly residents who are completely surrounded.
- Grave identification – councillors request the current cemetery to be scanned also. There are no sexton records for Mapoon and this is a responsibility that warrant urgent attention. A plaque arrangement for unmarked plots needed. Cemetery plots to be organised to manage the space more orderly.
- Councillors queried the roads. CEO advised there are project management plans for council consideration.

<u>Resolution 07.</u> <u>18/08/15</u>	<i>Council resolved to endorse the CEO's report as read. Actions stemming from this report to be implemented before the next meeting.</i>
--	--

<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>
----------------------	---	------------------------------

14:15 **9. Operational Report – Corporate Services Manager**

CSM invited to the meeting to discuss his report to the council. The following topics were discussed in detail:

- Training
- Staff
 - o HACC Coordinator
 - o Mechanic to commence at the end of August
 - o Store manager – last date is Saturday 12th September
 - o Playgroup Coordinator – interview this Thursday and councillor invited on the calendar
 - o Playgroup assistant – there are 2 applicants registered.
- Housing
 - o Staff housing vacant: repairs and maintenance required
 - o Repair program needs to be given due attention to ensure MASC business case is not compromised
- General

Store complaints - Council noted issues. Agree the operational hours schedule approved by MASC is final and rather than comply with special requests surrounding the different opening times, all future ceremonies community functions are to be planned around the operational hours schedule.

Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

<u>Resolution 08.</u> <u>18/08/15</u>	<i>Council resolved to endorse the CSMs report as read. Actions stemming from this report to be implemented before the next meeting.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

CSM departed the meeting, 14:55pm

14:55	10. Operational Report – Senior Administration
--------------	---

Tabled

<u>Resolution 09.</u> <u>18/08/15</u>	<i>Council resolved to endorse the Senior Administration officers report as read. Actions stemming from this report to be implemented before the next meeting.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

15:00	11. Operational Report – Payroll-Grants Officer
--------------	--

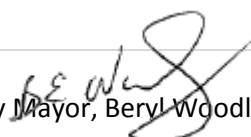
Nil report

15:00	12. Operation Report – HACC
--------------	------------------------------------

Noted. There needs to be a final report before the officer officially resigns.

15:05	13. Operation Report – Environmental Health
--------------	--

Council advised the officer has taken leave without pay. Councillors requested the policy needs to be covering the administrative actions and cover the operational interest of the council. Council advocate support for staff and entitlements, however this should not be to the detriment of the organisation.



Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

<u>Resolution 10.</u> <u>18/08/15</u>	<i>Council resolved to endorse the EHWs report as read. Actions stemming from this report to be implemented before the next meeting.</i>	
	<i>Vehicles in yards need to be issued with notices to remove car bodies.</i>	
	<i>Council authorise for new waste pit to be dug at the dump.</i>	
<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Smith</i>	<i>Motion Carried</i>

15:10 14. Operation Report – Animal Management

CEO noted the plans for the dog pound for council information. Councillors instructed actions against local residents who have too many dogs. The strategy should be coordinated with the Environmental Health Worker. The strategy to address the issue about dogs must include informal and formal communication. CEO instructed to create authorised officer badge to clearly identify officer credentials.

Council identify project for a dog pound to be a worthy WCCCA project – Community Health and wellbeing,

Councillors request inspection of properties that are holding other animals and the tenants advised of the health impacts. In addition, issues related to quarantine need to be communicated and where appropriate notifications registered with AQUIS.

<u>Resolution 11.</u> <u>18/08/15</u>	<i>Council resolved to endorse the AMOs report as read. Actions stemming from this report to be implemented before the next meeting.</i>	
	<i>Dogs – inspection of properties and action to educate tenants and animal owners about dog health and welfare. Action required to formulate an application for funding to develop a pound.</i>	
	<i>Quarantine – houses with livestock and other animals to be pinpointed and communication strategies to address compliance implemented.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Guivarra</i>	<i>Motion Carried</i>

**Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers**

15:30 15. Operation Report – Land & Sea Rangers

CEO advised the Coordinator is progressing with her treatment and has arrangements in place to cover staffing. CEO stated issues regarding introductions and he has not been included.

Council advocate support for employee within the confines of the rules, the added stress is compounded. Council ask for appropriate arrangements to be implemented to cover the scenario. The current management and operational issues are recognised as risks that need to be managed. Commitment from MASC to secure her role, however her health and wellbeing is a recognised priority.

Resolution 12. ***Council resolved to endorse the Land & Sea Ranger report as submitted to the council.***
18/08/15

CEO instructed to meeting with Ranger Coordinator to discuss operational issues and risk management issues for program consideration.

Motion

***Proposed: Councillor Guivarra
Seconded: Councillor Smith***

Motion Carried

15:45 16. Operation Report – Store Managers Report

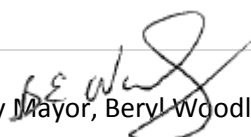
Resolution 13. ***Council resolved to endorse the Store Managers report as read. Actions stemming from this report to be implemented before the next meeting.***
18/08/15

General cleanliness of the store needs to be managed and a daily cleaning program implemented

Council acknowledge the award received from SPAR for Northern Region Affiliate Store of the Year.

Operation hours of the store to reflect the approved schedule relating to operational hours– the doors will remain open with all community and special events to work around the operation of the store.

Council acknowledge resignation Tendered by Store Manager. Gratitude of thanks afforded and they wish her all the best with future endeavours.



**Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers**

<u>Motion</u>	<i>Proposed: Councillor Guivarra Seconded: Councillor Smith</i>	<i>Motion Carried</i>
----------------------	--	------------------------------

16:00 17. Operation Brief – Housing

No details about Paanja applicants. Council requested the CEO to ensure this information is made available to support the progress in Mapoon. Councillors note anomaly with names listed for one tenant and asked housing to adjust their records to reflect current circumstances.

Councillors instructed CEO to issue notices to staff about registering names on the housing waitlist. This will ensure the housing needs is current.

<u>Resolution 14.</u> <u>13/07/15</u>	<i>Council resolve to endorse in names provided and approve the name supplied by Queensland Housing to be added to the Mapoon Wait list:</i> <i>Ronald Newly – 2; Delma Luff – 2; Edwin Ling – 2.</i>
--	--

<u>Motion</u>	<i>Proposed: Councillor Guivarra Seconded: Councillor Addo</i>	<i>Motion Carried</i>
----------------------	---	------------------------------

16:15 18. Operation Brief – Road Safety Audits

Council request for centreline marking on the access road in Mapoon. There are a couple of sites (culverts, where there is no space between the road and headwall.

<u>Resolution 15.</u> <u>13/07/15</u>	<i>Council resolve to endorse in Road Safety audit as presented by R.B. Gould and Associates. Audit findings to be implemented as per audit findings.</i>
--	--

<u>Motion</u>	<i>Proposed: Councillor Addo Seconded: Councillor Smith</i>	<i>Motion Carried</i>
----------------------	--	------------------------------

Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

16:35 19. Priority correspondence – Bruce Gould Civil Project Management Plans

CEO tabled the Project Management Plans as develop by R.B. Gould for Mapoon Priority projects as registered with Transport and Main Roads.

<u>Resolution 16.</u> <u>13/07/15</u>	<i>Council resolve to endorse the Project Management Plan for the priority projects listed for Mapoon as identified by Transport Main Roads for the following project sites:</i> <ul style="list-style-type: none"> • Airstrip - \$1,605,600; • Cullen Point – Trathalarrakawana St - \$380, 000; • Hudson Street (traffic control and speed humps to be installed) \$190,000; • Wheeler Street \$308,060. 	
<u>Motion</u>	<i>Proposed: Councillor</i> <i>Seconded: Councillor</i>	<i>Motion Carried</i>

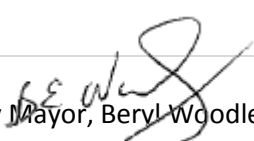
16:50 20. Priority correspondence – LGAQ Annual Conference

Councillors note the event will be the last hoorah, Mayor Guivarra

<u>Resolution 17.</u> <u>13/07/15</u>	<i>Council resolve to support attendance at the 119th Annual conference in Toowoomba. This event will incorporate the Indigenous Leaders Forum.</i> <i>CEO instructed to make bookings to take advantage of the early registration.</i> <i>Mayor Guivarra to be nominated for 15years service award</i>	
<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Smith</i>	<i>Motion Carried</i>

17:00 21. Priority Correspondence – QG Stolen Wages Reparation Taskforce

CEO advised the council of the request from Queensland government for a contact to be added to the taskforce.

Signed: Deputy Mayor, Beryl Woodley


Mapoon Aboriginal Shire Council
Meeting Minutes: 18th August 2015
Meeting Held: MASC Council Chambers

<u>Resolution 18.</u> <u>13/07/15</u>	<i>Council resolve to endorse Cr Ricky Guivarra as the Mapoon contact person for this activity. MASC support the finalisation of the reparation activities and for those Mapoon people whose issues are unresolved.</i>
--	--

<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Guivarra</i>	<i>Motion Carried</i>
----------------------	--	------------------------------

17:10 22. Councillor Report

MASC reports tabled.

17:15 23. Report Resolution

<u>Resolution 19.</u> <u>13/07/15</u>	<i>Council resolved to endorse all reports as presented to the meeting.</i>
--	--

<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>
----------------------	--	------------------------------

17:20 24. Next Council Meeting

Date for the next meeting Tuesday 15th September 2015.

Public meeting date set for 1st & 2nd September by Cape York Institute.

17:25 25. Meeting Closed

Deputy Mayor declared the meeting closed.

