



**Council Ordinary Meeting held:
15th March, 2016**

Council Minutes of Ordinary Meeting
held in the Council Chambers

Day 1. 15th March 2016

Attendance

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

Staff

Chief Executive Officer	Leon Yeatman
Corporate Services Manager	David Ferguson
Accountant	David Hockey

09:10

1. Meeting opened and welcome

Mayor welcomed the councillors and staff to this the final council meeting in the term of this council. 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 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 09:11 hrs.

09:12

2. Confirmation of Minutes

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

09:13

3. Matters Arising From Previous Minutes

Ordinary Meeting – 17th February 2016

Resolution 2 – note this resolution has incorporated two parts: a) membership to the Justice Group: MASC has two opportunities – 1. Directly on CJG as a) staff or b) elected representative and 2. As a HACCC committee representative. The concern is MASC involvement on the CJG has dwindled and this regulated group's governing committee requires greater community participation and support. The resolution was meant to capture the strong message to increase level of participation. This was a matter arising from the January 2016 Minutes.



Councillors acknowledge the importance of TO representation on the WCCCA – concerns the membership is losing local content. Concern that politically the dynamics does sway to favor member interests outside the immediate local representation area. The impetus seeks to support the registration and participation of local members in the election of Committee members. Lack of representation from Mapoon will impede out potential progress.

0950 meeting adjourned – CEO excused from the meeting.

0955 meeting reconvened – CEO rejoined the meeting.

Note the project management for grants needs greater attention. Budgets associated with the projects need to be extended fully and maximize the local opportunity – especially Christmas related activities.

Councillors queried the ECQ process – emphasis on supporting local participation in the poll. CEO advised that Saturday assistance will be problematic. Best strategy will be to ensure clients accessing services are assisted during normal work hours – e.g. HACC.

Councilor queried the report that was retracted from the last meeting. Note there are some elements that warrant policy development/review. CEO advised the reporting format has been reviewed to reflect the areas of responsibilities. The decision to not include the report was made at management level and this has been communicated with the employee concerned.

Meeting adjourned 1055

Meeting reconvened 1145

<u>Resolution 01.</u> <u>15/03/16</u>	Council resolve to endorse the minutes of the following Meeting: <ul style="list-style-type: none">• 17th February 2016 with amendments, as true and correct.	
<u>Motion</u>	Proposed: Councillor Woodley Seconded: Councillor Guivarra	Motion Carried

Special Meeting – 25th February 2016

Mayor stated the reference of his query was not correct and stated that it needs to be included in the next (2016/17) budget not the current budget (15/16). Minutes to reflect the reference and include the calendar reference. Query added relating to the payment of \$30,000 and application – if it is at the time of signing it will the total need to be reflected in the 15/16 budget (ILUA has been signed and awaiting registration – 2 months).

Councillors asked for due consideration from the new council to ensure the representatives for Trust delegate positions need to be active in their representation of Mapoon interest. Attention require to be engaging with other local representatives to ensure effective representation.

<u>Resolution 02.</u> <u>15/03/16</u>	Council resolve to endorse the minutes of the following Meeting: <ul style="list-style-type: none">• 25th February 2016 with amendments, as true and correct.
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<u>Motion</u>	Proposed: Councillor Guivarra Seconded: Councillor Woodley	Motion Carried
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12.05	4. Standing Orders
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12:10	5. Standing Order – Finance Audit Risk Management
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Accountant joined the meeting and introduced the Internal Auditor Ms Rachael Saltmarsh again to the council. Note that Ms Saltmarsh is assisting MASC again with the review of internal financial procedures.

Accountant advised the councillors of the Audit Committee meeting held 14/3/16 and advised that whilst there were issues about securing member participation, the meeting went ahead in accordance with the rules. Minutes will be presented for future consideration. Councillors who could not attend reiterated their apologies.

Ms Saltmarsh thanked the council for the invitation to attend the meeting. She advised the process to be applied during this internal audit. In the past a broad brush approach has been applied – this had the advantage of covering all the relevant areas. This process will be different with increased focus on select key areas to allow greater scrutiny and in depth analysis. The following areas will be reviewed:

Q-build function – analysing the current agreement to determine the effectiveness of the program and whether the council is making or losing money;

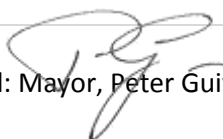
Review of the Corporate Services Manager – the opportunity afforded with positional change will be reviewed and reported on;

Budget monitoring process – see how the operational budget is incorporated into the function off programs and determine whether programs are performing under/over budget. This will allow the council to consider the issues for programs and allow management to revisit their management strategies for projects going forward. A formal response will be provided to council through the CEO and the Audit Committee, which will reflect the Risk Management plan of council. Note this is a living document and there are reporting requirements to the Audit Committee. Internal Audit reporting information is also shared with the Queensland Audit Office via the external audit process.

Ms Saltmarsh departed the meeting 1225.

Accountant proceed to present the financial Report for February 2016. Rental income queried in relation to the registered properties on MASC property portfolio. Accountant clarified that there are three properties which are caught up in the survey process.

Mayor queried the rental arrangement for staff rental. Accountant advised that due to recent advice from Auditors regarding FBT and associated exemptions the application of rental is not included. Accountant advised



the rental component is used as a leverage tool when negotiating management contracts. Council acknowledge the merits of this management strategy.

David noted the Store has issues and there is a potential for it to register a loss on current trends. Communication in place with Manager to revisit strategies to improve trend performance.

Councillor queried the process budget performance and specifically how we pay for the projects – upfront payment. Accountant confirmed this arrangement and stated that associated payments come from consolidated revenue – with cost recovery associated with certificate payments.

Employment percentage is concerning to council as the figures depict underutilisation of funds which projects poor utilisation against funds. Accountant noted this concern and advised actions are underway to reflect a less dramatic performance figure.

Council vehicles – note the figures are below budget. Councillors queried the status of vehicle registration. Acknowledge payment of registration for assets at Land and Sea to be inconsistent with some assets unregistered. Council asked road worthiness of council vehicles and the need to provide safe vehicles for utilisation. Council support the renewal of council assets to ensure our legal obligations are discharged. Councillor support a renewal strategy for MASC vehicle to ensure vehicle values are retained and fleet is new and safe for our operators.

Councillors queried the current consolidated revenue balance – question specifically for an amount of \$4.2M presented at past meeting. Accountant noted that our balance is around the \$2.9M and \$3.2M. The figure presented for consolidated revenue reflect the outlay with new construction. Councillors concerned about consistency of the balance figure. Accountant also conveyed the figure being reference is cash balance which on the statement is \$5.7M. – MASC intent of ensuring sound financial management practices.

Councillors queried the final remuneration arrangements, with due consideration to the Centrelink reporting requirements for retiring councillors. CEO stated the Electoral Commission advice on the declaration process will conclude at 30th March 2016 – unless otherwise stated.

<u>Resolution 03.</u> <u>15/02/16</u>	Council resolve to endorse the financial report as presented by the Accountant covering the following: <ul style="list-style-type: none"> • Rental Debtors and Income • Store • Consolidated Revenue Vs Expenses graph • Revenue • General Expenses • Employee Wages & Superannuation expenses • Motor Vehicles • Travel Expenses • Untied Funds 	
<u>Motion</u>	Proposed: Councillor Woodley Seconded: Councillor Addo	Motion Carried

CEO advised the Queensland Audit Plan has been included in the meeting documents.

CEO read the planned activities between now and October 2016, relating to the Audit process and advised the council of the need for this to be authorised as part of council audit process.

<u>Resolution 04.</u> <u>15/02/16</u>	<i>Council resolve to endorse the MASC Audit Plan as presented by the Queensland Audit Office for the 2016 reporting period.</i> <i>Council authorise the CEO to sign the plan and commit the council to the audit process.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

13:30	6. Standing Order – Tender / Payment Authorisation
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Nil

13:31	7. Standing Order – Legal Matters
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ILUA update. CEO confirmed a signed copy of the ILUA has been copied to the cloud storage for each device. The document will be transferred onto each device for future reference.

The ILUA is now in for registration and there is a regulation period of 2 months for this process to be completed.

MASC would like to ensure the occasion is celebrated and community involved in the process. Note this action will signify the start of the registration process for leasing in Mapoon Town Area.

Meeting adjourned for lunch 1335.

Meeting reconvened 1425

14:25	8. Standing Order – Policy and Regulatory Compliance
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CEO presented the council copies of the following policies:

- Audit Committee
- Long Serving Councillor
- Long Serving Employee

Advised these policies have been identified as gap issues for the current council list. The policies have been adapted to council needs and offer appropriate coverage. The policies were commended to the council for endorsement.

<u>Resolution 05.</u> <u>15/03/16</u>	<i>Council resolved to endorse the following policies:</i> <i>Internal Audit;</i> <i>Long Serving Councillor;</i> <i>Long Serving Employee.</i> <i>Policies to be added to the council policy register and administered in line with Local Government Act 2009 and the internal administrative review processes.</i>	
<u>Motion</u>	<i>Proposed: Councillor Smith</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

15:00

9. Operational Reports

15:05

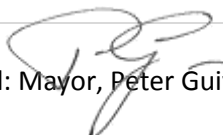
10. Operational Report – CEO

CEO tabled his report. The content was general in nature and no recommendation for the council consideration.

CEO commended the council for their support and dedication during this term in office and he wished the councillors who are contesting the election all the best for the election and the next part of their life.

Councillors acknowledged the commendation from the CEO and reflected on the achievements during the past four years which include but is not limited to:

- Mapoon Master Planning policy;
- Paanja Festival;
- Strategic partnerships with stakeholders: RPA, Mypathways etc.;
- Trustee Transfer and the creation of both OMAC and MASC trusts;
- First Contact Memorial;
- Alternative lighting at the boat ramp;
- Gravesite identification and restoration;
- Mapoon Street light improvements.
- Native Title Negotiation and associated determination process for Cape York Group 2:
- ILUA negotiations – Mapoon Town ILUA;
- Mapoon Planning Scheme and Survey data;
- Road works performed under the Natural Disaster Resource Recovery Arrangements and Transport Infrastructure Development Scheme;
- New streets and infrastructure development under the Housing Civil works;
- Tenancy Management transfer and Social Housing leasing;
- New construction program – Paanja Housing and Social Housing program;
- Mapoon Community Centre development;
- Mapoon Local Laws;
- Policy development and procedural application;



- Council also was an active member of the Cape Indigenous Mayors Alliance and at the Local Government Association of Queensland;
- The continuation of the Mapoon Land and Sea Ranger program;
- Continued performance on the WCCCA and Ely Trust;
- Maintaining a clean and presentable community and active participant in social responsibility programs;
- Securing \$5M funding for internal road and airport infrastructure;
- And finally the demonstrated commitment to good governance and sound financial management of the business of the council during the term is unprecedented – the fact that during the term, council grew its general reserve and achieved consecutive unmodified audit performance results.

<u>Resolution 06.</u> <u>15/03/16</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 Guivarra</i>	<i>Motion Carried</i>

15:35

11. Operational Report – Corporate Services Manager

Corporate Services Manager invited to the meeting. Manager proceeded to present his report and advised that this will be an exceptions report also.

Note HR actions within the council. Note officers are being utilised dynamically to enable programed work to be performed.

Councillors note the tip is in a state of disrepair. Note we are running out of room to dump rubbish and consideration required for future waste management needs.

Issue relating to suitability for working with children and National Police checks discussed. MASC concerned the process will severely discriminate against community members and limit our ability to employ locally. Note the issues on supporting local employment policy, however the rules as applied are determined at state and federal government level. Action of management to identify local capacity and offer positions to locals as a priority. The process as applied seeks to be fair and management in our enquiry goes well toward meeting our needs and applying a redress for past experience.

An interim arrangement involving an external support person to volunteer in the coordinator role to assist with identifying local capacity, review operational policies, reconnect with funding bodies regarding funding agreements and service delivery plans. The funding for the Aged Care program is being reviewed to consider any additions to the staffing structure.

Councillor noted issues about timesheets – comments being registered by workers convey concern about timesheets being amended after they are being submitted. Processes are in place to ensure the responsibility of each worker is not compromised and more the accountability process is clear cut.

Issues raised about the HACC meal being limited to \$50 per day. Clarification from Manager identified the issues communicated did not limit the expenditure to an amount, but was to ensure the process for managing meals needs to be consistent with the program budget. This will be explained again with current employees and new workers.

<u>Resolution 07.</u> <u>15/03/16</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 Woodley</i> <i>Seconded: Councillor Addo</i>	<i>Motion Carried</i>

CSM thanked the council

15:30	12. Operational Report – Senior Administration
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Nil report.

15:31	13. Operational Report – Payroll-Grants Officer
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Tabled.

15:37	14. Operation Report – HACCC
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Nil report.

15:38	15. Operation Report – Environmental Health
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Tabled.

15:40:	16. Operation Report – Animal Management
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Tabled.

15:41	17. Operation Report – Land & Sea Rangers
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Nil report

15:42	18. Operation Report – Store Managers Report
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Tabled. Council support the local buy initiative as proposed for the store program. The Mural is also identified as requiring an update. Council support a themed mural to incorporate images and pride for Mapoon and replicate the positive image for Mapoon as reflected at the hall. Councillors note there are opportunities for MASC to engage as a supplier for WCCCA. Council support the store sign. to be installed

<u>Resolution 08.</u> <u>15/02/16</u>	<i>Council resolve to endorse the Store Managers report and the following:</i>	
	<ul style="list-style-type: none"> • <i>Council support the initiative for council to demonstrate commitment to buying local;</i> • <i>Council support the proposal to renew the mural at the store.</i> 	
<u>Motion</u>	<i>Proposed: Councillor Guivarra</i> <i>Seconded: Councillor Woodley</i>	<i>Motion Carried</i>

15:45	19. Operation Report – Play Group
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Tabled. Council registered concern about the level of engagement for the current program. Council would like to see greater energy and presence in the community to support the program operation and to build rapport with families with young children.

Key issues include the outstanding action for a coordinating committee, hours of programs, regular coordinated programs with the school and service programs with health workers.

15:55	20. Operation Brief – Department of Environment & Heritage Protection: Notice of Authorisation
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Tabled. CEO advised the council of notification received from DEHP regarding Authorised Officer appointments for two employees who had successfully completed training. Local Ranger Ms Sarah Barkley and Ranger Coordinator Ms Louise Stone, received the honour and will be the local contacts for this program.

Council support the appointment and wished the employees all the best with this added responsibility.

16:35	21. Councillor Report
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Reports tabled.

Mayor and Councillors thanked the CEO and staff for their support during the term and encouraged them to remain focused on the operational issues and support the progress and development of Mapoon, going forward. They acknowledge their level of achievement was commensurate with the challenges faced during the term. They pay their respects to those community people who passed during the last four years and are confident they are handing over a ship in good working order.

16:45	22. Report Resolution
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CEO asked for the council to pass a general resolution to confirm all reports as tabled at the meeting.

<u>Resolution 09.</u> <u>15/03/16</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 Guivarra</i>	<i>Motion Carried</i>

16:50	23. Next Council Meeting
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Date for the next meeting will be the first meeting of the new council after the elections. Date for this meeting to be determined by the CEO and new Mayor after the election has been declared.

16:55	24. Meeting Closed
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Mayor thanked everyone for the attendance and wished those who are contesting the election all the best with their campaign. Meeting declared closed.