



Pormpuraaw Aboriginal Shire Council

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MINUTES Council Meeting **Date: Thurs 24 Nov at 10.00 am.**

1. **Present:** Cr Conrad, Cr Edwards, Cr Koo-aga

2. **Apologies:** Mayor Kendall, Cr Barney

3. **Declaration of any Conflict, any perceived or other Potential Conflict of Interest to be declared prior to meeting by Councillors:**
Nil declared.

4. **Related Party Declaration Form (RPDF):** Confirmation of any changes to RPDF by Councillors & Senior Managers: Nil declared.

5. **Matters arising from the Minutes:** That Council confirm the Minutes of the meeting dated 27 Oct 2016 as true & correct.
Moved: Cr Koo-aga. **Seconded:** Cr Conrad.
CARRIED.
Resolution: 2016/11/01.

6. **Delegations/Guests:**

7. **Correspondence:** List of inwards correspondence tabled for information:

8. **Reports:**
 - 8.1 Mayor's Report:

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8.2 CEO's Report:

- **8.2.1: Attendance Certificate (AC):** see AC dated 24 Nov 2016 and approved for payment at \$1,383.83 each for Cr Barney, Cr Edwards & Cr Koo-Aga.

- **8.2.2: Black & More (BnM):** Special Report on BnM dated 11 Nov on rebuild of old CDEP Office.
Motion: That Council acknowledge & accepts the BnM Special Report.
Moved: Cr Conrad. Seconded: Cr Koo-aga.
CARRIED.
Resolution: 2016/11/02.

- **8.2.3: Building our Region R2 (BOR):** see Special Report on BOR.
Motion: That Council acknowledge the BOR Special Report on Council's Grant Application.
Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/03.

- **8.2.4: Council Meeting Attendance Report (CMAR):** see docu on CMAR for the financial year 01 July 2015 to 30 June 2016.
Motion: That Council approves & adopts the CMAR report.
Moved: Cr Conrad. Seconded: Cr Koo-aga.
CARRIED.
Resolution: 2016/11/04.

- **8.2.5: Graduating Students Special Report (GS):** see docu on GS.
Motion: That Council acknowledges & approves the expenditure.
Moved: Cr Edwards. Seconded: Cr Koo-aga.
CARRIED.
Resolution: 2016/11/05.

- **8.2.6: Housing Allocation (HA):** see docu dated 07 Sept on HA submitted by Housing Tenant Management.
Motion: That Council agrees & approves HA.

**Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/06.**

- **8.2.7: Managers Annual Performance Reviews (MAPR):** see docu dated 04 Nov on MAPR.
Motion: That Council acknowledges & approves the MAPR as undertaken by CEO for the 4 Management team.
**Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/07.**
- **8.2.8: PASC & CDP Joint Employment Strategy (JES):** see docu dated 29 Oct on JES.
Motion: That Council acknowledges & agrees to the JES which will be continually WIP.
**Moved: Cr Koo-aga. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/08.**
- **8.2.9: Related Party Disclosure Declaration (RPDD):** see docu dated 11 Nov on RPDD which will become part of Council's future Meeting Agenda and that Council agrees & approves the RPDD process.
Motion: That Council acknowledge, ratify & agrees to the above RPDD process.
**Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/09.**
- **8.2.10: Regional Development Aust (RDA):** see docu dated 01 Nov & our 3 Infrastructure priorities under RDA funding.
Motion: That Council acknowledge & agrees with the submission of the 3 priorities funding with is WIP.
**Moved: Cr Conrad. Seconded: Cr Koo-aga.
CARRIED.
Resolution: 2016/11/10.**
- **8.2.11: Xmas break up & bonus(XBB):** per Special Report dated 11 Nov, Council will break up on Fri, 16

Dec and run a skeleton team over Xmas, returning on Tues, 03 Jan 2017. Council will also pay a bonus payment to all staff similar to 2015.

Motion: That Council acknowledge & agrees with the XBB Special Report.

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

CARRIED.

Resolution: 2016/11/11.

8.3 Finance Manager's Report:

- **8.3.1: Finance Summary Report (FSR):** Dot Point Summary dated 22 Nov submitted by Finance covering: General Finance, HR, Post Office, Guesthouse and AdminStore.
Motion: That Council accepts the FSR submitted by the Finance Manager & tabled by CEO.
Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/12.
- **8.3.2: Annual Report 2015-2016(AR):** As per LG Act 2009, AR are to be prepared & lodged with Financial Reports.
Motion: That Council adopts & accepts AR as tabled for the year ended 30 June 2016.
Moved: Cr Conrad. Seconded: Cr Edwards.
CARRIED.
Resolution: 2016/11/13.
- **8.3.3: Reimbursement & Resource Policy E001 (RnR):** The RnR is due for review & Council should adopt without amendment.
Motion: That Council adopts & accepts RnR as tabled without amendment.
Moved: Cr Koo-aga. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/14.
- **8.3.4: Human Resource:** HR report covering: HR Daily Activity, New Starters, Termination, Employee Probation, Recruitment Activity, Police Checks,

Inductions, Training/Conference/Workshops, Areas of Concern, Future HR focus.

Motion: That Council acknowledge & accepts the HR report.

Moved: Cr Conrad. Seconded: Cr Koo-aga.

CARRIED.

Resolution: 2016/11/15.

8.4 Operation Manager's Report:

- **8.4.1: Operation Report (OR) dated 22 Nov:** OR dated 22 Nov submitted by Operations Manager covering: Airport, Housing, Mainroads, Parks & Gardens, Plumbing, Repairs & Maintenance, Workshop, BOR Grants and General.

Motion: That Council acknowledge & adopts the OR from the Operations Manager & tabled by CEO.

Moved: Cr Conrad. Seconded: Cr Edwards.

CARRIED.

Resolution: 2016/11/16.

- **8.4.2: Protocol for all Contractors (PC):** see docu on PC that will be used moving forward.

Motion: That Council acknowledge & adopts the PC from the Operations Manager & tabled by CEO.

Moved:..... Seconded:.....

CARRIED.

Resolution: 2016/11/..... Deferred for admendment.

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8.5 Community Service Manager's Report:

- **8.5.1: Community Service Report (CSR):** CSR dated 22 Oct submitted by CS Mgr covering: Indigenous Knowledge Centre, Aged Care, Justice Group, Disaster Management, Club, Community Hall, Community Bus, Centrelink.

Motion: That Council acknowledge & adopts the CSR from the Community Service Mgr & tabled by CEO.

Moved: Cr Edwards. Seconded: Cr Conrad.

CARRIED.

Resolution: 2016/11/17.

- **8.5.2: HACC Declaration of Confidentiality (DOC):** see doco on DOC for HACC staff.
Motion: That Council acknowledge & adopts DOC for all HACC staff.
Moved: Cr Edwards. Seconded: Cr Conrad.
CARRIED.
Resolution: 2016/11/18.

8.6 Environment Manager's Report:

- **8.6.1: Environment Report (ER):** Council note that Environment Mgr is on leave & that there is no report.

8. Tenders & Quotations:

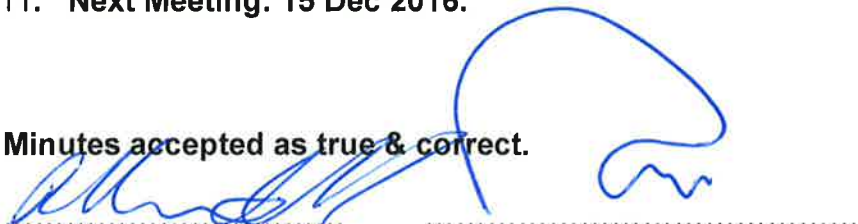
- **8.1.1:**
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9. Notice of Motion:

10. Meeting Closed: 1:45pm.

11. Next Meeting: 15 Dec 2016.

Minutes accepted as true & correct.



Ralph Kendall: Mayor

Edward A Natera. 15 Dec