



**Council Ordinary Meeting held:  
June 14th, 2016**

Council Minutes of Ordinary Meeting  
held in the Council Chambers

Day 1. 14<sup>th</sup> June 2016

**Attendance**

Councillor	Aileen Addo
Councillor	Peter Guivarra
Councillor	Brendan Brown
Councillor	Margaret Mara

**Apologies**

Councillor	Pauline Smith
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**Staff**

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

**09:05**

**1. Meeting opened and welcome**

Mayor welcomed the councillors and staff to the meeting. She 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 09:06 hrs.

**09:00**

**2. Confirmation of Minutes**

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

<b><u>Resolution 01.</u></b> <b><u>14/06/16</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 – 17<sup>th</sup> May 2016</i></b></li> </ul>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

<b><u>Resolution 02.</u></b> <b><u>14/06/16</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 – 31<sup>st</sup> May 2016</i></b></li></ul>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Addo</i></b>	<b><i>Motion Carried</i></b>

00:00

**3. Matters Arising From Previous Minutes**

**Ordinary Meeting – 17<sup>th</sup> May 2016**

***Councilors commented about the new lines on the road. General consensus around the table and within the community is positive and the new paint work and reflectors really stand out.***

***Query about housing specifications – digital TV. CEO advised this feature is part of the design specification for housing in Mapoon. Mayor advised the council of strategy for council to procure decoders to supply mapoon residents and housing.***

***Comments registered about membership processes and arrangements for the respective royalties' trusts. Cr Guivarra provided information about the governance processes as applied and noted the rules as applicable and associated with the AGM. Acknowledged the process to replace representatives cannot occur until the AGM for the respective trusts and this is by a vote of the members. Council request a meeting with RIO advisor to update MASC on the roles and responsibilities as per the Eli Trust.***

***WCCCA presentation – Gravesite Identification project: Mayor and Councilors buoyed by the positive presentation made by council officers and consultant Mary-Jean Sutton from Veritus Heritage and Community Elder Mr. William Busch. The project is a significant activity for the region and has the added value of identifying a feature that will impact on mining and development on the Western Cape. Councilors support the strategic intent of this project, but acknowledge the importance of supporting other projects catering for the needs of Mapoon.***

***Noise: councilors supportive of appropriate accountability for tenants. All the communities have similar issues and the accountabilities rest with services other than council. Whilst there are issues about housing in remote areas, it is imperative that this is balanced with fair processes to ensure non-compliant tenants are held accountable.***

**Special Meeting – 31<sup>st</sup> May 2016**

***Councilors queried the status of the Ely communication. Councilors acknowledged the figure requires review as \$10,000 was registered for Women's group. CEO advised this process is underway.***

10:40

**4. Standing Orders**

10:40

**5. Standing Order – Tender / Payment Authorisation (Exceeding Delegation)**

*Nil report.*

**10:40**

**6. Standing Order – Legal Matters**

CEO advised there was only one matter and this was an update for the ILUA registration. Note there is interest from stakeholders and community to celebrate the occasion. Project plan required to

**11:10**

**1. Standing Order – Finance Audit Risk Management**

*Accountant joined the meeting via phone 11:10.*

*Opening statement acknowledge actions to address outstanding ATO account for the Mapoon Land Trust. Currently there is a \$2,000 bill which requires urgent attention. A meeting is required by the Land Trust to authorise payment. Payment to be actioned after authorised.*

*Accountant proceeded to present his report to the council.*

Rental debtors & Income:

Store: note the stock adjustment is significantly low for the period and a second stock take will be done at the end of the month

Consolidated Revenue Vs. Expenditure graph

Revenue – note income for High Rise project came in late for the period of \$825,000.

General Expenses – potential issue noted for workshop. Strategy to liaise with Mechanic to assess the scope of issues due to staffing instability and poor record keeping.

Employee wages & Superannuation expenses

Motor Vehicle Expenses

Travel Expenses

Untied Funds

Housing Construction Profits and Losses – Accountant noted significant profit for High Rise project which is not similar to Paanja project. Accountant to revisit the P&L closer to the end of the year, after final invoices are registered and reconciled to the respective accounts. Expect to make a profit and for the values to be similar.

Special meeting requested to perform asset write offs and Asset Management Plan. Notice to be issued through the CEO. Councillors seek to have items attended to before the financial year.

WCCCA outstanding accounts. Council instruct the CEO and Accountant to resolve the outstanding accounts and complete the reconciliation process. Council request for the line to be drawn to prepare council to access the next round of funding which comes on line on 10<sup>th</sup> August 2016. CEO called for a direct strategy of engagement between the Accountant and the Finance Manager at WCCCA to expedite the process and resolve the issues for Mapoon.

Fishing license – license value is depreciating annually. Councillors request meeting to formulate project proposal and to turn around the fishing venture option.

Accountant departed the meeting 11:40

<b><u>Resolution 02.</u></b> <b><u>14/06/16</u></b>	<b><i>The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey:</i></b> <ul style="list-style-type: none"> <li>• Rental debtors &amp; Income:</li> <li>• Store:</li> <li>• Consolidated Revenue Vs. Expenditure graph</li> <li>• Revenue –</li> <li>• General Expenses –</li> <li>• Motor Vehicle Expenses</li> <li>• Travel Expenses</li> <li>• Untied Funds</li> <li>• Housing Construction Profits and Losses</li> </ul>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Addo</i></b>	<b><i>Motion Carried</i></b>

Mayor asked for the Job summary to reflect current records – there are references to personnel who are no longer employed by council and activities that are out dated. Note the table containing this information has no values associated, and this action is to ensure the meeting record is a true reflection.

:	<b>2. Standing Order – Policy and Regulatory Compliance</b>
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CEO presented draft policies to the council for consideration.

- ***Entertainment and Hospitality;***
- ***Management of confidential information;***
- ***Rehabilitation;***
- ***Fleet Management;***
- ***Councillor Code of Conduct***

Councillors read through each policy and discussed particulars.

<b><u>Resolution 04.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the following policies as presented by the CEO:</i></b> <ul style="list-style-type: none"> <li>• <b><i>Entertainment and Hospitality;</i></b></li> <li>• <b><i>Management of confidential information;</i></b></li> <li>• <b><i>Rehabilitation;</i></b></li> <li>• <b><i>Fleet Management;</i></b></li> <li>• <b><i>Councillor Code of Conduct</i></b></li> </ul>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Mara</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

:	<b>3. Operational Reports</b>
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Meeting adjourned – for afternoon tea 1445.

Meeting reconvened 15:45.

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#### 4. 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;*

*Local Disaster Management Group;*

*District Disaster Management Group;*

*WCCCA funded Grave Identification Project;*

*WCCCA funded MASC Aquatic project;*

*Applications submitted for November meeting consideration.*

Playgroup – performance issues being monitored. Working with coordinator to address the staffing vacancy and to support the coordination committee. Councillors acknowledge funding from WCCCA that need to be expended – plan being implemented to finalise the components of the project to support the initiative. Note the level of traction from community partners is not being used – reminder to be given to partners to support the program as a going concern.

<b><u>Resolution 04.</u></b> <b><u>14/06/16</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 Brown</i></b> <b><i>Seconded: Councillor Mara</i></b>	<b><i>Motion Carried</i></b>

CEO instructed to organise training plan for councillors – LGAQ governance training.

Arrangements to be confirmed for the State conference and Community Leaders forum both being held on the goal coast.

Meeting adjourned for lunch 12:40.

Councillors completed their ECQ declarations. Each was signed and sealed in a common envelope for return to ECQ.

Meeting reconvened 13:30.

**13:30**

**5. Operational Report – Corporate Services Manager**

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

Noted staffing changes which included new trainee for Admin, New Centrelink Agent and Playgroup Assistant.

Works Manager Advertisement concluded Friday 10/6/16 and at the close of advertisement 19 applicants were registered. Council noted the need for the accommodation to be finalised. Ranger appointments for three vacancies completed.

Training second phase of first aid training being targeted – 12 remaining. Backhoe to be completed – action in train to secure a repeat visit.

HACC IT procurement completed – ROC.

Succession planning required – staff need to be identified to transition into management training.

<b><u>Resolution 05.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the CSMs 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 Guivarra Seconded: Councillor Mara</i></b>	<b><i>Motion Carried</i></b>

CSM departed the meeting 14:26.

**14:00**

**6. Operational Report – Senior Administration**

Report tabled

<b><u>Resolution 06.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics:</i></b>	
	<ul style="list-style-type: none"> <li>• <b><i>Housing tenancy Management</i></b></li> </ul>	
	<b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

**14:05**

**7. Operational Report – Payroll-Grants Officer**

<b><u>Resolution 07.</u></b> <b><u>14/06/16</u></b>	<p><b>Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics:</b></p> <ul style="list-style-type: none"> <li>• <b>HR &amp; Payroll;</b></li> <li>• <b>Grants;</b></li> <li>• <b>HACC;</b></li> <li>• <b>First Start Training Agreement – Retail Trainee;</b></li> <li>• <b>Indigenous Local Government Sustainability program;</b></li> <li>• <b>SGFA – Service Delivery Fund;</b></li> <li>• <b>QCCU Account;</b></li> <li>• <b>Administration</b></li> </ul> <p><b>Actions stemming from this report to be implemented before the next meeting.</b></p>	
<b><u>Motion</u></b>	<p><b>Proposed: Councillor Guivarra</b> <b>Seconded: Councillor Brown</b></p>	<b>Motion Carried</b>

<b>14:10</b>	<b>8. Operation Report – HACC</b>
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Nil report.

<b>14:15</b>	<b>9. Operation Report – Environmental Health</b>
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<b><u>Resolution 06.</u></b> <b><u>14/06/16</u></b>	<p><b>Council resolved to endorse the Environmental Health Officers report as read.</b></p> <p><b>Actions stemming from this report to be implemented before the next meeting.</b></p>	
<b><u>Motion</u></b>	<p><b>Proposed: Councillor Guivarra</b> <b>Seconded: Councillor Brown</b></p>	<b>Motion Carried</b>

<b>14:20</b>	<b>10. Operation Report – Animal Management</b>
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<b><u>Resolution 06.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the Animal Management Officers report as read.</i></b> <b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

<b>14:25</b>	<b>11. Operation Report – Land &amp; Sea Rangers</b>
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Note there is a weed issue at the old cemetery that requires action.

<b><u>Resolution 01.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the Land &amp; Sea report as read.</i></b> <b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

<b>14:30</b>	<b>12. Operation Report – Store Managers Report</b>
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<b><u>Resolution 06.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the Store Managers report as read.</i></b> <b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

<b>14:35</b>	<b>13. Operation Report – Play Group</b>
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<b><u>Resolution 06.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse the Play Group Coordinators report as read.</i></b>	
	<b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

**14:40      14. Operation Brief – Housing Update**

Housing report tabled at the meeting.

<b><u>Resolution 05.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolve to endorse the tenancy management report as supplied by Department of Housing and Public Works</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Mara</i></b>	<b><i>Motion Carried</i></b>

**14:45      15. Priority Correspondence – Chairperson Local Government Grants Commission (Census)**

<b><u>Resolution 05.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolve to endorse the correspondence from the Chairperson from the Local Government Grants Commission relating to the 2016 Census. CEO to assist with coordinating a good response from Mapoon.</i></b>	
	<b><i>Data generated will have a bearing on the Financial Assistance provided by the Grants Commission.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Mara</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

**14:50      16. Priority Correspondence – Laura Dance Festival**

Councillors supported the initiative and will give due consideration to Mapoon continued participating and involvement in this significant Cape Community event.

<b><u>Resolution 05.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolve to endorse the documentation provided by the Laura Dance Festival and offers 'in-principal' with due consideration relating to supporting the participation and involvement of Mapoon in the festival.</i></b>  <b><i>Council commend the organising committee for their efforts in the 2015 festival.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

<b>14:55</b>	<b>17. Councillor Report</b>
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MASC reports tabled.

<b>15:00</b>	<b>18. Report Resolution</b>
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CEO asked for the council to pass a general resolution to confirm all reports as tabled at the meeting.

<b><u>Resolution 06.</u></b> <b><u>14/06/16</u></b>	<b><i>Council resolved to endorse all reports as presented to the meeting.</i></b>	
<b><u>Motion</u></b>	<b><i>Proposed: Councillor Guivarra</i></b> <b><i>Seconded: Councillor Mara</i></b>	<b><i>Motion Carried</i></b>

<b>15:10</b>	<b>19. Next Council Meeting</b>
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Date for the next meeting Tuesday 19<sup>th</sup> July 2016.

Planning day to be set aside for 27<sup>th</sup> June 2016 to cover

<b>15:15</b>	<b>20. Meeting Closed</b>
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Mayor declared the meeting closed.