



Council Ordinary Meeting Minutes of
meeting held in the council chambers

Mapoon Aboriginal
Shire Council -
Ordinary Meeting
Minute 17th November
2015

Mapoon Aboriginal Shire Council
Meeting Minutes: 17th November 2015
Meeting Held: MASC Council Chambers

Day 1. 17th November 2015

Attendance

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

Apologies

Staff

CEO	Leon Yeatman
Accountant (via phone)	David Hockey
CSM	David Ferguson

Visitor

09:00 1. Meeting opened and welcome

Mayor welcomed the councillors and staff to the meeting. He reminded everyone about their roles and responsibilities for the meeting and particularly the councillors in relation to 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. 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.

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 09:12 hrs.

Acknowledgement of the Mapoon Clean-up day that is happening today.

09:13 2. Confirmation of Minutes

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

<u>Resolution 01.</u> <u>17/11/15</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 October 2015</i> 	
<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>



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09:40 **3. Matters Arising From Previous Minutes**

Ordinary meeting – 13th October 2015

WCCCA attendance – concern about the lack of attendance at the last meeting. Recommendation for pre-budget presentation to be done on Major projects. Note that if the presentation takes place after the budget meeting we will have missed the opportunity – conform to limitations in accordance with rules. The opportunity need to be seized to ensure funding committed to date should be secured.

Housing allocation to be discussed

ILUA: update for this meeting.

Dogs: Request for disposal not responded. Councillor's concerned about the population of dogs in the shire and the need to have this issue under control. A concerted effort required to ensure our back yard is cleaned

Library date for the relocation of the program.

Meeting adjourned due to drilling works in the CEO office 10:20 hrs.

Meeting reconvened 11:50 hrs.

Council suspended the matters arising to discuss housing related matters for Mapoon. Mayor Welcomed Ms. Kelly East to the meeting to present her update for council.

Kelly presented a list of names for new applications – council supported the names as being connected to Mapoon.

QHPW valuer visiting Mapoon this week and will be undertaking the assessment of properties.

Councillor's presented with a list of names for Paanja Houses and council provided advice on the cultural component as required under the Tenancy Management policy. Housing Representative advised the advice will be considered in context with the allocation of new tenancies and confirmed tenants will be contacted in accordance with Housing Tenancy Management protocol in December 2015.

Councilors thanked Kelly for her time and she departed the meeting 1152hrs.

Meeting adjourned for lunch 1205hrs.

Meeting reconvened 13:45 due to continuation of works in the CEO Chambers.

13:45 **4. Standing Orders**

13:45 **5. Standing Order – Finance Audit Risk Management**

Accountant joined the meeting.

Accountant proceeded to present the following items:



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- *Rental debtors & Income: Rental income has reduced in line with our tenancy management agreement with social housing. Note action included in the meeting to address an anomaly for a small number of properties which are not included on the list of tenancies currently under the Management Agreement.*
- *Store: figures reflect changes to staffing and associated write off actions. Expect the operations to start registering profits by December.*
- *Consolidated Revenue vs. Expenditure graph;*
- *Revenue; invoice to be registered for project works. This will have a positive effect on our stated revenue.*
- *General Expenses; Depreciation now amended and the social housing are now off our books.*
- *Employee Wages & Superannuation expenses;*
- *Motor Vehicle Expenses; note we are operating below budget and this is being attributed to the staffing changes. Instructions issued to management to recalibrate to the operational system and to reflect job costing.*
- *Travel Expenses; noted as seasonal. The last month is generally where activities spike.*
- *Untied Funds.*
- *WCCCA projects: Note a formula error has registered a project value that should not be on the list (job 226 should not appear on the list: all WCCCA jobs has a 400).*

Annual Report finance information completed and issued to the CEO to include in the final report.

Australian Taxation Office – ATO has dual ABN number that is still being addressed by them. Note this matter should be completed shortly.

Trust finances are now up to date and we will be in a position to divest the some of the funds to the OMAC Trust.

Mayor presented a copy of the QAO final audit for councillor's information.

Councillors request a meeting with Accountant in January to discuss the WCCCA projects and then to seek an audience with the new EO at WCCCA.

Resolution 02.
17/11/15

Council resolved to endorse the Accountants report as read and associated reports:

- *Audit update;*
- *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.*

Accountant instructed to review project list and ensure our account management is compliant with our contract obligations.



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<u>Motion</u>	<i>Proposed: Councillor Smith Seconded: Councillor Addo</i>	<i>Motion Carried</i>
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Mayor presented the councillors with a copy of the meeting agenda and papers for the Leaders' summit being hosted in Yarrabah and being facilitated by the Minister for Indigenous Affairs and Treasurer Hon. Curtis Pitt.

14:30	6. Standing Order – Tender / Payment Authorisation (Exceeding Delegation)
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Nil report.

14:35	7. Standing Order – Legal Matters
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Andrew Kerr invited to the meeting via phone.

Advice to council is to agree in principal to the ILUA and to go to a community meeting and to remain focused on the legal principal applicable.

Advice to maintain momentum with negotiations and to proceed as planned.

The notice and agenda needs to be circulated well in advance. Consideration to be given to providing transport for community members to attend.

<u>Resolution 03.</u> <u>17/11/15</u>	<p><i>Council resolved to endorse the following arrangements as proposed for the community meeting to discuss the Mapoon ILUA::</i></p> <ul style="list-style-type: none"> <i>(a) To hold a community meeting on 2 December 2015 to outline the terms of the Mapoon Community Development ILUA and provide an opportunity for the community to comment;</i> <i>(b) Subject to (a) above to convene a special meeting of Council on 3 December 2015 to consider the terms of the ILUA and decide whether to enter into the Mapoon Community Development ILUA;</i> <i>(c) Subject to (a) and (b) to convene a meeting of the Mapoon Council as trustee for the Mapoon DOGIT on 3 December to decide whether to enter the Mapoon Community Development ILUA.</i> <p><i>All staff required to attend.</i></p>
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<u>Motion</u>	<i>Proposed: Councillor Guivarra Seconded: Councillor Addo</i>	<i>Motion Carried</i>
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15:20	8. Standing Order – Policy and Regulatory Compliance
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Nil



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15:20 **9. Operational Reports**

15:20 **10. Operational Report – CEO**

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

Building Construction:

- *5 Paanja Housing*
- *High Rise Estate*
- *Roads & Civil –*
- *Land Record Project*

Cape Indigenous Mayors Alliance meeting

Staffing:

Resignations:

Recruitment

Projects:

ILUA negotiations – next meeting 14/10;

Local Disaster Management Group – advertising in place calling for registration for new SES group;

District Disaster Management Group – reporting;

WCCCA funded Grave Identification Project;

WCCCA funded MASC Aquatic project;

Applications submitted for November meeting consideration.

Future projects:

Council Officer Exchange program: Douglas Shire Council – no progress. Will resume focus shortly.

<u>Resolution 04.</u> <u>17/11/15</u>	<i>Council resolved to endorse the CEOs report as read. Actions stemming from this report to be implemented before the next meeting.</i>	
<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

15:35 **11. Operational Report – Corporate Services Manager**

CSM invited to the meeting to discuss his report to the council. David joined the meeting from participating in the Mapoon Clean-up day. The following topics were discussed in detail:

OHS changes – separate report in this meeting



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Playgroup – program started

<u>Resolution 05.</u> <u>17/11/15</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 1630hrs.

16:35	12. Operational Report – Senior Administration
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Senior Administration report submitted for council consideration and endorsement. Topics covered:

- Training unwelcomed behaviour
- Centrelink agent back-up
- Housing tenancy Management

<u>Resolution 06.</u> <u>17/11/15</u>	<i>Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics:</i>	
	<ul style="list-style-type: none"> • <i>Training unwelcomed behaviour</i> • <i>Centrelink agent back-up</i> • <i>Housing tenancy Management</i> 	
	<i>Actions stemming from this report to be implemented before the next meeting.</i>	
<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Smith</i>	<i>Motion Carried</i>

16:40	13. Operational Report – Payroll-Grants Officer
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Payroll Grants officer report submitted for council consideration and endorsement. Topics Covered:

- HR & Payroll
- Recruitment Process for and HACC Coordinator;
- Casual Employees – Occupation Health & Safety Officer;
- Payroll Update;
- Assisted Building Manager;
- Grant reporting;
- MASC QCCU Account.



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<u>Resolution 07.</u> <u>17/11/15</u>	<p><i>Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics:</i></p> <ul style="list-style-type: none"> • <i>HR & Payroll</i> • <i>Recruitment Process for and HACC Coordinator;</i> • <i>Casual Employees – Occupation Health & Safety Officer;</i> • <i>Payroll Update;</i> • <i>Assisted Building Manager;</i> • <i>Grant reporting;</i> • <i>MASC QCCU Account.</i> <p><i>Actions stemming from this report to be implemented before the next meeting.</i></p>	
<u>Motion</u>	<p><i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i></p>	<i>Motion Carried</i>

16:45 14. Operation Report – HACC

Nil report.

16:46 15. Operation Report – Environmental Health

Nil report.

16:47 16. Operation Report – Animal Management

AMO report tabled for MASC consideration and endorsement.

Councillors note task for officer to source grant. Consideration to be given to access existing grant balances (pest offensive) with the view of supporting the development of infrastructure within the shire. Council support the initiative but ask for project proposals to be shared with councillors who will advocate for the project.

Councillors ask for program to be developed for Dog care and a clear message for the animals to be cared for and fed. Note the program is supported in principle.

Councillors queried the status of the EHW position. CEO advised he was discussing options with department of Health. Council support the keeping of a position as opposed to closing it off. CEO instructed to advertise the role and then consider direction after the period is completed.

Council acknowledged the shared service activity with the Weipa Town Authority relating to Dog control.



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<u>Resolution 08.</u> <u>17/11/15</u>	<i>Council resolved to endorse the AMOs report as read.</i>	
<u>Motion</u>	<i>Proposed: Councillor Woodley</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

17:10 **17. Operation Report – Land & Sea Rangers**

Tabled. Council asked for a plan for Turtle camp going forward. Meeting to be organised with OMAC to identify opportunities and confirm a plan going forward.

Councillors queried the staffing arrangement and ask for details in future reports regarding the future strategic direction off the program.

<u>Resolution 09.</u> <u>17/11/15</u>	<i>Council resolved to endorse the Land & Sea report as read.</i>	
<u>Motion</u>	<i>Proposed: Councillor Woodley</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

17:15 **18. Operation Report – Store Managers Report**

Councillors ask the manager to consider the trends and to adjust sales practices according to trends – e.g. pies being sold on a Monday.

<u>Resolution 10.</u> <u>17/11/15</u>	<i>Council resolved to endorse the Store report as read.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Guivarra</i>	<i>Motion Carried</i>

17:20 **19. Operation Report – Play Group**

Council acknowledge this as the first report for the program and congratulated the author for her contribution.



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<u>Resolution 11.</u> <u>17/11/15</u>	<i>Council resolved to endorse the Playgroup report as read.</i>	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Smith</i>	<i>Motion Carried</i>

17:23	20. Operation Brief – Cape York Road Program
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Councillors acknowledge the concern about hooning behaviour down on Cullen Point. Council ask for traffic calming devices to be installed to limit the speed down at the camping area.

Councillors note the lighting at the end of Cullen Point Rd will be reliant on power which ends at Mamoose St. consideration required to either extend power or install solar.

Councillors reiterate the width of the road just past the school which requires attention.

The dump truck is damaging the easement to properties. Notice required to tenants about the requirement to place bins on the curb side. Notice to be issued to tenants and explain the damage caused by the truck.

<u>Resolution 12.</u> <u>17/11/15</u>	<i>Council resolve to endorse the Project proposal as supplied by R. B. Gould and Associates for the Cape York Region Package: Mapoon Aboriginal Local Government Area – Cullen Pt Road Seal.</i>	
	<i>The scope of works for the project to include the following:</i>	
	<ul style="list-style-type: none"> • <i>A lighted intersection at the intersection with the Janie Creek Road;</i> • <i>A bitumen surfaced carp ark at the Duyfken Memorial;</i> • <i>A bitumen surfaced parking and /or pull off area for cars and boats and/or vans and trailers about Chainage 0.6km;</i> • <i>A bitumen surfaced parking area for Cars towing boats immediately behind the Cullen Point Boat Ramp;</i> • <i>A bitumen surfaced turn-around area near the toilets;</i> • <i>The entire road will be constructed at 6 m wide and will be bitumen surfaced.</i> 	
<u>Motion</u>	<i>Proposed: Councillor Woodley</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

17:35	21. Operation Brief – Local Disaster Management Plan
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CEO presented to council a brief outlining the actions to update the plan and it has been passed by the Local Disaster Management Group.

<u>Resolution 13.</u> <u>17/11/15</u>	<i>Council resolve to endorse the Mapoon Local Disaster Management Plan 2015. The plan will form the structural basis for any disaster management activation during the period 1st October 2015 to 30th September 2016.</i>	
	<i>The report will be reviewed by a review panel lead by the CEO and assisted by Officers from QFES between 1st September 2016 and 1st October 2016.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i>	<i>Motion Carried</i>
	<i>Seconded: Councillor Addo</i>	

17:43 22. Operation Brief – Mapoon Housing: High Rise subdivision

Council advised the process now requires the properties to be added to the list. CEO advised the council of the fire management requirement affecting the position.

<u>Resolution 14.</u> <u>17/11/15</u>	<i>Council resolve to endorse the site plans for the first stage of development associated with the Project Management Plan for the High Rise estate development program. Council support the location of the sites on each lot.</i>	
<u>Motion</u>	<i>Proposed: Councillor Addo</i>	<i>Motion Carried</i>
	<i>Seconded: Councillor Woodley</i>	

17:15 23. Operation Brief - Mapoon Survey

<u>Resolution 15.</u> <u>17/11/15</u>	<i>Council resolved to work with the Remote Indigenous Land and Infrastructure Program Office to rectify and align roads within the community as per SP277144, which shows an area of road to be closed comprising 8035m².</i>	
	<i>Authorisation granted to the CEO Mr Leon Yeatman to sign the Form 1. Transfer of Mapoon as the authorised officer of the council. This action is consistent with this administrative procedure and supports the progress of the Mapoon Survey Planning process.</i>	



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<u>Motion</u>	<i>Proposed: Councillor Addo Seconded: Councillor Smith</i>	<i>Motion Carried</i>
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17:55 24. Operation Brief – Occupation Health & Safety

Councillor buoyed by the new appointment. They welcome this new phase of management change for the organisation and support the CEO in introducing the culture into council.

Council endorse the shared servicing arrangement.

Council ask for all tickets and licensing to be reduced

<u>Resolution 16.</u> <u>17/11/15</u>	<i>Council resolve to support the initiative of the CEO to introduce Occupation Health and Safety into the organisation. The complexities associated with introducing a new culture into any organisation is complex and challenging – MASC is committed to introducing Risk Management into the organisational culture and promoting the benefits of this program as keystone in the organisation</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith Seconded: Councillor Addo</i>	<i>Motion Carried</i>

17:55 25. Priority Correspondence – Housing Paanja Allocation – Cultural Content

Council endorse the recommendation as presented and

<u>Resolution 17.</u> <u>17/11/15</u>	<i>CEO resolves to support the schedule as provided by Queensland Housing and Public Works and confirm their responsibility to offer confirmation about cultural compliance has been satisfied.</i>	
<u>Motion</u>	<i>Proposed: Councillor Woodley Seconded: Councillor Addo</i>	<i>Motion Carried</i>

18:10 26. Priority Correspondence – QCCU Account Access Authorisation



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Councillors concerned about security and risk management. CEO supported the concerns raised and reiterated the strategic intent is to improve the operational efficiency of the Payroll Grants Officer.

CEO contacted the Accountant via phone to consult on the matter before the council. Accountant explained the purpose of the request and reiterated the benefits of granting the access authority to the administrative process. He further explained the request is in direct response to security changes implemented by QCCCU.

<u>Resolution 18.</u> <u>17/11/15</u>	<i>MASC resolve to endorse the recommendation provided by the CEO and validated by Accountant to authorize Mrs. Avril Yeatman, Payroll Grants Officer, delegation for authority to access QCCU Accounts statements:</i>	
	<ul style="list-style-type: none"> • <i>Toggle to only be used to access MASC Accounts held with QCCU for reconciliation purposes</i> • <i>This authorization is limited to reconciliation tasks only.</i> • <i>The Toggle will be kept in a secure location at all times when not in use and returned to QCCU if there are any changes to employment.</i> 	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

17:55 27. Priority Correspondence – Confirmation of Aboriginality Request: Tracy Gray

Council support the request for confirmation by Ms Gray. The family has affiliate connection with Mapoon and council confirms the persons presently performing an identified role within the State Government service structure.

<u>Resolution 19.</u> <u>17/11/15</u>	<i>Council resolved to endorse the application for confirmation of Aboriginality received from Ms Tracey Gray.</i>	
<u>Motion</u>	<i>Proposed: Councillor Addo</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

18:20 28. Councillor Report

MASC reports tabled.

Councillors request the signs to be installed on the buildings around the community.

Councillor request for Murals to be erected on all venues that have been marked with anti-social graffiti.

Andrew Archie Memorial Shield – Mapoon to be engraved before it being re-entered into the competition.



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18:21 **29. Report Resolution**

Resolution 20.
17/11/15

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

Motion

Proposed: Councillor Addo
Seconded: Councillor Guivarra

Motion Carried

18:23 **30. Next Council Meeting**

Date for the next meeting Tuesday 15th December 2015. Cr Addo registered here apologies for the next meeting due to family commitments.

18:25 **31. Meeting Closed**

Mayor declared the meeting closed.

