

Council Ordinary Meeting Minutes of
meeting held in the council chambers

Mapoon Aboriginal
Shire Council -

Ordinary Meeting
Minute

15th December 2015

Mapoon Aboriginal Shire Council
Meeting Minutes: 15th December 2015
Meeting Held: MASC Council Chambers

Day 1. 15th December 2015

Attendance

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

Apologies

Councillor	Aileen Addo
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Staff

CEO	Leon Yeatman
CSM	David Ferguson

Visitor

WCCCA EO	Geoff Fahey
Finance Grants	Dianne Ahmat

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 09:05 hrs.

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

Meeting adjourned 10:30.

The newly appointed Executive Officer Mr Geoffrey Fahey and staff member Ms Dianne Ahmat from WCCCA joined the meeting to do a meet and greet.

Mayor extended a warm welcome to the delegates and thanked them for their attendance at the meeting. He proceeded to provide background history of Mapoon and the contextual relationship between MASC and WCCCA.

Cr Smith departed the meeting 11:00 to catch a flight to attend a portfolio responsibilities.

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Points discussed at the meeting:

- Directions for WCCCA;
- Relationships between stakeholders and process within WCCCA;
- Community projects and scope to assist with projects;
- Charities Act 2013, impacts on WCCCA and outstanding request for independent advice;
- Outstanding Mapoon projects – quantum and potential way forward. Note projects are part of community auspice arrangement and direction required from community groups regarding project outcomes;
- Future opportunities.

The Mayor and councillors very pleased with the initial meeting and instructions issued to the CEO to organise a meeting early in 2016 to revisit the outstanding projects and to offer assistance as appropriate. Delegates from WCCCA departed the meeting 13:00

Councillors felt the meeting was very informative and they have a very positive opinion of the EO

13:40 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>15/12/15</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 – 17th November 2015</i>• <i>Special meeting – 3rd December 2015</i>	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

13:45 3. Matters Arising From Previous Minutes

Ordinary Meeting – 17th December 2015

Councillors queried the potential risk implications regarding Payroll Grants Officer access to accounts as per resolution 18. 17/11/15. CEO provided the council with a copy of the authorization for and the classifications associated. The resolution reflected an administrative requirement for the officer to reconcile accounts – the resolution sought to grant authorization for viewer access only.

CEO presented a form and the councillors presented were clear about the intent and the criteria contained on the form

Special Meeting – 03 December 2015

Councillors noted this action was as per the process for the signing of the Mapoon Community ILUA and ask for a celebration activity of appropriate standing to coincide with the official signing of the agreement. Council aspiration is for the ceremony to be before the next meeting.

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14:15 4. Standing Orders

14:15 5. Standing Order – Finance Audit Risk Management

Nil report

14:15 6. Standing Order – Tender / Payment Authorisation (Exceeding Delegation)

Nil report.

14:15 7. Standing Order – Legal Matters

CEO advised the council to review the documentation provided by Preston Law regarding responses to EOI lease application for land development and administrative procedures applicable from this point forward.

Council support the proposal for the CEO and identified officers to meet early in the New Year to determine a fee structure applicable for Mapoon.

Council ask for the correspondence

Resolution 02.
15/12/15

Council endorse the request for Preston Law to assist with the development and implementation of a handling process for Expressions of Interests received for the development of Land in Mapoon as part of the Aboriginal and Torres Strait Islander Land Amendment Act 2008 Leasing process.

Scope of the project to include:

- Creating appropriate registers;***
- Defining the handling process (including standardised responses, e.g. confirmation to applications, rejections etc.);***
- Establishing the fee structure associated with the registration process; and***
- Responding to any technical issues that cannot be addressed within the Administration***

Motion

***Proposed: Councillor Woodley
Seconded: Councillor Guivarra***

Motion Carried

14:19: 8. Standing Order – Policy and Regulatory Compliance

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Annual Report: CEO presented the Annual Report to the council. Note the timeframe as per the Local Government Act 2009 and Regulation 2012 is to be observed and authorisation is required keep within the parameters of the regulation.

CEO advised that the final draft is presented for endorsement.

<u>Resolution 03.</u> <u>15/12/15</u>	<i>Council resolved to endorse the MASC Annual Report for 2014/15 as presented by the CEO.</i>	
	<i>Instruction for the CEO to post the Annual Report on the council website in compliance with Section 182, of the Local Government Regulation 2012.</i>	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

Procurement & Social Media Policies

Councillors read through each policy and discussed particulars.

<u>Resolution 04.</u> <u>15/12/15</u>	<i>Council resolved to endorse the following policies as presented by the CEO:</i>	
	<ul style="list-style-type: none"> • <i>Procurement; &</i> • <i>Social Media Policies.</i> 	
<u>Motion</u>	<i>Proposed: Councillor Woodley</i> <i>Seconded: Councillor Guivarra</i>	<i>Motion Carried</i>

14:44 **9. Operational Reports**

Meeting adjourned – for afternoon tea 1445.
Meeting reconvened 15:45.


15:45 **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


Signed: Mayor, Peter Guivarra

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Staffing:

Resignations:

Recruitment

Projects:

ILUA negotiations;

Local Disaster Management Group;

District Disaster Management Group;

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.

<u>Resolution 04.</u> <u>15/12/15</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 Woodley</i> <i>Seconded: Councillor Guivarra</i>	<i>Motion Carried</i>

16:11

11. Operational Report – Corporate Services Manager

CSM invited to the meeting to discuss his report to the council.

<u>Resolution 05.</u> <u>15/12/15</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 Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

16:20

12. Operational Report – Senior Administration

Senior Administration report submitted for council consideration and endorsement. Topics covered:

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

Mayor noted the arrears amounts for the \$1401-\$2730 has a registering error. Officer to review the figures for the next meeting.

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<u>Resolution 06.</u> <u>15/12/15</u>	<p>Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics:</p> <ul style="list-style-type: none"> • Housing tenancy Management <p>Actions stemming from this report to be implemented before the next meeting.</p>	
<u>Motion</u>	<p>Proposed: Councillor Woodley Seconded: Councillor Guivarra</p>	Motion Carried

16:30 13. Operational Report – Payroll-Grants Officer

Payroll Grants officer report submitted for council consideration and endorsement. Topics Covered:

- HR & Payroll leave form issues being encountered. Builders back pay processing and staff resignations – 2 applications received for positions that closed 14/12/15, probation interviews undertaken for the month – tracking of reviews mandated and is a safety measure to mitigate against risk; First Start Training Agreement – Retail Trainee: target is a school leaver and the focus will be on recruiting a suitable candidate and then registering the individual with the appropriate RTO.
- Grants – notices sent to officers for the preparation of reports;
- HACC;
- First start trainee – report requested.
- Indigenous Local Government Sustainability program – certificate of expenditure issued.
- SGFA – Service Delivery Fund: draft report completed (awaiting authorisation)
- QCCU Account – Accountant directive for reconciliations to occur daily. Security upgrade has restricted access and warrants issue of personal access device to ensure the security credentials reflect persons authorised to access MASC account. Request for viewing rights only.
- Administration: staff shortages.

<u>Resolution 07.</u> <u>15/12/15</u>	<p>Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics:</p> <ul style="list-style-type: none"> • HR & Payroll; • Grants; • HACC; • First Start Training Agreement – Retail Trainee; • Indigenous Local Government Sustainability program; • SGFA – Service Delivery Fund; • QCCU Account; • Administration <p>Actions stemming from this report to be implemented before the next meeting.</p>	
<u>Motion</u>	<p>Proposed: Councillor Guivarra Seconded: Councillor Woodley</p>	Motion Carried

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17:00 **14. Operation Report – HACCC**

Nil report.

17:00 **15. Operation Report – Environmental Health**

Nil report.

17:00: **16. Operation Report – Animal Management**

Nil Report.

Meeting adjourned at 17:05 scheduled to reconvene at 09:00 Wednesday 16th December 2015.



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Day 2. 16th December 2015

Attendance

Councillor	Peter Guivarra
Councillor	Beryl Woodley
Councillor	Ricky Guivarra

Apologies

Councillor	Aileen Addo
Councillor	Pauline Smith

Staff

CEO	Leon Yeatman
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Visitor

09:30 17. Operation Report – Land & Sea Rangers

Councillors note the request for closure during the wet season. Note this was an issue last year and councillors concerned about the process for issuing notices within the region, courtesy for all visitors.

Council support the request in principal – however past experience has Easter as our most prominent period. Partial closure supported and this will be in locations where erosion issues are prevalent – locations to be sign posted and barriers erected.

Councillors acknowledge that we will be going into the period of big tides between the months of December and April.

Council note previous years request for activities to be planned well in advance to allow sufficient time for notices issued to the public.

Councillors note the Junior Ranger program as listed and asked for activities to coincide with the Christmas school holidays.

<u>Resolution 01.</u> <u>16/12/15</u>	<i>Council resolved to endorse the Land & Sea report as read.</i> <i>MASC approves the partial closure of Cullen Pt (camp grounds only) from 23rd December 2015 -24th March 2016 for re-vegetation and programmed repairs – appropriate notices to be displayed locally and in the Weipa Bulletin for visitors and locals.</i>	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

Signed: Mayor, Peter Guivarra


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09:38 18. Operation Report – Store Managers Report

Councillors noted the report as read. The new service options are noted and supported.

09:50 19. Operation Report – Play Group

Council read report and requested a meet and greet with the council. Council happy with the report and asks for statistics in the next report.

Council support the request from the coordinator for OHS issues to be addressed and reaffirm their support for the enforcement of the rules within the facility. Councillors support appropriate actions when community members are accessing the facilities – non-council approved activities need to observe and respect the rules of the centre (including keeping out of program space and cleaning up after usage).

CEO acknowledge the priority status of the veranda issue and advised the issues noted have been ordered and now awaiting supply. Council request plan be created for more vegetation in around the building – for shade. Mypathway to be to assist with the implementation program.

Programming arrangements need to be aware of health and safety and planning for improvements.

10:10 20. Operation Brief – Engineering Services

Councillors queried the validity of the process and CEO advised that consideration required to go to tender for the services as compliance for probity.

Support for the extension of services to cover current projects to be honoured, but council reaffirm their commitment to ensure probity – tender to be advertised early in the New Year.

Councillors request for Hudson Street to have speed humps installed to cater for the school and parking areas.

**Resolution 05.
16/12/15**

Council resolve to extend the service contract for R. B. Gould and Associates for the continued supply of Engineering and Project Management services to Mapoon Aboriginal Shire Council to the end of financial year 2015/16.

CEO to initiate readvertising for tendering services.

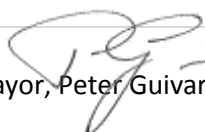
Motion

***Proposed: Councillor Woodley
Seconded: Councillor Guivarra***

Motion Carried

10:30 21. Operation Brief – Housing Update

Councillors read the report.



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Councillors acknowledge the issues being encountered regarding the allocation of Paanja dwelling.

<u>Resolution 05.</u> <u>16/12/15</u>	<i>Council resolve to endorse the following names for addition to housing in Mapoon:</i> <ul style="list-style-type: none"> • <i>Jovita Madua and Dennis Mallie + 2 kids</i> • <i>Elsie Toeboy (single person)</i> • <i>Douglas Mamoose (single person)</i> • <i>Joel Bullio (single person)</i> • <i>Majella Matasia + 3 dependents (currently residing in Cairns)</i> • <i>Jocelyn De Jersey (single person)</i> • <i>Lena De Jersey + 2 kids</i> • <i>Elizabeth Wheeler and Phillip Port + 1 child</i> • <i>Peter Ahmat and Elvina + 1 child</i> • <i>Toni-Sian Dick and Hudson Jawai + 5 kids</i> • <i>Bobette Aken and Johnathan Day + 2 kids</i> • <i>Mariah Guivarra (single person)</i> 	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

10:40 22. Priority Correspondence – Bottoms English Redress Scheme

Council noted the correspondence and the gravity of the issue for Indigenous elders past who were involved in the Mission times. The initiative to redress issues outstanding is supported by the council.

<u>Resolution 05.</u> <u>16/12/15</u>	<i>Council resolve to endorse the recommendation from the CEO to support the Proposed project from BE Law to pursue residents of Mapoon Dormitory (reopening redress scheme).</i> <i>Council authorise CEO to endorse reasonable expenses to be incurred for travel and accommodation expenses for Mr John Bottoms from Bottoms English Lawyers to travel to Mapoon to take statements from Mapoon Elders</i>	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

10:55 23. Councillor Report

MASC reports tabled.

Council request for the procurement of an entertainment unit as a community resource (not to be hired but for council projects)

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10:57 **24. Report Resolution**

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

Resolution 06.
16/12/15

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

Motion

Proposed: Councillor Guivarra
Seconded: Councillor Woodley

Motion Carried

10:58 **25. Next Council Meeting**

Date for the next meeting Tuesday 19th January 2016.

11:00 **26. Meeting Closed**

Mayor declared the meeting closed.

