



**Council Ordinary Meeting held:
July 19th, 2016**

Council Minutes of Ordinary Meeting
held in the Council Chambers

**Mapoon Aboriginal Shire Council
Meeting Minutes: 19th July 2016
Meeting Held: MASC Council Chambers**

Day 1. 19th July 2016

Attendance

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

Apologies

Staff

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

Visitor

HPW	Kelly East
HPW	Chloe Agale

09:05 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.

09:10 Confirmation of Minutes

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

Resolution 01. 19/07/16	The council resolved to endorse the minutes of the meeting as true and correct: Ordinary Meeting – 14th June 2016	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

Resolution 02. 19/07/16	The council resolved to endorse the minutes of the meeting as true and correct: Special Meeting – 30th June 2016	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

09:13 Matters Arising From Previous Minutes

Ordinary Meeting – 14th June 2016

Note Cr Smith registered here apologies for the last meeting - registered as a visitor. Minute correction carried out.

Mapoon Grave Identification project - Mayor provided follow-up regarding this project. Note there have been issued communicated regarding project implementation and issues pertaining to the scope of the project. Note WCCCA.

Policy – Councillor Code of conduct.

Conflict of interest – Mayor reported from recent conference facts relating to the number of complaints registered to the CCC regarding interest disclosures and complaints. Issue is relevant to council in our procurement.

ILUA celebration – date set for 10th August. Date to be sent back to 31st of August 2016. Scope of invitation to extend to Ministers, Land Council and Traditional Owners. Mayor delegated the Deputy Mayor and Cr Smith to assist the CEO with formulating list of guests.

Special Meeting – 30th June 2016

Note Cr Brown was recorded as “Wheeler” – minute corrections carried out.

Edit – of attendance register for Mayor. Mayor is listed as acting chair.

Asset Write off actions – councilors queried the removal of assets identified. A date and time required to auction items cost off. CEO advised of actions to remove parts from council assets and questions about the appropriate process. Protocol relating to the disposal of assets require attention and the value of parts need to be factored into arrangements.

Council construction team – councilors enquired the arrangement and the number of staff. A decision relating to feasibility required, may include the reduction of staff. Note correspondence from DG for Housing relating to outstanding works, response outlining plan of action required. TWG meeting set for 9th August 2016.

Fire breaks around properties. Request for fire breaks to be installed around properties. Current risk for properties that do not have neighbours.

OMAC funds transfer – CEO advised actions have taken place. The action raised an issue relating to the financial status of the trust. Request received by council to delay release of current income to support the accounting arrangements for OMAC. MASC conveyed the Accrual accounting basis applied and advised that our handling of payments and invoicing reflect the standards. MASC require a MOU for programs on Mapoon Lands to ensure program security, clear accountability and our integrity is not compromised.

Home ownership – The council request a meeting to progress the home ownership project and advance the process. Meeting required with Lawyer, DATSIP and other stakeholders to clear the pathway for the project.
Points for discussion:

- Unit price
- Special conditions
- Other

10:40	Standing Orders
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10:40	Standing Order – Tender / Payment Authorisation (Exceeding Delegation)
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The following vehicles have been identified as priority items for council.

- Mapoon Mayor Vehicle (replacement);
- Store Truck.

Procurement processes have been applied to both assets identified. Documentation provided listing three quotes for council consideration and endorsement.

Meeting adjourned for clarification to be sourced regarding content of one quote 11:20.

Meeting reconvened 11:25.

Resolution 03. 19/07/16	<p>The council resolved to endorse the recommendation provided to purchase the following vehicles in accordance with MASC procurement arrangement. Three quotes have been sourced for each item:</p> <p>Mayor Vehicle Replacement: Toyota Land Cruiser RAV from Mike Carney Toyota - \$42516.86</p> <p>Store Truck: Isuzu NQR 450 AMT Premium from Scully Refrigerated Special Vehicles - \$75,000</p>	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

11:30	Standing Order – Legal Matters
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CEO advised there was only one matter and this was an update for the ILUA registration.

The correspondence provided by Preston Law tabled. Extract of the agreement provided the attachments were not included in the meeting documents due to the size and Council had already had these attachments included in previous meeting minutes.

Note there is interest from stakeholders and community to celebrate the occasion. Deputy Mayor and Cr Smith nominated to assist the CEO formulate a plan to recognise the registration of the ILUA – proposed date 31st August 2017.

11:35 Standing Order – Finance Audit Risk Management

Accountant joined the meeting via phone 11:35.

Mayor and councillors welcomed the Accountant to the meeting and invited him to present his report.

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 –
General Expenses –
Employee wages & Superannuation expenses
Motor Vehicle Expenses
Travel Expenses
Untied Funds

Housing Construction Profits and Losses –

Accountant noted the next visit will include the budget preparation. Accountant identified need to assist the Mayor with formulating the budget and confirming priorities for 2016-17. Operational priorities are required – this will reflect the corporate planning strategies.

Query about break up of income from leasing. Accountant noted there are two components: 1. Rates income (paid to MASC as a charge) and 2. Lease income (paid to MASC trustee as income).

Query about WCCCA grants. Note the communication positive and we have an agreement regarding finalising of accounts. The Language program is the main item outstanding.

Accountant queried about outstanding invoices from BAS. Accountant was not aware of this issue and noted this as a responsibility for Senior Administration which is addressed through the Joint Operations Meeting.

<p>Resolution 04. 19/07/16</p>	<p>The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey:</p> <p>Rental debtors & Income: Store: Consolidated Revenue Vs. Expenditure graph Revenue – General Expenses – Motor Vehicle Expenses Travel Expenses Untied Funds Housing Construction Profits and Losses</p>
<p>Motion</p>	<p>Proposed: Councillor Smith Seconded: Councillor Brown</p>
<p>Motion Carried</p>	

Accountant departed the meeting 11:55.

11:55 Standing Order – Policy and Regulatory Compliance

CEO presented draft policies to the council for consideration.

- Higher Duties Policy
- Telephone Policy
- Mapoon Aged Disability Policy Manual

Councillors confirmed that they read through each policy and discussed particulars.

Resolution 05. 19/07/16	Council resolved to endorse the following policies as presented by the CEO: <ul style="list-style-type: none"> • Higher Duties Policy • Telephone Policy • Mapoon Aged Disability Policy Manual and policies 	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

Council ask for the store to remain open during normal work hours – closing the store to stock shelves is deemed as a management issue and alternative procedures should be exercised in lieu of closure. Note also the closure is during normal operations interferes with general business and the store has lost custom.

Policy required for Military services. CEO advised there is a requirement for the Executive Officer from 51st Battalion to provide schedule of dates covering training for consideration by council – if not applied the LGA 2009 provisions apply.

Meeting adjourned for Lunch 12:15.

Meeting reconvened 12:55.

12:55 Operational Reports

12:55 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:
- Recruitment
- Projects:
- Building & construction:
 - NPAHRI
 - CIMA Mapoon projects

CIMA meeting
Audit preparations
EOI Land leasing
Playgroup accommodation
Additional accommodation units

Naming of sports oval – consideration for field to be named “Norman Wheeler Football Oval

Status regarding EOI vacancy at another council.

Mayor supported request for visit to Aurukun in the coming weeks.

Resolution 06. 19/07/16	Council resolved to endorse the CEOs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

13:40 Operational Report – Corporate Services Manager

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

Councillors note the recruitment for Aged Care – Support Worker (position is not assistant coordinator).

Resolution 07. 19/07/16	Council resolved to endorse the CSMs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

13:50 Operational Report – Senior Administration

Report tabled. Councillors noted the progress made on the BAS list.

Resolution 08. 19/07/16	Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics: <ul style="list-style-type: none">• Housing tenancy Management Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

Action required on vacant properties.

Street signs to be straightened.

Council welcomed Housing Public Works staff the meeting 14:00.

Remote Area Housing Service Centre, Client Service Manager Kelly East and visiting Occupational Therapist to the meeting to discuss priority issues for tenancy management.

Note actions communicated to tenancy management regarding tenants have been listed and actions applied in accordance with the registered tenancies.

Note the report contained in the meeting agenda provides details and content for consideration at this meeting. of particular mention was the list if names to be added to the Mapoon Wait list.

Visitors thanked the council for making time to present the information and they departed the meeting 14:20.

14:20 Operational Report – Payroll-Grants Officer

Report table.

Resolution 09. 19/07/16	Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics: <ul style="list-style-type: none">• HR & Payroll;• Grants;• Administration Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

14:25 Operation Report – Aged and Disability Services

Nil report.

Resolution 10. 19/07/16	Council resolved to endorse the Aged and Disability Services report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

14:27 Operation Report – Environmental Health

Report tabled. Council acknowledged the work at the dump and encouraged them to be positive.

Resolution 11. 19/07/16	Council resolved to endorse the Environmental Health Officers report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

14:30 Operation Report – Animal Management

Report tabled. Council supports the initiative to apply euthanasia program for unwanted dogs. Council extend support to the officer to continue the program.

Resolution 12. 19/07/16	Council resolved to endorse the Animal Management Officers report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

14:35 Operation Report – Land & Sea Rangers

Report tabled as read. Query about the trainees – CEO advised no communication initiated, but is planning a session to query position and to advocate support for their personal development and training.

Resolution 13. 19/07/16	Council resolved to endorse the Land & Sea report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

14:37 Operation Report – Store Managers Report

Report tabled. Councillors note the points referred – query about the Trainee and registration with a training provider/institution.

Council acknowledge the items on sale – winter. Councillors request the strategy to close the store during the day to be changed to avoid closure.

Councillors asked for the list of programs to be prioritised and recommendations based on the store operational budget.

Resolution 14. 19/07/16	Council resolved to endorse the Store Managers report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

14:35 Operation Report – Play Group

Report tabled. Councillors note the level of performance is not satisfactory. Note the service contract is at risk and serious questions are about the strategies and interactions.

Appropriate management processes to apply in addressing.

Councillors not impressed with the stats and the relative compliance to the actions listed at the end of the document.

Resolution 15. 19/07/16	<p>Council resolved to endorse the Play Group Coordinators report as read.</p> <p>Council request a report outlining the strategies to change the current performance levels of the program in line with the service contract. The level of engagement and performance is unsatisfactory.</p> <p>This direction is part of the show cause proceedings for the going concern of the program.</p>	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

14:40 Operation Brief – Housing Update

Housing Public Works – Tenancy Management report tabled at the meeting.

Council acknowledged the discussion held earlier in the meeting and incorporated the points raised into their decision. Council support the process and promote the registering of names to Mapoon tenancy wait list.

Resolution 16. 19/07/16	<p>Council resolve to endorse the tenancy management report as supplied by Department of Housing and Public Works.</p> <p>Council endorse the following names to be added to the Mapoon Housing Wait List:</p> <ul style="list-style-type: none"> • Casey Warrack • Samantha Savo and Sebastian Wapau • Patrick Savo • Allan Busch • Patrick Burke • Elizabeth Beckley and Laura Mara • Maria Pitt • Sasha Parker • Simeon John and ruby Convent 	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

14:55 Priority Correspondence –QRA 2016 NDRRA funding

Noted.

15:05 Priority Correspondence – TMR CIMA Mapoon projects

CEO presented the Project Management Plans for the

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Resolution 17. 19/07/16	Council resolve to endorse the Project Management Plans as presented by the CEO for the following Department of Transport and Main Roads approved sites:	
	<ul style="list-style-type: none"> • 243/LGSS/1 Mapoon Wheeler Street • 243/LGSS/2 Mapoon Cullen Point Road • 243/LGSS/3 Mapoon Hudson Street • 243/LGSS/5 Mapoon Airstrip • 243/LGSS/4 Mapoon Thuungu Road 	
	The approved plans form part of the Cape York Road Projects assigned to Cape Indigenous Mayor Alliance member shires – Mapoon.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

15:10 Priority Correspondence – Holiday Act 1983

CEO presented the information for councillors detailing the dates set for 2016.

CEO provided details about show holiday and bank holidays as presented in the past for consideration. MASC acknowledged the dates as endorsed previously. The following events and dates applied in recent times:

- Cairns Show;
- NAIDOC;
- Mapoon Day – 19th September.

Councillors note issues regarding the NAIDOC planning and implementation – especially the impact school holidays (family movements) has on planned activities. Council support the continuation of planning and engagement activities for community in relation to this event. Support advocated for the continued recognition of this day. Council request NAIDOC to be held on the national date and for this to include a day which will be Paanja Festival – Friday and Saturday. Paanja date changed to coincide with the school holiday period as well as seeking to take advantage of the cool weather during that time of the year.

Council support the date for Mapoon day to be set for the third Monday of September. The rational supports the concept of a long weekend rather than a broken week.

Resolution 18. 19/07/16	Council resolve to endorse the following as approved show and bank Holidays for Mapoon for 2017	
	<ul style="list-style-type: none"> • NAIDOC/Paanja Celebrations • Cairns Show • Mapoon Day – Third Monday/Friday of September: 18/09/2017 	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

General Business

Mokwirri – invitation to be sent to Chairman for a meeting to discuss opportunities for Mapoon. CEO to circulate correspondence received originally.

Ely Trust – note the process for nomination to the trust relies on a vote at the end of the year. The process for nominating a MASC member to the Coordinating Committee – Cr Smith is the portfolio member. Cr Brown to

be nominated for inclusion to the as the Ely Trust Director. CEO to issue draft a letter to Ely Trust Custodial Trustee advising of MASC position.

15:51 Councillor Report

MASC reports tabled.

15:51 Report Resolution

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

Resolution 19. 19/07/16	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

15:52 Next Council Meeting

Date for the next meeting Tuesday 16th August 2016.

15:55 Meeting Closed

Mayor declared the meeting closed.