



**Council Ordinary Meeting held:  
September 20th, 2016**

Council Minutes of Ordinary Meeting  
held in the Council Chambers

**Mapoon Aboriginal Shire Council**  
**Meeting Minutes: 20<sup>th</sup> September 2016**  
**Meeting Held: MASC Council Chambers**

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Day 1. 20th September 2016

Attendance

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

Apologies

CEO	Leon Yeatman
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Staff

CSM	David Ferguson
Accountant	David Hockey (via phone)

Visitor

Hon. Minister Police Fires Emergency Services, Corrective services	Bill Byrne
DG DNRM	James Purtill
DATSIP	Robert Cedar
Office of Minister PFES CS	Emma McBryde

**09:00 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.

**09:10 Confirmation of Minutes**

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

- Ordinary Meeting – 16th August 2016:

  
Signed: Mayor,

- Special meeting – 23rd August 2016:
- Special meeting – 25th August 2016:
- Special meeting – 13th September 2016:

Resolution 01. 20/09/16	The council resolved to endorse the minutes of the meeting as true and correct:  Ordinary Meeting – 16 <sup>th</sup> August 2016 Special meeting – 23 <sup>rd</sup> August 2016 Special meeting – 25 <sup>th</sup> August 2016 Special meeting – 13 <sup>th</sup> September 2016	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

**09:20 Visit by Dignitaries**

Minister for Police Fire and Emergency Services and entourage arrive.

Meeting also attended by Daphne de Jersey - Justice Group and Sandra Ase - Housing.

Key issues discussed relating to Council:

- 1 man police station for Mapoon
- Justice Group Coordinator
- Incorporated associations will assist Council when applying for funding
- PCYC lack of support, suggestion of name change
- James Purtill spoke on April visit; Land & Sea continuation of existing funding for next 2 years; waste management 250m expansion of landfill site
- Oval improvements, project with My Pathways Andrew Clarkson

Visitors departed the meeting 10:25

**10:25 Matters Arising From Previous Minutes**

***Ordinary Meeting – 16th August 2016***

Dogs – flyers distributed throughout community. Continue to educate community on number of dogs allowed per household. Provide information to public via Council newsletter, social media and website.

***Special meeting – 23<sup>rd</sup> August 2016***

Nil

***Special meeting – 25<sup>th</sup> August 2016***

Schedule of fees and charges – to include marquee hire, burial costs. Discuss implementation of fees, rates and charges at next ordinary meeting.

**Special meeting – 13<sup>th</sup> September 2016**

Nil

<b>10:30</b>	<b>General Business</b>
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<b>10:40</b>	<b>Tender / Payment Authorisation (Exceeding Delegation)</b>
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Nil.

<b>10:50</b>	<b>Legal Matters</b>
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PE Law: OMAC. CEO acknowledged the request for a meeting.

Proposed meeting date 13<sup>th</sup> October 2016

<b>11:00</b>	<b>Finance Audit Risk Management</b>
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Accountant joined the meeting via phone 11:00am.

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: recorded slight loss for month of August. Discussion – number of employees at store, number of hours per week.

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 – mechanic to include monthly internal vehicle expenses

Travel Expenses

Untied Funds

Housing Construction Profits and Losses – profit registered with the program.

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Resolution 02. 20/09/16	The council resolved to endorse the financial report as presented by Council Accountant Mr David Hockey:	
	<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> </ul>	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

Accountant departed the meeting 11:25.

<b>11:30</b>	<b>Policy and Regulatory Compliance</b>
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Standing Orders Policy. CEO copy of the operational policy presented to the council for consideration and endorsement. Note that a copy was circulated during the week of the 7/9/16 for Mayor and councillors review, content of the policy sought to reflect best practice.

This policy will become the rule book for councillor performance during council ordinary meetings.

Resolution 03. 20/09/16	The council resolved to endorse the Policy as presented by the CEO:	
	<ul style="list-style-type: none"> <li>• Standing Orders</li> </ul>	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

<b>11:40</b>	<b>Legal Matters</b>
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OMAC Meeting date 13<sup>th</sup> October 2016.

<b>11:45</b>	<b>Operational Reports</b>
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<b>11:45</b>	<b>Operational Report – CEO</b>
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CSM presented the CEO report to the council which covered the following operational issues:

Audit preparations;

  
Signed: Mayor,

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

Resolution 04. 20/09/16	Council resolved to endorse the CEOs report as read.  Actions stemming from this report to be implemented before the next meeting.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried


Resolution 05. 20/09/16	Council instruct the CEO to prioritise current dog issue in community and provide Council with strategy to be implemented before the next Council meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

**12:20      Operational Report – Corporate Services Manager**

Resolution 06. 20/09/16	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 Guivarra	Motion Carried

**12:45      Operational Report – Senior Administration**

Report tabled.

  
Signed: Mayor,

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

Council request senior admin officer attend meeting to discuss report.

Senior administration officer entered meeting at 12:55.

Officer asked to provide information regarding:

- damage to social housing
- responsibility to report
- Determination of tenant damage; wear & tear/intentional.

Council thanked Senior Admin officer for making time to address Council.

Senior Administration Officer departed meeting at 13:00.

Resolution 07. 20/09/16	Council resolved to endorse the Administration officers report as read. Content of the report covered the following topics: <ul style="list-style-type: none"> <li>• Housing tenancy Management</li> </ul> <p>Actions stemming from this report to be implemented before the next meeting.</p>	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

Meeting adjourned for Lunch 13:00.

Meeting reconvened 13:30.

<b>13:30</b>	<b>Operational Report – Payroll-Grants Officer</b>
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Report table.

Resolution 08. 20/09/16	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"> <li>• HR &amp; Payroll;</li> <li>• Grants;</li> <li>• Administration</li> </ul> <p>Actions stemming from this report to be implemented before the next meeting.</p>	
Motion	Proposed: Councillor Mara Seconded: Councillor Guivarra	Motion Carried

Resolution 09. 20/09/16	<p>Council resolved to endorse the proposed dates for the Christmas and new year break for 2016/17.</p> <p>Office closure: 23rd December 2016;  Office reopening: 3<sup>rd</sup> January 2017;  Grace date from Council: Wednesday 28<sup>th</sup> December 2016.</p> <p>Remaining time during the period to be taken as recorded leave: 12 hours.</p>		
Motion	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Proposed: Councillor Smith Seconded: Councillor Brown</td> <td style="width: 40%; border: none; text-align: right;">Motion Carried</td> </tr> </table>	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried
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<b>13:45</b>	<b>Operation Report – Aged and Disability Services</b>
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Report tabled.

Note the Aged Care Coordinator has tendered her resignation 16/9/16 identifying 7/10/16 (3 weeks) as her last day in the position. Plan in place to transition HACC Assistant Mrs Louise Akenson in the Coordinator Role. Work has already commenced to show the ropes, which was initially part of a plan for succession planning. The identified replacement candidate has the required management experience and local knowledge to perform in the role. Program reporting and networking will be a core focus over the remaining time in the position

Resolution 10. 20/09/16	<p>Council resolved to endorse the Aged and Disability Services report as read.</p> <p>Actions stemming from this report to be implemented before the next meeting.</p>		
Motion	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Proposed: Councillor Mara Seconded: Councillor Smith</td> <td style="width: 40%; border: none; text-align: right;">Motion Carried</td> </tr> </table>	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried
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<b>14:00</b>	<b>Operation Report – Environmental Health</b>
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Nil Report tabled.

<b>14:00</b>	<b>Operation Report – Animal Management</b>
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Reports tabled. Note the Officer has submitted dual reports to cover the missed periods (July and August).

Council requested results of diseased horse test samples.

Resolution 11. 20/09/16	<p>Council resolved to endorse the Animal Management Officers reports as read.</p> <ul style="list-style-type: none"> <li>• July 2016;</li> <li>• August 2016.</li> </ul> <p>Actions stemming from this report to be implemented before the next meeting.</p>
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Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried
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**14:20      Operation Report – Land & Sea Rangers**

Report tabled as read.

Council requested copy of visitor’s handbook for endorsement.  
Deferred for next ordinary meeting.

Resolution 12. 20/09/16	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 Smith Seconded: Councillor Mara	Motion Carried

**14:30      Operation Report – Store Managers Report**

Report tabled.

Resolution 13. 20/09/16	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 Guivarra Seconded: Councillor Mara	Motion Carried

**14:35      Operation Report – Play Group**

Report tabled.

Council made reference to infectious outbreak at the centre. Highlighted the need for proper hygiene regulations to be observed.  
Council noted improvement in attendance numbers from previous month.

Resolution 14. 20/09/16	Council resolved to endorse the Play Group Coordinators report as read.  Note improvements from last month.	
Motion	Proposed: Councillor Smith Seconded: Councillor Brown	Motion Carried

**14:40      Operation Brief – Workshop**

The report from the Workshop Manager was noted as read.

Councillor Brown commented on possibility of regular town trips in community bus. CSM to make enquiries regarding licencing requirements and report back to Council at next meeting.

Resolution 15. 20/09/16	Council resolved to endorse the Workshop report as read.	
Motion	Proposed: Councillor Brown Seconded: Councillor Mara	Motion Carried

**14:45      Operation Brief – Housing Update**

Nil report.

**14:50      Priority Correspondence – DILGP Councillor Training**

Council received correspondence relating to bank holidays.

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 16. 20/09/16	Council resolve to endorse correspondence.	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried

**14:50      Priority Correspondence – Holiday Act**

CEO supplied information relating to the Holiday Act requirements for 2017.

Brief outlined the following days for consideration and endorsement by the council:

- Mapoon Day: Monday 18<sup>th</sup> September 2017 (Third Monday in September)
- NAIDOC Day - Friday 7<sup>th</sup> July 2017.
- Cairns Show holiday: – Friday 21<sup>st</sup> July 2017.

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Resolution 17. 20/09/16	Council resolve to endorse the following in relation to the Holiday Act 1993 requirements:  Mapoon Day – 18 <sup>th</sup> October 2017: MASC will not apply for a public holiday on Mapoon Day – This date will still be celebrated as a community event.  NAIDOC Day – Friday 7 <sup>th</sup> July 2017: approved public holiday and held in conjunction with National NAIDOC week.  Cairns Show day – Friday 21 <sup>st</sup> July 2017: approved public holiday and held in conjunction with Cairns show.	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

<b>15:00</b>	<b>Any Other Business</b>
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The following items were raised at the meeting without notice as other business warranting MASC attention:

- Mapoon Accommodation Project – resort style

Resolution 18. 20/09/16	Council instruct CEO to coordinate a feasibility study regarding accommodation resort for Mapoon.  Timeline: By 30 <sup>th</sup> December 2016.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

- Funding opportunity through WCCCA

Resolution 19. 20/09/16	Council resolve to endorse submission for funding opportunity offered by WCCCA up to \$150,000.00 to install irrigation on Mapoon sport and Recreation oval. Applications close by 10 <sup>th</sup> October 2016.	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

<b>15:15</b>	<b>Councillor Report</b>
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MASC Councillor Reports tabled.

Brown – School Try for Five; Councillor training.

Guivarra - Councillor training; WCCCA meetings.

Smith – Councillor training; Special meeting; budget meeting; Montessori meeting

Mara – Women’s group meetings x3; Councillor training; Montessori meeting; Special meeting

**15:20 Report Resolution**

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

Resolution 20. 20/09/16	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

**15:55 Next Council Meeting**

Date for the next meeting Tuesday 11<sup>th</sup> October 2016.

**16:00 Meeting Closed**

Mayor thanked everyone for their participating and involvement at the meeting today and declared the meeting closed.