



Pormpuraaw Aboriginal Shire Council

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MINUTES Council Meeting

Date: Thurs 22 June 2017 at 10.15 am.

1. **Present:** Mayor Kendall, Cr Edwards, Cr Conrad, Cr Barney, Cr Koo-Aga
2. **Apologies:** Nil
3. **Declaration of any Conflict, any perceived or other Potential Conflict of Interest to be declared prior to meeting by Councillors:** Nil
4. **Related Party Declaration Form (RPDF):** Confirmation of any changes to RPDF by Councillors & Senior Managers: Nil
5. **Matters arising from the Minutes:** That Council confirm the Minutes of the meeting dated Thur, 25 May 2017 as true & correct.
Moved: Cr Conrad. **Seconded:** Cr Koo-Aga.
CARRIED.
Resolution: 2017/06/01
6. **Delegations/Guests:**
7. **Correspondence:** List of inwards correspondence tabled for information:
8. **Reports:**
 - 8.1 Mayor's Report:

- **8.1.1:**

8.2 8.1.2: CEO's Report:

- **8.2.1: Attendance Certificate (AC):** see AC dated 22 June 2017 and approved for payment at \$1,383.83 each for Cr Barney, Cr Conrad & Cr Koo-Aga.
- **8.2.2: Audit External Plan to 30 June 2017(AEP):**
AEP docu tabled as the dates on Resolution 2017/02/04 have now changed. We are running with correct dates.
Motion: That Council acknowledges & accepts the AEP as tabled by CEO.
Moved: Cr Conrad. **Seconded:** Mayor Kendall
CARRIED.
Resolution: 2017/06/02
- **8.2.3:Audits 2016-2017:** Interim Management Report tabled with 4 big ticket items to address which are, Risk Management, Asset Management Plans, Business Continuity/Disaster Recovery Plans Long Term Financial Sustainability. All are WIP & to be addressed progressively.
Motion: That Council acknowledges & accepts the Audit Interim Management Report as tabled by CEO.
Moved: Cr Conrad. **Seconded:** Cr Koo-Aga
CARRIED.
Resolution: 2017/06/03
- **8.2.4: Domestic & Family Violence Policy- DFV001:** as per DFV001, Council formally endorse this policy to assist staff in DV situations. Policy was been circulated within Council workforce, Mens & Womens Group.
Motion: That Council ratify DFV001 by Resolution to become Council Policy.
Moved: Cr Conrad. **Seconded:** Cr Barney
CARRIED.
Resolution: 2017/06/04
- **8.2.5: Finance & Governance Team Leader (FGTL):** Council ratify the CEO's recommendation to appoint

Melanie Halpert to the FGTL after undergoing a selection panel. The role will assist Finance Manager (Ms Tracey Bru) with the many requirements of Local Govt Act & Local Govt Regulations.

Motion: That Council ratify the appointment.

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

CARRIED.

Resolution: 2017/06/05.

- **8.2.6: Jenny Humphris (Holdingredlich):** as per notified on 30 Apr, JH has moved from MacDonnell's to Holdingredlich & ILUA & Carbon files have been transferred with her for easy of operations.

Motion: That Council moves by Resolution to accept the above.

Moved: Cr Koo-Aga **Seconded:** Cr Barney

CARRIED.

Resolution: 2017/06/06

- **8.2.7: Land & Sea Office (LSO):** as per notified on 09 June Tender calling for EOI went through Local Buy & Operations Mgr to take lead.

Motion: That Council moves by Resolution to accept above.

Moved: Cr Conrad. **Seconded:** Mayor Kendall.

CARRIED.

Resolution: 2017/06/07

- **8.2.8: Plant Hire (register of pre-qualified Suppliers-PH):** PH Tender, paperwork & full evaluation plans for 2017-2018 completed as per docu circulated on 26 May.

Motion: That Council acknowledge & accepts the PH Pre-qualified Suppliers)

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

CARRIED.

Resolution: 2017/06/08

- **8.2.9: Sept 2017 Pormp Show Cultural Day:** as per Special Report, Council to allocate \$45,000 in 2017-2018 Budget for this event.

Motion: That Council ratify above by resolution.

- **Moved:** Cr Conrad. **Seconded:** Cr Edwards.
CARRIED.
Resolution: 2017/06/09

- **8.2.10: Sept 2017 Pormp Show Cultural Day(Sponsorship letters):** Council is to send out Sponsorship letters requesting \$ & resourcing from interesting parties for event.
Motion: That Council approves & ratify above by resolution.
- **Moved:** Cr Edwards. **Seconded:** Mayor Kendall.
CARRIED.
Resolution: 2017/06/10

- **8.2.11: Weapons Training:** as per letter to Weapons Trainer, SIRS Training, Council is to invite WT to be run within months at a designated area in DOGIT area.
Motion: That Council ratify above by resolution.
- **Moved:** Cr Conrad. **Seconded:** Cr Edwards.
CARRIED.
Resolution: 2017/06/11
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8.3 Finance Manager's Report:

- **8.3.1: Finance Summary Report (FSR):** Dot Point Summary dated 20 June 2017 submitted by Finance covering: General Finance, Grant acquittals & Reporting, Current Finance projects, HR, Post Office, Guesthouse, AdminStore.
Motion: That Council accepts the FSR dated 20 June 2017 submitted by the Finance Manager & tabled by the CEO.
Moved: Cr Conrad. **Seconded:** Mayor Kendall.
CARRIED.
Resolution: 2017/06/12

- **8.3.2: Debtors Listing at 21 June 2017:** see docu on tabled for Debtors requiring Write Off as uncollectable.
Motion: That Council approves the Write Off to the amt of \$50,639.25 (being for: KL Bartlett-passed away, \$2,325.38 and Trademark-Paul Gordon-bankrupt & very sick, \$48,313.87).

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

Resolution: 2017/06/13

- **8.3.3: Register of Financial Authority Limit Delegations 2017-2018 (RFALD):** as per docu on RFALD and as required by LGovt Act 2009 & LGovt Reg 2012 & in particular *Sect 257 to 260* to be reviewed annually.

Motion: That Council accepts the RFALDP as submitted by the Finance Manager & tabled by the CEO.

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

Resolution: 2017/06/14

- **8.3.4: Revenue Policy R001 (RPR001):** as per docu RPR001 & as required by LG Act 2009 & LG Regulation 2012 (*Sect 193*) to be reviewed annually.

Motion: That Council accepts the RPR001 as submitted by the Finance Manager & tabled by the CEO.

Moved: Mayor Kendall. **Seconded:** Cr Edwards.
CARRIED.

Resolution: 2017/06/15

- **8.3.5: Debt Policy D001 (DPD001):** as per docu DPD001 & as required by LG Act 2009 & LG Regulation 2012 & in particular *Sect 199* to be reviewed annually.

Motion: That Council accepts the DPD001 as submitted by the Finance Manager & tabled by the CEO.

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

Resolution: 2017/06/16

- **8.3.6: HR Report (HR):** Dot Point Summary for June 2017 submitted by HR covering: Daily Activities, New Starters, Terminations, Employee Probation, Recruitment Activity, Police Checks, Inductions, Headcount, Training/Conference/Workshop and Future HR Focus.

Motion: That Council accepts the HR report for June as submitted by the Finance Manager & tabled by the CEO.

Moved: Cr Barney. **Seconded:** Cr Edwards.

CARRIED.

Resolution: 2017/06/17

- **8.3.7: Admin Store (AS):** Dot Point Summary for June 2017 submitted by AS covering: WHS, Admin Store, Stocktake, Request Budget 2017-2018, Training Staff, Forklift License..
Motion: That Council accepts the AS report for June as submitted by the Finance Manager & tabled by the CEO.
Moved: Cr Conrad. **Seconded:** Cr Barney.
CARRIED.
Resolution: 2017/06/18

- **8.3.8: Guesthouse (GH):** Dot Point Summary for May & June submitted by GH covering:Eddie-Davey, Land & Sea & Mainroads.
Motion: That Council accepts the GH report for May & June as submitted by the Finance Manager & tabled by the CEO.
Moved: Cr Edwards. **Seconded:** Cr Barney.
CARRIED.
Resolution: 2017/06/19

8.4 Operation Manager's Report:

- **8.4.1: Operation Report (OR) :** Nil Report received but CEO confirms that W4Q & BOR projects are underway.

8.5 Community Service Manager's Report:

- **8.5.1: Community Service Report (CSR):** CSR for June 2017 submitted by CS Mgr covering: Indigenous Knowledge Centre, Community Newsletter, Centrelink, Aged Care, Justice Group, Sly Grog, Community Cafe & Bakery, Disaster Management and Youth Leadership Group.
Motion: That Council acknowledge & adopts the CSR from the Community Service Mgr & tabled by CEO.
Moved: Cr Conrad. **Seconded:** Cr Barney.
CARRIED.

Resolution: 2017/06/20

8.6 Environment Manager's Report:

- **8.6.1: Environment Report (ER):** ER report dated 20 June 2017 covering: Tourist Camp Maint, Weed Control, Carbon Abatement, Training/Staff development, Fisheries Compliance/Trespass Monitoring, Junior Rangers, Turtle Monitoring, Torres Strait Regional Authority, Feral Animal Control, Fee for Service, Meeting/Conferences, Outstation Upgrades, Fire Breaks/Schedules Back Burn, Recycling, Refuse area.

Motion: That Council accepts the ER report as submitted by Environment Mgr & tabled by CEO.

Moved: Mayor Kendall. **Seconded:** Cr Conrad.

CARRIED.

Resolution: 2017/06/21

8. Tenders & Quotations:


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9. Notice of Motion:

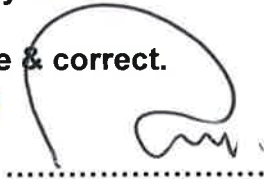
10. Meeting Closed: 1:45 pm

11. Next Meeting: 27 July 2017.

Minutes accepted as true & correct.



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Ralph Kendall: Mayor



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Edward A Natera: CEO. 27 July 2017

