



Pormpuraaw Aboriginal Shire Council

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MINUTES Council Meeting **Date: Thurs 28 Apr 2016 at 9.45 am.**

1. **Present:** Mayor Ralph Kendall, Cr Edwards, Cr Conrad, Cr Barney, Cr Koo-aga
Apologies: Nil
Absent: Nil
2. **Minutes of Council Meeting dated 04 Apr 2016.**
Motion:
That Council confirm the Minutes of the meeting held on 04 Apr 2016 as a true and correct record.
Moved: Cr Edwards. **Seconded:** Cr Koo-aga
CARRIED.
Resolution: 2016/04/01.
3. **Matters arising from the minutes:**
4. **Delegations/Guests:**
5. **Correspondence:**
List of inwards correspondence tabled for information: FYI
6. **Reports**
 - 6.1 Mayor's Report:
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 - 6.2 CEO's Report
 - **Attendance Certification (AC):** See AC dated 28 Apr 2016 and Approval for payment.

Motion: That Mayor & CEO sign off on the Meeting fee payment of:
Councillors Barney, Conrad & Koo-Aga at \$1,356.66 each.
No Resolution required.

- **Annual Bulletin, Qld Discrete Indigenous Communities (QDIC):** see docu in Mail box dated 08 Apr.
Motion: That Council acknowledge receipt of Annual Report on QDIC.
Moved:Cr Koo-aga. Seconded: Mayor Ralph Kendall.
CARRIED.
Resolution: 2016/04/02.
- **Council Remuneration (CR) 01 Apr:** See Special Report by CEO dated 08 Apr on the above.
Motion: That Council acknowledge the SP on CR.
Moved: Cr Conrad. Seconded:Cr Edwards.
CARRIED.
Resolution: 2016/04/03.
- **Council Portfolio:** see Special Report on the 16 Portfolio that are align to our Corporate Plan & Strategic Docu 2015.
Motion: That Council allocate Portfolios to individual Councillors with the Mayor to have oversight of all Portfolios.
Moved:Mayor Ralph Kendall. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/04/04.
- **Council Monthly Meeting Dates:** See Flyer for Public distribution on Monthly Meeting Dates.
Motion: That Council adopts the Monthly Meeting Dates to starting at 9.30am.
Moved: Cr Koo-Aga. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/04/05.
- **CDEP (Jobfind), Good News Story:** See Jan & Feb 2016 Report from Jobfind dated 07 Apr.
Motion: That Council acknowledge the above Report.
Moved: Cr Conrad. Seconded: Cr Edwards.
CARRIED.
Resolution: 2016/04/06.

- **CDEP (Jobfind), Outdoor GYM:** As per Council Brief on 29 Mch, Jobfind has surplus funds to be spent B4 June 2016 & have agree to install an Outdoor GYM near the ablution block at the South End of airport near beach where daily walks occur.

Motion: That Council acknowledge the above & accepts the installation of Outdoor GYM equipment.

Moved: Mayor Ralph Kendall. Seconded: Cr Koo-Aga.

CARRIED.

Resolution: 2016/04/07.
- **Clean Energy Regulator (CER):** Letter sent to CER on 2014 & 2015 Carbon Offset Report to confirm as accurate as per notification to Council on 22 Jan.

Motion: That Council acknowledge the above Report.

Moved: Cr Conrad. Seconded: Cr Edwards.

CARRIED.

Resolution: 2016/04/08.
- **Foote Myrtle-FM, (removal old Shed at 501 Rirranth St):** Letter sent to FM re above & agreement obtained to remove old shed.

Motion: That Council acknowledge the above letter.

Moved: Cr Conrad. Seconded: Cr Barney.

CARRIED.

Resolution: 2016/04/09.
- **Housing (Home ownership-HO):** Letter received from Housing DG Liza Carroll re HO and mentioned on Brief dated 11 Apr, further negotiations to be undertaken.

Motion: That Council acknowledge the above letter.

Moved: Cr Edwards. Seconded: Cr Koo-Aga.

CARRIED.

Resolution: 2016/04/10.
- **Housing Allocation (HA):** As per HA docu dated 18 Apr, 3 Upgrade house have been allocated & confirmed back to Housing Tenant.

Motion: That Council acknowledge & endorse the allocation.

Moved: Mayor Ralph Kendall. Seconded: Cr Conrad.

CARRIED.

Resolution: 2016/04/11.

- **LGAQ, Why Fraud management is important:** See LGAQ docu dated 10 Mch on the subject. Council will review its Fraud Control Policy which is WIP.
Motion: That Council acknowledge the letter from LGAQ.
Moved: Cr Koo-Aga. Seconded: Cr Edwards.
CARRIED.
Resolution: 2016/04/12.
- **LGAQ, Executive District Representatives (EDR):** As per docu from LGAQ and mentioned in Council Brief dated 18 Apr, Council has sent our Nomination Forms back with nominations for the 2 EDR.
Motion: That Council acknowledge the above docu & ratify the Nominations.
Moved: Cr Conrad. Seconded: Cr Barney.
CARRIED.
Resolution: 2016/04/13.
- **Post Office Writeoff (POW):** As per Special Report, Council will write-off the sum of \$1,420.20 in Cash Discrepancies. Staff at Post Office has been made aware of the importance of Daily Post Office Reports.
Motion: That Council acknowledge the above SP & approves the \$1,420.20 POW.
Moved: Mayor Ralph Kendall. Seconded: Cr Edwards.
CARRIED.
Resolution: 2016/04/14.
- **STAFF Absenteeism (SA):** As per Special Report Staff changes to be implemented from 04 May after the departure of Liz N and takeover by Marjorie C.
Motion: That Council acknowledge the above SP noting that it is an Operational issue to be oversight by the CEO & management team.
Moved: Mayor Ralph Kendall. Seconded: Cr Edwards.
CARRIED.
Resolution: 2016/04/15.
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7.3 Governance & Admin

- **Governance Report (GR):** CEO tabled GR which includes Council Resolution to make a Submission under Dept State

Development "Building our Region-BOR" (Grant Writer has application for approx \$236,000.00).

Motion: That Council acknowledge the BOR grant round 2 & supports our Expression of Interest submission to be lead by Bill Watson, Grant Writer.

Moved: Cr Conrad. Seconded: Cr Edwards.

CARRIED.

Resolution: 2016/04/16.

- **Governance Report (GR):** CEO tabled GR which included placement of short-term consultant appointment of (Sandy Churchill) per Council Brief notice dated 11 Apr who will assist HACC in Quality Assurance that is still WIP .

Motion: That Council acknowledge & ratify placement.

Moved: Cr Edwards. Seconded: Cr Barney.

CARRIED.

Resolution: 2016/04/17.

- **Governance Report (GR):** CEO tabled GR which included part-time appointment of Grant Writer (Bill Watson) as per Council Brief notice dated 11 Apr who will assist Grant /Funding applications.

Motion: That Council acknowledge & ratify placement.

Moved: Mayor Ralph Kendall. Seconded: Cr Conrad.

CARRIED.

Resolution: 2016/04/18.

- **Governance Report (GR):** CEO tabled GR which included appointment of Operations Manager (Martin Chambers) Bill Watson) as per Council Brief notice dated 29 Mch who replaces retiring Bruno Lakay.

Motion: That Council acknowledge & ratify placement.

Moved: Mayor Ralph Kendall. Seconded: Cr Koo-Aga.

CARRIED.

Resolution: 2016/04/19.

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7.4 Financial Report.

- **Finance Summary Report (FSR):** Dot Point Summary dated 26 Apr 2016 by Finance Manager covering: General Finance, HR, Post Office, Guesthouse, and AdminStore.

Motion: That Council adopts the above FSR submitted

by Finance Manager.

Moved: Cr Edwards. Seconded: Cr Koo-Aga.

CARRIED.

Resolution: 2016/04/20.

- **Finance Summary Report (FSR):** See Special Report on Audit Committee as mentioned in FSR.
Motion: That Council nominate 2 Councillors to be on the Audit Committee.
Moved: Cr Edwards. Seconded: Cr Koo-Aga.
CARRIED.
Resolution: 2016/04/21.
- **Finance Summary Report (FSR):** See Special Report on Write Offs as mentioned in FSR.
Motion: That Council agrees to Write Off Debtors totalling \$17,824.19.
Moved: Cr Edwards. Seconded: Cr Koo-Aga.
CARRIED.
Resolution: 2016/04/22.
- **Finance Summary Report (FSR):** See Special Report on Debtors to be placed with Debts Collector as mentioned in FSR.
Motion: That Council agrees to place the Debtors as per SP for collection.
Moved: Cr Edwards. Seconded: Cr Koo-Aga.
CARRIED.
Resolution: 2016/04/23.
- **Finance Summary Report (FSR):** See Special Report on Post Office Cash Discrepancies as mentioned in FSR & CEO's report.
Motion: That Council agrees to Write Off discrepancies as per SP.
Moved: Cr Edwards. Seconded: Cr Koo-Aga.
CARRIED.
Resolution: 2016/04/24.
- **Financial Report to 31 Mch 2016. (FR):** FR tabled covering:
Constrained (Tied) Grants, Untied Grants,
Budget Comparison: Recurrent Income & Recurrent

Expenditure, Graph on above,
Summary of Cash Position at 31 Mch 2016.

Motion: That Council adopts the FR to 31 Mch 2016.

**Moved: Mayor Ralph Kendall. Seconded: Cr Koo-Aga.
CARRIED.**

Resolution: 2016/04/25.

- **Financial Report: External Audit Plan for year ended 30 June 2016 (EAP):** EAP signed off on 28 Mch 2016 & notified in Council brief dated 29 Mch.

Motion: That Council adopts & accepts the EAP as prepared by Finance Mgr & tabled by CEO.

**Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.**

Resolution: 2016/04/26.

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7.5 Operations Managers Report (OM):

- **Operations, Special Report (SP):** SP dated 25 Apr 2016 received covering: Workshop, RnM Shed, Parks & Gardens, Main roads & General.

Motion: That Council acknowledge & accepts the OM report dated 25 Apr 2016.

**Moved: Cr Koo-Aga. Seconded: Cr Conrad.
CARRIED.**

Resolution: 2016/04/27.

- **Apprentices started:** Llewellyn Gilbo (A Mechanic), Landis Coleman (T Plumber), Eddie Coleman (A Carpenter).

Motion: That Council acknowledge & ratify placement of the 3 Apprentice/Trainee positions.

**Moved: Cr Koo-aga. Seconded: Cr Barney.
CARRIED.**

Resolution: 2016/04/28.

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7.6 Community Services Managers Report (CSM):

- **Community Services Manager (CSM):** table CSM report dated 26 Apr 2016 covering: HACC, Library, Centrelink, Justice Group, Community Police, PCYC, Disaster Management/SES, Club, and Airport.

Motion: That Council adopts the CSM report dated 26 Apr 2016 as submitted by Community Service Manager.
Moved: Mayor Ralph Kendall. Seconded: Cr Conrad. CARRIED.
Resolution: 2016/04/29.

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7.7 Environment Reports:

- **Ranger Report Feb 2016:** as per Special Report covering: Visitor Management, Weed Control, Tree Lop, Staff Training, WCTTAA, Crocodile Management, Fisheries compliance, Nganchin Raak, Junior Rangers, Cultural Site Maintenance, EHW/AC.
Motion: That Council acknowledge & accepts above Report .
Moved: Mayor Ralph Kendall. Seconded: Cr Conrad. CARRIED.
Resolution: 2016/04/30.
- **Ranger Report Mch 2016:** as per Special Report covering: Visitor Management, Weed Control, Staff Training, WCTTAA, Shore Bird monitoring, Community engagement, SCADA/Water Lab, Crocodile Management, Fisheries compliance, Water Supply System failure, EHW/AC, Pest Control, Ivomec, Refuse Area Food Safety.
Motion: That Council acknowledge & accepts above Report .
Moved: Mayor Ralph Kendall. Seconded: Cr Conrad. CARRIED.
Resolution: 2016/04/31.
- **Ranger Report Mch 2016:** as per Letter of request dated 11 Mch from Environment Mgr, approval given for Mayor Ralph to be supported in his Animal Control & Aerial Feral Control qualifications.
Motion: That Council acknowledge & ratify the approval.
Moved: Cr Edwards. Seconded: Cr Conrad. CARRIED.
Resolution: 2016/04/32.
- **Ranger Report Mch 2016:** see Letter dated 23 Mch 2016 to EHP re Estuarine Crocodile Control.
Motion: That Council acknowledge & ratify the above letter sent to EHP.
Moved: Mayor Ralph Kendall. Seconded: Cr Conrad. CARRIED.

Resolution: 2016/04/33.

- **Water & Sewer:** see docu on Water & Sewer Complaints Checklist.
Motion: That Council acknowledge, ratify & approves the Checklist for use.
Moved: Mayor Ralph Kendall. Seconded: Cr Edward.
CARRIED.
Resolution: 2016/04/34.

- **Water & Sewer:** see docu on Water & Sewer Complaints Register.
Motion: That Council acknowledge, ratify & approves the Register for use.
Moved: Cr Conrad. Seconded: Cr Koo-aga.
CARRIED.
Resolution: 2016/04/35.

- **Senior Plumber Report (SPR):** see docu on SPR on: Water Quality Testing, Water Quality NATA, Water Usage, Staff hours, Gas Bottles, Quotes, Do & Charge, Other Comments.
Motion: That Council acknowledge the above Report.
Moved: Mayor Ralph Kendall. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/04/36.

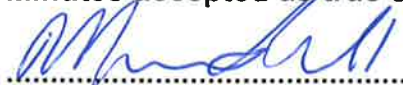
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8 Tenders and Quotations.

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9 Notices of Motion

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10 General Business

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Meeting Closed: 1:26 pm.
Next meeting: 26 May 2016.

Minutes accepted as true & correct.



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Ralph Kendall: Mayor



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Edward A Natera: CEO. 26 May 2016

