

**MINUTES OF ORDINARY MEETING OF THE AURUKUN SHIRE COUNCIL,
HELD AT THE COUNCIL CHAMBERS, 39 KANG KANG ROAD, AURUKUN ON
TUESDAY, 17 FEBRUARY 2015**

PRESENT:	Councillors	Cr Dereck Walpo Cr Angus Kerindun Cr Edgar Kerindun Cr Ada Woolla Later - Cr Vera Koomeeta
	Officers	Bernie McCarthy - Chief Executive Officer Ron Fenner - Director of Corporate Services Jason Holt - Director of Community Services Philip Krisanski - Director of Technical Services Melanie Halpert – A/Chief Accountant (via teleconference) Teresa Button - Minute Secretary
	Guests:	Don Elphick, DPMC Katherine Hams, GCO Lucy Bond, ASC Art Centre Manager Jeff Ryman, ASC Accounts Receivable Officer Graham Poon, ASC Business Development/Grants Officer

1. OPENING

The Mayor declared the Meeting open at 9.25am with a word of prayer.

2. CONDOLENCES

A minute silence was observed for the late Clifford Toikalkin, elder who passed away over the weekend.

3. LEAVE OF ABSENCE

Nil.

4. CONFIRMATION OF MINUTES

Resolution 15.4606

That Council receives and adopts the Minutes of the Ordinary Meeting of 16 December 2014 and Minutes of the Special Meetings of 9 January 2015 and confirms them as a true and correct record.

MOVED: Cr A Kerindun

SECONDED: Cr E Kerindun

CARRIED

5. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

Minutes Ordinary Meeting of 16 December 2014

12.2 Modern Award - To be discussed in meeting.

10.5 Michael Wolf, Lease Manager, Property Group Queensland Government Accommodation Office, Department of Housing and Public Works -

Proposed Lease is progressing well, Government is still in caretaker mode.

New Cemetery update – overview plan is being developed.

Confirmed as a true and correct record of proceedingsMayor

Minutes Special Meeting of 9 January 2015

- 4. **Barge Operations Proposal** - Received further correspondence from DSDIP on the development of a proposal to establish and operate a barge service and barge landing sites with no responsibility and liability to ASC.
- 6. **WCCCA Grant application for next round** – New Cemetery redevelopment.

6. **PRESENTATION OF PETITIONS**

Nil.

7. **CONSIDERATION OF NOTIFIED MOTIONS**

Nil.

8. **RECEPTION AND CONSIDERATION OF COMMITTEE AND/OR DELEGATES REPORTS**

Nil.

9. **MAYOR'S REPORT**

9.1 **Safer Streets Project – Meeting with Senator Nigel Scullion and Commissioner Peter Barron**

Noted.

9.2 **PCYC**

Noted.

9.3 **Learn and Earn Program**

Noted.

9.4 **Island and Cape**

Noted.

9.5 **AMP**

Noted

9.6 **Mayors' Travel - Meetings**

Noted.

Resolution 15.4607

That Council receives and adopts the Mayor's Report.

MOVED: Cr A Woolla

SECONDED: Cr E Kerindun

CARRIED

10. **CHIEF EXECUTIVE OFFICER'S REPORT**

10.1 **Leasing of Premises**

Noted.

10.2 **Business Development Report**

Noted.

10.3 **ASC Operation Report to 31 December 2014**

Noted.

Confirmed as a true and correct record of proceedingsMayor

Meeting adjourned for morning tea at 10.37am and resumed at 11.00am

Lucy Bond, Manager Art Centre, entered the meeting at 10.45am and gave an update on the positive progress of the Wik and Kugu Art Centre.

10.12.6 Request for Support Letter

Resolution 15.4611

That Council does not approve a letter of support to Lynette and Bobby Adidi to establish 'Aurukun Car Hire'.

MOVED: Cr A Kerindun

SECONDED: Cr A Woolla

CARRIED

Cr Vera Koomeeta entered the meeting at 11.39am.

10.13 Late Items

Noted.

10.14 Meetings – Cairns

Noted.

10.15 Staff Issues

There are two issues to be discussed.

Resolution 15.4612

That Council defers these issues until it goes into Committee (see Resolution 14.4662).

MOVED: Cr V Koomeeta

SECONDED: Cr A Woolla

CARRIED

Resolution 15.4613

That Council receives and adopts the Chief Executive Officers' Report.

MOVED: Cr E Kerindun

SECONDED: Cr A Woolla

CARRIED

11. FINANCE REPORT

11.1 Financial Statements – 2014

Noted.

11.2 Summary

Noted.

11.3 Income

Noted.

11.4 Expense

Noted.

11.5 Cash

Noted.

Jeff Ryman entered the meeting at 12.01pm and presented the 90 day debtors report to Council.

Confirmed as a true and correct record of proceedingsMayor

11.6 Debtors

Resolution 15.4614

- i) That Council approves the write off of the following outstanding debts;
- Cape York Fences \$1,040.00
 - Goodline \$ 504.36
 - Origin Securities \$1,176.00

MOVED: Cr A Kerindun

SECONDED: Cr V Koomeeta

CARRIED

Resolution 15.4615

- ii) That Council sends letter of demand for outstanding debts to;
- Aurukun Wetlands Charter
 - Cape York Land Council
 - Aurukun Community Indigenous Centre

MOVED: Cr A Woolla

SECONDED: Cr V Koomeeta

CARRIED

Jeff Ryman departed the meeting at 12.18pm

11.7 Finance Policy

Cash Handling Policy

Resolution 15.4616

That Council adopts the Cash Handling Policy.

MOVED: Cr A Kerindun

SECONDED: Cr A Woolla

CARRIED

Resolution 15.4617

That Council receives and adopts the Finance Report.

MOVED: Cr A Kerindun

SECONDED: Cr V Koomeeta

CARRIED

12. REPORT – DIRECTOR OF CORPORATE SERVICES

12.1 First Meeting of Internal Audit Committee

Resolution 15.4618

That Council accepts the quote of \$10,000 from Pacifica Chartered Accountants to act as the external advisor on the ASC Internal Audit Committee.

MOVED: Cr A Kerindun

SECONDED: Cr E Kerindun

CARRIED

12.2 Business Development/Grants Officer

Noted.

Graham Poon entered the meeting at 12.25pm and presented the Grants Officers Report.

Graham Poon departed the room at 12.38pm.

12.3 Human Resources

Deferred until Council went into Committee (see Resolution 15.4622).

Confirmed as a true and correct record of proceedingsMayor

12.4 Administration Manager Aurukun

Resolution 15.4619

1. That the HR Officer be utilised as the first alternative receptionist on a maximum two month trial basis.
2. That an additional position of Administration Officer/General Duties relief be referred to the current organisation structure review, position to be part time with a base salary of \$47,000.

MOVED: Cr A Kerindun

SECONDED: Cr A Woolla

CARRIED

Meeting adjourned for lunch at 12.59pm and resumed at 1.42pm.

12.5 Arts Centre Manager

Noted.

12.6 IT Records Report

No Report.

12.7 Wuungkam Lodge 10 Year Financial Plan

Noted.

12.8 New and Amended Policies for Adoption by Council

Cash Handling Policy – Finance Report.

12.9 Leasing

Noted.

12.10 Outstanding Rental Debt

Deferred until Council went into Committee (see Resolution 14.4662).

12.11 Late Item

12.11.1 Accommodation Cancellation Policy

Resolution 15.4620

That Council requests the managers, G & M Logan of Wuungkam Lodge to provide an accommodation cancellation list over the past three months so that a better informed decision can be made in regards to possible amendment of ASC fees and charges.

MOVED: Cr E Kerindun

SECONDED: Cr A Woolla

CARRIED

Resolution 15.4621

That Council receives and adopts the Director Corporate Services Report.

MOVED: Cr V Koomeeta

SECONDED: Cr A Woolla

CARRIED

CONFIDENTIAL ITEMS

Pursuant to the Local Government Regulation 2012, Council closed the meeting to the public to discuss "In Committee" certain matters;

- a) the appointment, dismissal or discipline of employees;
- b) industrial matters affecting employees;
- f) starting or defending legal proceedings involving it;
- h) other business for which public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain financial advantage.

Confirmed as a true and correct record of proceedingsMayor

Resolution 15.4622

That Council goes into Committee.

MOVED: Cr E Kerindun

SECONDED: Cr A Kerindun

CARRIED

Discussions transpired on these particular issues, including staff and outstanding debts.

Resolution 15.4623

That Council comes out of Committee.

MOVED: Cr E Kerindun

SECONDED: Cr A Kerindun

CARRIED

12.3.2 Human Resources Resolutions

Underpayment of staff

Resolution 15.4624

That Council increases rates to new award and back pay to 1 January 2015 for the 34 staff members who are currently being underpaid.

MOVED: Cr A Kerindun

SECONDED: Cr V Koomeeta

CARRIED

Move from salary to wage

Resolution 15.4625

That Council approves all employees (current and new) being moved to a wage instead of salary.

MOVED: Cr A Woolla

SECONDED: Cr V Koomeeta

CARRIED

Changes to policies/procedures

Resolution 15.4626

That Council removes the ASC policies, re: leave, grievance and dispute procedures completely and states that it will be as per the QES or award except for travel.

MOVED: Cr A Kerindun

SECONDED: Cr E Kerindun

CARRIED

Amendments to employment contracts

Overtime/TOIL

Resolution 15.4627

That Council agrees that overtime is paid and TOIL is not accrued except in the cases of Level 17 as per award.

MOVED: Cr V Koomeeta

SECONDED: Cr A Woolla

CARRIED

Amendments to employment contracts

Overtime – Employment Contracts

Resolution 15.4628

That Council agrees new employment contracts are drafted for all employees stipulating that overtime must be approved by the Supervisor of the area before commencing overtime and those rates will be paid at the hourly rate of the employee not the award.

MOVED: Cr A Kerindun

SECONDED: Cr A Woolla

CARRIED

Confirmed as a true and correct record of proceedingsMayor

Amendments to employment contracts

Annual Leave

Resolution 15.4629

That Council approves all new employees being engaged at four weeks annual leave regardless of position, except for shift workers who are entitled to five weeks Annual Leave.

MOVED: Cr E Kerindun

SECONDED: Cr A Woolla

CARRIED

Amendments to employment contracts

Personal Leave

Resolution 15.4630

That Council approves all new employees being engaged on personal leave entitlements except the Administrative Technical Community Services Supervisory and Managerial other than Indigenous councils/groups (ATCSSM) stream who will be engaged on 13 days Personal Leave until 1 January 2020.

MOVED: Cr A Kerindun

SECONDED: Cr V Koomeeta

CARRIED

Amendments to employment contracts

Isolation Leave - Deferred to Special Meeting 9 March 2015.

Amendments to employment contracts

Bond - Deferred to Special Meeting 9 March 2015.

Amendments to employment contracts

New Employee Contracts - Deferred to Special Meeting 9 March 2015.

Amendments to employment contracts

Termination Clause - Deferred to Special Meeting 9 March 2015 (upon outcome of clause).

Allowances

Resolution 15.4631

That Council drafts new employment contracts stating allowances applicable to each position / stream as per spreadsheet and remove old allowances.

MOVED: Cr V Koomeeta

SECONDED: Cr A Woolla

CARRIED

Timesheets (Community Police Officer's and other)

Resolution 15.4632

That Council revises timesheets and make two different types; shift worker and non-shift worker.

MOVED: Cr A Woolla

SECONDED: Cr V Koomeeta

CARRIED

Performance reviews

Resolution 15.4633

That Council agrees annual performance reviews are conducted in September of each year and wherever possible any extensions to contracts if expiry of term is agreed to are done at this time.

MOVED: Cr E Kerindun

SECONDED: Cr A Kerindun

CARRIED

Confirmed as a true and correct record of proceedingsMayor

Reclassing Position Descriptions

Resolution 15.4634

That Council updates all Position Descriptions to new agreed classifications.

MOVED: Cr V Koomeeta

SECONDED: Cr E Kerindun

CARRIED

Back pay to 1.1.15

Resolution 15.4635

That Council agrees to back pay amendments off timesheets to 1 January 2015.

MOVED: Cr A Woolla

SECONDED: Cr V Koomeeta

CARRIED

Rostered Days Off (RDO) – Deferred to Special Meeting 9 March 2015.

Aurukun Remote Allowance - Deferred to Special Meeting 9 March 2015.

Locality Allowance

Aurukun Remote Allowance - Deferred to Special Meeting 9 March 2015.

Remote Travel Allowance

Special Meeting - Deferred Items (New Award)

Resolution 15.4636

That Council holds a Special Meeting on 9 March 2015 for the purpose of resolving the deferred items of the New Award.

MOVED: Cr V Koomeeta

SECONDED: Cr A Woolla

CARRIED

12.10.1 Outstanding Debt

Resolution 15.4637

That Council refers the matter of outstanding debt of Suliasi Canaweeka to council's solicitor seeking proceeding with dual legal action for recovery of legal debt by court action and eviction from premises.

MOVED: Cr A Kerindun

SECONDED: Cr V Koomeeta

CARRIED

Resolution 15.4638

That Council accepts the recommendation of Collection House to proceed with legal action through the Magistrates Court for recovery of debt from Remote Building Solutions.

MOVED: Cr E Kerindun

SECONDED: Cr A Woolla

CARRIED

10.15.1 Staff Issues

Resolution 15.4639

That Council agrees to the resignation of Wayne Perry as Payroll Officer on 3 April 2015 and the Payroll Officer position be advertised immediately.

MOVED: Cr A Kerindun

SECONDED: V Koomeeta

Resolution 15.4640

That Council endorses the action taken by the CEO in seeking the investigation of a complaint received from an ASC employee.

MOVED: Cr E Kerindun

SECONDED: Cr A Woolla

CARRIED

Confirmed as a true and correct record of proceedingsMayor

13. REPORT – DIRECTOR OF COMMUNITY SERVICES

13.1 Recruiting Update

Noted.

13.2 Funerals

Noted.

13.3 Events

Noted.

13.4 Aurukun Swimming Pool Taskforce

Resolution 15.4641

That Council approves that the pool is now closed indefinitely, and approves the commencement of the demolition work required in removing the existing swimming pool infrastructure.

MOVED: Cr A Kerindun

SECONDED: Cr E Kerindun

CARRIED

13.5 Community Survey

Resolution 15.4642

That Council endorses the community survey inclusive of its current line of questioning and allows the community survey process to take place over the month of February.

MOVED: Cr V Koomeeta

SECONDED: Cr E Kerindun

CARRIED

13.6 Community Police Officers

Noted.

13.7 GSS Security Guard

Noted.

13.8 Patrol schedule and locations

Noted.

13.9 Significant Instances Recorded

Noted.

13.10 Damage Incurred

Noted.

13.11 Security/Community Police Officers

Noted.

13.12 Koolkan Childcare

Noted.

13.13 Community Home Help Coordinator (HACC)

Noted.

Resolution 15.4643

That Council receives and adopts the Director Community Services Report.

MOVED: Cr A Woolla

SECONDED: Cr V Koomeeta

CARRIED

Confirmed as a true and correct record of proceedingsMayor

14. REPORT – TECHNICAL SERVICES DEPARTMENT

14.1 Building Construction and Maintenance

a. Community Housing Project

Resolution 15.4644

That Council:

1. Supports a submission by MiHaven to Government seeking additional funds and amendments to the housing delivery model.
2. Rejects the request by MiHaven for waiving leasing fees for McKenzie Camp.
3. Requests MiHaven to fully discuss the issues that are considered to have caused the drop-off of participation in the MiHaven Housing Program.

MOVED: Cr A Kerindun

SECONDED: Cr E Kerindun

CARRIED

14.2 Civil Construction and Maintenance

Noted.

14.3 Water and Sewerage

Noted.

14.4 Workshop

Noted.

14.5 Animal Control and Environmental Health

Noted.

14.6 Airport Operations

Noted.

14.7 Disaster Management

Noted.

14.8 Staff

Noted.

Resolution 15.4645

That Council receives and adopts the Director Technical Services Report.

MOVED: Cr E Kerindun

SECONDED: Cr A Kerindun

CARRIED

- **Presentations / Delegations**
As stated in meeting.
- **Questions from Public Gallery**
Nil.
- **General Business**

Mayor

Housing Application Support Letter – Leona Yunkaporta

Resolution 15.4646

That Council supports the application for housing allocation from Leona Yunkaporta.

MOVED: Cr V Koomeeta

SECONDED: Cr A Woolla

CARRIED

Confirmed as a true and correct record of proceedingsMayor

Letter from Sheridan Doyle to Council requesting the purchase of land in Aurukun.

Resolution 15.4647

That Council provides a suitable response to Sheridan Doyle on her request to purchase land.

MOVED: Cr A Kerindun

SECONDED: Cr V Koomeeta

CARRIED

Resolution 15.4648

That Council does not approve the application for Sheridan Doyle to be placed on the housing allocation list and advise DHPW.

MOVED: Cr A Woolla

SECONDED: Cr V Koomeeta

CARRIED

Gun Licence - Trainer, Phil Nolan is looking at conducting shooters licences course. Mayor to follow up and report to next meeting.

CEO

LGAQ/Elected Members Update - To be held in Aurukun on 5 May 2015.

QPS - OIC, Matt Robertson was unable to attend this Council meeting. He has advised that he will be attending the next meeting in March.

There being no further business, the Mayor closed the Meeting at 5.33pm.

Confirmed as a true and correct record of proceedingsMayor