



**Council Ordinary Meeting held:
October 11th, 2016**

Council Minutes of Ordinary Meeting
held in the Council Chambers

Day 1. 11th October 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

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.

CEO reminded the councillors of the new Standing Orders policy adopted at the last meeting. Policy will now govern how meetings are run. The policy is a standard and consistent within the Local Government sector in Queensland. Councillors happy with the new framework and the value add that will come from this policy.

09:02 **Confirmation of Minutes**

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

Councillors noted the minutes were not in the meeting documents – CEO apologised for the omission and quickly sourced copies and provided the council with printed copies. Documents were not included in the information transfer.

Resolution 01. 11/10/16	The council resolved to endorse the minutes of the meeting as true and correct: Ordinary Meeting 20th September – 2016.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Smith	Motion Carried

09:15 Matters Arising From Previous Minutes

Ordinary Meeting – 20th September 2016

Items not Note requested report from Consulting Engineer regarding signage not consistently applied – the omission is considered a high risk issue that needs to be addressed urgently. Observed location of works identified signage only at one end of the job – this is considered unacceptable and standard application is required. MASC responsibility for risk assessment and compliance action is clear and it is imperative for the standard to be applied. Council concerned there is a perception that standards do not apply – this attitude needs to change to reflect industry standards. Council concerned health and Safety is being overlooked.

Airstrip lighting – CEO confirmed the units have been identified and tested. The units have 20 year life span and MASC have these assets for 17 years. Action had been implemented to review the set-up of the air strip and as a going concern the plan is to improve the infrastructure will incorporate improvements with the ancillary infrastructure (lighting, fence, shelter, wind sock etc.).

Schedule of fee: discussion relates to burial charges: council in the past have agreed with the service requirements. Request for schedule to incorporate the hire of the hall as part of the burial arrangement. Council requested plots to be factored into future arrangement (incorporating pre-payment arrangements). Council aware that this matter is being standardised across the other indigenous council – normal consideration in mainstream councils. Council request a review of the current policy in light of formulating a communication strategy. Policy suggestion for WCCCA required for Mapoon people incorporating the purchase of a plot/site preparation, internment and cleaning of cemetery. Council support the deferral of application of the cost – subject to the policy and operational arrangements with WCCCA are presented and endorsed by council

Special Meeting - Nil

10:05 General Business

CEO advised the meeting minutes will be adapted to the new Standing Order policy of the council. This format will become the base structure for meeting minutes as a going concern.

10:06 GB1: Finance Audit Risk Management

Accountant joined the meeting 10:06am.

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. He noted operational issues with his program to provide current budget report and he is focused on fixing the problems.

Accountant noted strategic focus on water usage charges and expressed intent of implementing charging. Council expect the social housing charges are issued to HPW. Application of service charge expected to commence 1 November.

Rental Debtors & Income:

Store: Wastage report explained: 'use by date' and 'best before'. Councillor note the perception in the community about produce which are either of the above, requires education. The issues surround general perception about produce which are rotten or the packages appear to be compromised – council support appropriate action to remove items from the shelves.

Council ask for supply strategy to incorporate farm gate purchased as an option. All items procured via market are substandard when they reach the shelf and life on the shelf is very short.

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 – vehicle replacements required for a number of programs. Home garaging is only applicable for contracted positions. Vehicles that are not specified, need to be garaged and responsibilities to get to work is a personal response. Work transport is not provided – consistent application of work garaging of work vehicles rule requires consistent application (wear and tear, fuel and program costs).

Travel Expenses

Untied Funds – new Works Manager needs introduction to the funding arrangements and support to enable him to gain a clear overview of process, contacts within departments and calendar of events (for reporting purposes).

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

Accountant note the Audit process is well underway. An Audit Committee meeting is scheduled for Thursday 13/10/16. Mayor invited the councillors to be present for the meeting to gain an understanding of the process. CEO reminded the council that audit committee function is shared with Napranum Aboriginal Shire Council – NASC chair our meeting and MASC reciprocate the role when they have their Internal Audit.

Resolution 02. 11/10/16	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 Brown	Motion Carried

Accountant departed the meeting 11:10.

11:10	GB1 b: Fincial delegation
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Financial delegation needs to be addressed as part of the delegations review to be conducted by the Mayor and CEO.

Deferred.

11:15 GB2:Legal Matters: DATSIP 40 year lease: Lot 139 SP278077/CLI 213 Weipa Rd

CEO presented documentation received from the DATSIP regarding proposed development of new lot within the High Rise estate – as part of phase 2. Note this matter will be addressed under the terms of the Mapoon Community ILUA.

Resolution 03. 11/10/16	Council resolved to endorse the application received by DATSIP to continue to apply the terms as contained in the 40 year lease arrangement for Social Housing and Tenancy Management in Mapoon. This resolution also includes approval of additional lot for our survey plan – identified as lot 139 SP278077/CLI 213 Weipa Road	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

11:55 GB3: Tender / Payment Authorisation (Exceeding Delegation)

Nil.

Meeting adjourned for Lunch 11:55.

Meeting reconvened 12:55.

12:55 GB4:Policy and Regulatory Compliance

Nil

12:55 Operational Reports

12:55 OR1: Chief Executive Officer

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:

- Resignations and impact on staff morale.

Projects:

- Additional accommodation units

Operational

- Mapoon Local Disaster Management
- ILUA Celebrations
- Infrastructure development – Sewerage options: viability of ponds vs small systems
- Sports oval project
- Mapoon Land Fill project – Legal advice required from MASC Lawyers regarding scope within Mapoon #2 ILUA: for future acts: cameras to be installed and notice to be posted in the Weipa Bulletin.

Council request correspondence to be sent to WCCCA NSRT Chair and EO to schedule a meeting with council on a periodic basis. Meeting to be set on the Wednesday after the council meeting and this timeframe to be three monthly.

Resolution 04. 11/10/16	Council resolved to endorse the CEO report as presented.	
	Council instruct invitation to be sent to WCCCA NSRT Chair and EO to schedule a meeting with council on a periodic basis. Meeting to be set on the Wednesday after the council meeting and this timeframe to be three monthly.	
	Action items to be implemented before the next meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

1:07	OR2 :Corporate Services Manager
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Corporate Service Manager joined the meeting 1:07pm. Acknowledge the EO at WCCCA thanked the council for supporting him and the delegates for their information session today. Looking forward to meeting with the council at some time into the future – and looking forward to making the visit a regular feature on council meeting calendar.

CSM noted the positions vacant within the council. Note the roles include:

- Land and Sea Working on Country Rangers
- Reception
- Aged Care Assistant Coordinator/Support Worker
- Trainee Cook/domestic

Funding for EHW and AMO – discussion about options for the program as a going concern:

- Keep positions separate
- Join the positions and use the balance as part of the overall program funding

Emergency lighting for the airstrip: 30 rechargeable lights identified and currently tested and are in working order – rechargeable units coming to the end of their life cycle (17 y/o). CSM confirmed to the council his past experience and active qualification as an Aerodrome Reporting Officer.

Vehicles planned for procurement: 2x4s for Carpenters, HACC. Consideration required to trade the 4xHACC bus.

Schedule of fees item deferred.

Resolution 05. 11/10/16	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 Mara	Motion Carried

14:07	OR3: Works Manager
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Nil

14:07	OR4: Senior Administration
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Nil

14:20	OR5: Payroll-Grants Officer
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Report table.

CEO noted there was a notice received regarding safety-net increase that required ratification and payment adjustment back dated to 1st September 2016. Copy of the ruling provided to the Mayor and Councillors for their information.

Resolution 06. 11/10/16	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 Brown Seconded: Councillor Guivarra	Motion Carried

<p>Resolution 07. 11/10/16</p>	<p>Council resolve to endorse the ruling handed down as part of the State Wage Case, delivered on 19th August 2016. Declaration of General Ruling. The Commission declared by way of General Ruling that all Awards of the Commission be amended to include the following provisions:</p> <p><u>Arbitrated Wage Adjustment</u></p> <p>(a) Except as otherwise provided herein the wages or salaries for full-time adult employees shall be increased by 2.4% from 1 September 2016. (b) The wage rates of full-time junior employees shall be increased by applying the percentage in the wage rates clause applicable to the junior employee. (c) The wage rates of part-time and casual employees shall be increased in the manner prescribed in each award or, if no manner is prescribed, on a pro rata basis appropriate to the increase in the wage rate payable to an equivalent full-time adult employee under the applicable award.</p>
<p>Motion</p>	<p>Proposed: Councillor Guivarra Seconded: Councillor Brown</p>
<p style="text-align: right;">Motion Carried</p>	

14:25	OR6: – Aged and Disability Services
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Tabled report.

<p>Resolution 08. 11/10/16</p>	<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>
<p>Motion</p>	<p>Proposed: Councillor Guivarra Seconded: Councillor Smith</p>
<p style="text-align: right;">Motion Carried</p>	

14:27	OR7:– Environmental Health
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Report tabled.

<p>Resolution 09. 11/10/16</p>	<p>Council resolved to endorse the Environmental Health Officers report as read.</p> <p>Actions stemming from this report to be implemented before the next meeting.</p>
<p>Motion</p>	<p>Proposed: Councillor Guivarra Seconded: Councillor Mara</p>
<p style="text-align: right;">Motion Carried</p>	

14:30	OR8: – Animal Management
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Report tabled.

Resolution 10. 11/10/16	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	Motion Carried

14:35	OR 9 Land & Sea Rangers
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Report tabled as read.

Resolution 11. 11/10/16	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 Guivarra	Motion Carried

Visitor guide booklet – councillor’s support the plan as presented. Noted the original draft was presented to council in May 2015. Given there have been additional significant events, the Native Title Determination 2014 and Mapoon Community ILUA 2016 warrant inclusion before being issued to the printers.

Council request for the printed copies to be sold and the size of the document to be small (so it can be stored easily). Consideration for camping fees to cover the cost of a booklet so one is issued to each camping permit.

Resolution 12. 11/10/16	Council resolved to endorse the Mapoon Visitor Guide Booklet 2016 and recognise the strategic value of the document for current and future visitor management. Council acknowledge our Partners Old Mapoon Aboriginal Corporation.	
Motion	Proposed: Councillor Mara Seconded: Councillor Brown	Motion Carried

14:40	OR 10: Store Managers Report
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Nil. Store Manager out on Annual Leave.

14:40	OR 11: Play Group
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Report tabled. Council acknowledge the improvements to the program operations. Support for the level of engagement and acknowledgement to the Coordinator and assistants for attracting more participants.

Animal Management Officer to make a visit to formulate a plan to address dog issue.

Fence option to be considered as a deterrent for the dogs.

Resolution 13. 11/10/16	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

14:55	OR 12:Workshop
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Nil.

14:55	Operation Brief – MASC Asset & Service Management Plan Part F Water Supply
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CEO presented the report to the council. Reference made of meeting with DILGP which discussed water and sewerage programs into the immediate future. Note water upgrade will be essential for the community demand – reverence to a 1.3MI reservoir installation. Caution being promoted for council regarding sewerage ponding system – cost deterrent. Note there are alternative option which are being trialled that council could consider.

Council agree to discuss the options for mapoon covering the following issues:

- viability concerns – water security and proposed growth plans; and
- positive legacy for community (e.g. whether it is appropriate for the construction of sewerage ponds etc.).

Resolution 14. 11/10/16	Council resolve to endorse the strategic document as supplied on behalf of council by CT Management group covering the following:	
	<ul style="list-style-type: none"> • Asset Management Plan Part F Water Supply 	
Motion	Proposed: Councillor Brown Seconded: Councillor Smith	Motion Carried

15:15	Operation Brief – Mapoon Housing Project Management Plan
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The report from Project Manager, Black and More consultants detailing the plan for the development of housing for the balance of the High Rise Phase 2.

Note the value calculation is not correct in the second year – clarification and correction required (2x3 and 3x2 – project value reflect 1x3 and 4x2).

Council request for pressure to be put on the Housing department to award contract – allow works to start before the wet season. Noted there is a forum planned as part of the ILF - date to be confirmed.

Resolution 15. 11/10/16	Council resolve to endorse the Project Management Plan as supplied by Black and More for the 2016/17 and 17/18 Housing Development program – High Rise phase 2.	
	The program incorporates 10 new houses – including 1 Occupational Therapy designed house	
	<ul style="list-style-type: none"> • 1x4 bedroom • 3x3 bedroom • 6x2 bedroom 	
Motion	Proposed: Councillor Brown Seconded: Councillor Guivarra	Motion Carried

15:25	Operation Brief – Housing Public Works
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The report from the Housing Department tabled as read.

Strong message required for new tenants who damage properties. One rule needs to be consistently applied and tenants who wilfully damage properties should be held accountable.

Note there are community members approaching councillors for tenancy allocations. Councillors are consistently referring to Housing process yet are still be approached. Notice to be issued clearly spelling out the requirement for tenancy registration via HPW – not council.

Council acknowledge the waitlist has increased and at this reporting time is set at 59. Council buoyed by the level of interest in registering for social housing in Mapoon.

Resolution 16. 11/10/16	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"> • Rosemary Robinson. 	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Brown	Motion Carried

15:40	Priority Correspondence – Western Cape College: COA Royston Sagigi
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CEO presented the documents from Western Cape College for Master Royston Sagigi – Mapoon student who is applying to attend Queensland University of Technology – Brisbane.

Council commend Royston for his achievements and support his aspiration to attend tertiary studies. His true potential will no doubt be achieved and we are proud of his achievements to date.

Resolution 17. 11/10/16	Council resolve to endorse the request supplied by Western Cape College seeking support to provide a confirmation of Aboriginality for Master Royston Sagigi – Secondary Student and aspiring Tertiary Student.	
	Forms supplied by Queensland University of Technology.	
Motion	Proposed: Councillor Smith Seconded: Councillor Mara	Motion Carried

15:20	Any Other Business
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Roads – driveways that are not roads warrant attention as part of the road. Following streets have issues in the wet season:

- Peter St,
- Mamoose St,
- Pitt-Ngallamata St,
- Cullen Point Rd.

Note the issues caused by council heavy vehicle impacting the easement as they drive into during the wet – weight and scour caused. Attention required to address health and safety. Urgent assistance required.

2017 Paanja festival planning committee: note aspiration to hold another festival.

16:00	Councillor Report
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MASC reports tabled.

16:05	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.

Resolution 18. 11/10/16	Council resolved to endorse all reports as presented to the meeting.	
Motion	Proposed: Councillor Guivarra Seconded: Councillor Mara	Motion Carried

16:06	Next Council Meeting
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Date for the next meeting Tuesday 15th November 2016.

16:07

Meeting Closed

Mayor declared the meeting closed.