



**Council Ordinary Meeting held:
August 16th, 2016**

Council Minutes of Ordinary Meeting
held in the Council Chambers

**Mapoon Aboriginal Shire Council
Meeting Minutes: 16th August 2016
Meeting Held: MASC Council Chambers**

Day 1. 16th August 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)

09:15 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.

Councillors instructed to fulfil their administrative requirements and sign the attendance sheet to cover the remuneration for this meeting.

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 09:19 hrs.

09:20 Confirmation of Minutes

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

Resolution 01. 16/08/16	The council resolved to endorse the minutes of the meeting as true and correct: Ordinary Meeting – 16th July 2016	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

09:40	Matters Arising From Previous Minutes
-------	---------------------------------------

Ordinary Meeting – 16th August 2016

ILUA celebration draft letter has been formulated and sent.

ALA update – note letters confirming interest have been sent. General enquiries have been logged and additional copies have been issued. Trustee meeting required to confirm the list of applicants and to assess the current register data.

Reports received about suspect gas bottle theft. Process to be reviewed regarding the registration of gas bottles.

Horse – issue relating to suspected

WCCCA – Mapoon Grave project: adapting program to become a regional project. No information in MASC regarding this matter, application submitted directly to WCCCA Social Investment.

Weed program – note there is an outbreak of sensitive weed in the community. Instruction required for the Rangers to formulate a program for spraying – the weed is a legume and requires urgent attention before becoming a major issue. Horses are a culprit for spreading the weed.

Dog: issue reported about dog numbers and especially vicious dogs in Mapoon. Report to be tabled at the next meeting regarding strategies to respond and action required. A letter to be sent to each house regarding their responsibilities. Experts to be identified to assist community engagement and to share information. Objective for council to remove the unwanted and vicious dogs. Council request a meeting with interested dog owners to develop strategy relating to animal welfare - focus on Horses and Dogs.

11:00	Standing Orders
-------	-----------------

11:05	Standing Order – Tender / Payment Authorisation (Exceeding Delegation)
-------	--

Nil.

11:10	Standing Order – Legal Matters
-------	--------------------------------

PE Law: OMAC. CEO acknowledged the request for a meeting.

Mayor and Councillors called for actions relating to the Agreement between OMAC relating to works on Mapoon Lands. Detail outlining work plans and budgets required. Request for programs to be reviewed in line with service options.

Accommodation request supported in principal. Future investment opportunities are supported – council consider the development of new multi-purpose which could house the program building

11:30	Standing Order – Finance Audit Risk Management
-------	--

Accountant joined the meeting via phone 11:30.

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

Accountant advised the councillors of the latest draft of the budget has been sent to Mayor and CEO and this will be included as part of preparations for the meeting set for 25/8/16. Councillors will have the opportunity to view the preparation document before the meeting.

Accountant proceeded to present his report to the council. Note the annual figures for the period are not included in the document for this meeting due to the budget data not being approved – once this is endorsed at the end of the month, it will be reflected in our accounts.

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 – wage chart to be included as a feature for future budgets.

Motor Vehicle Expenses

Travel Expenses

Untied Funds

Housing Construction Profits and Losses – profit registered with the program. Note allocation of cost noted as a focus area and allocation improvements will be further refined to provide a clearer picture. Figures provided in this report for housing reflect the actual results of the program.

Budget preparation – Mayor raised concern about the detail provided. Request to have close to final data to avoid confusion. CEO acknowledged the draft nature of the document and the final copy will be endorsed at 25/8/16 and he will be working with Executive line managers to refine the draft budget.

Ranger program has added complexity with the wage calculation due to the rostering of shifts to accommodate the Turtle program.

Language program – CEO instructed to contact Mr Geoff Wharton regarding status of the project. Council require copies of previous reports (to improve their understanding of the project) and to validate the progress of the project.

Resolution 04. 16/08/16	The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey:	
	<ul style="list-style-type: none"> • Rental debtors & Income • Store • Consolidated Revenue Vs. Expenditure graph • Revenue • General Expenses • Motor Vehicle Expenses • Travel Expenses • Untied Funds 	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

Accountant departed the meeting 11:55.

Meeting adjourned for Lunch 11:55.

Meeting reconvened 12:55

11:55	Standing Order – Policy and Regulatory Compliance
-------	---

Nil

12:55	Operational Reports
-------	---------------------

12:55	Operational Report – CEO
-------	--------------------------

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

Audit preparations

Building Construction:

- High Rise Estate;
- NPAHRI

Roads & Civil:

CIMA Mapoon projects

Cape Indigenous Mayors Alliance meeting

Staffing:

Recruitment

Projects:

- EOI Land leasing – councillors queried the process to date. CEO advised that notices were issued to registered applicants seeking confirmation of interest.
- Playgroup accommodation
- Additional accommodation units

Councillors request serious consideration for investment into Short stay accommodation as a sound investment strategy. Economic

Resolution 06. 16/08/16	Council resolved to endorse the CEOs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

13:40	Operational Report – Corporate Services Manager
-------	---

Mayor noted the report did not contain any significant recommendation. Acknowledge communication relating to the review of the Sport and Recreation program and current deficiencies. Suggestion for program to be resumed and administered via council. Note there are too many issues that restrict our ability to manage any better. Issue about support will not be alleviated. Suggestion for regional programs to offer more support.

**Mapoon Aboriginal Shire Council
Meeting Minutes: 16th August 2016
Meeting Held: MASC Council Chambers**

Resolution 07. 16/08/16	Council resolved to endorse the CSMs report as read. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

13:50	Operational Report – Senior Administration
-------	--

Report tabled.

Issue raised about process for addressing work requests for maintenance. Issue relating to registering works request needs to be communicated to HPW urgently. Note the delays associated with registering defects could be causing untold damages to properties.

- Process for reporting works requests
- Tenancy issues
- Registering for Housing wait list

Resolution 08. 16/08/16	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 Brown	Motion Carried

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. 16/08/16	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.

Councillors request a report to be presented to council relating to proposed move to fee for service model for clients. Report to be supplied to the next meeting

Resolution 10. 16/08/16	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 Guivarra Seconded: Councillor Brown	Motion Carried

14:27 Operation Report – Environmental Health

Report tabled. Council acknowledged work being done to coordinate Training – location for train

Resolution 11. 16/08/16	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 Brown	Motion Carried

14:30 Operation Report – Animal Management

Nil

14:35 Operation Report – Land & Sea Rangers

Report tabled as read.

Note the rostered program is creating confusion for the staff – Rangers have approached the Mayor regarding concerns about hours and pay. Note issue about communication protocol and this needs to be communicated to all staff. The additional issues relate to the hours of work.

Resolution 13. 16/08/16	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 Brown Seconded: Councillor Guivarra	Motion Carried

14:37 Operation Report – Store Managers Report

Report tabled. Note the report contained a priority list relating problems at the store.

1. Power supply issues
2. Freezer Unit
3. Security
4. Fuel supply
5. Storage Cigarettes
6. Structural improvements - Shade
7. Structural improvements – Warehouse
8. Kitchen benches

The costs associated with the items above are contained in the report.

Councillors note the issues about food items sold with ‘used by’ and ‘best before’ issues. Note quality is a concern and the practice is not uncommon. Council request advice relating to ‘used by’ and ‘best before’.

Resolution 14. 16/08/16	Council resolved to endorse the Store Managers report as read. The following urgent items are supported for immediate action: <ol style="list-style-type: none"> 1. Power supply issues - Urgent 2. Freezer Unit - Urgent Council support need to address animal issues at the store. Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

14:35 Operation Report – Play Group

Report tabled. Councillors note the level of performance is not satisfactory.

Councillors note the attendance number has not changed. Performance assessment required at the end of the month.

Coordinator needs to demonstrate ability to coordinate.

Council support the installation of a screen door for the main entrance.

Resolution 15. 16/08/16	Council resolved to endorse the Play Group Coordinators report as read. Note improvements from last month. Councillors request emphasis on the program importance and for council to	
----------------------------	---	--

**Mapoon Aboriginal Shire Council
Meeting Minutes: 16th August 2016
Meeting Held: MASC Council Chambers**

Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried
--------	---	----------------

14:55	Operation Brief – Workshop
-------	----------------------------

The report from the Workshop Manager was noted as read.

Resolution 15. 16/08/16	Council resolved to endorse the Workshop report as read.	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

14:40	Operation Brief – Housing Update
-------	----------------------------------

The report from the Housing Department tabled as read. Council considered the request for cultural validation relating to a submitted application for social from person claiming to have ties to Mapoon.

Content of the report noted as related to the Tenancy Management agreement in place for social housing in Mapoon.

Resolution 16. 16/08/16	Council resolve to endorse the tenancy management report as supplied by Department of Housing and Public Works.	
	Council endorse the following names as registered for houses:	
	<ul style="list-style-type: none"> • Daisy (nee Brown) and William Bailey. 	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

15:10	Priority Correspondence – DILGP Councillor Training
-------	---

Correspondence received from the Department of Infrastructure Local Government and Planning relating to upcoming training in Cairns tabled.

Council endorse the correspondence and approved the attendance of full council for the scheduled activity.

Resolution 18. 16/08/16	Council resolve to endorse correspondence supplied by the DG Department or Infrastructure Local Government and Planning. Mayor, Councillors and CEO to attend.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

General Business

Enterprise hub – issues relating to the store needs to revisit. Economic plan required to consider future proofing our current enterprise and planning for future economic aspirational needs. CEO request for the process to start with a SWOT analysis and request council seek information from IBA and or ILC regarding plan for Capital expenditure. Council instruct acknowledgment letters to be sent to registered interests for economic opportunities noting support for aspiration but need for transparency and commercial nature terms as a going concerned.

Solar policy and exploring options for alternative power and installation arrangements for council infrastructure.

Web-page: change the details relating to outdated data. Visitor information section needs to be amended and or changed. Content required from OMAC to provide a comprehensive forum for Mapoon.

Blanco Park to be upgraded via a program with Mypathways – infrastructure application to be drafted in preparation for WCCCA funding round.

15:20 Councillor Report

MASC reports tabled.

Women's support program to recommence 24/8 at the sports hall.

NAIDOC – activity held and engaged the children and school. Lunch and dinner provided for community. Disco held in the Hall and community feasting activity.

Liquor licensing – attendance at liquor accord meeting. Issues for Mapoon are static compared to Napranum and Aurukun which are dry.

15:25 Report Resolution

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

Resolution 19. 16/08/16	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

15:52 Next Council Meeting

Date for the next meeting Tuesday 20th September 2016.

15:55 Meeting Closed

Mayor declared the meeting closed.