

LOCKHART RIVER ABORIGINAL SHIRE COUNCIL

ABN 55 631 460 952



Minutes of Ordinary Council Meeting

Date: 25 September 2013

Venue: Council Chambers
Lockhart River
14 Maathvy Street, Lockhart River

Lockhart River Office:

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1. Attendance

Cr. Wayne Butcher – Mayor
Cr. Norman Bally
Cr. Paul Piva
Cr. Rebecca Elu
Mr. Peter Opio-Otim

Visitors:

Ms. Sue Dawson – Manager Indigenous Licensing Unit
Department of Transport and Main Roads

Mr. James Mort – Manager Mihaven Company

2. Opening

Mayor declared the meeting open at 11:45am and welcomed all.

3. Apologies

Apology was received from Cr. Veronica Piva

RESOLUTION NO.: LRASC 01/09/2013

That council receive and accept apology from Cr. Veronica Piva and that leave of absence be granted from attending the meeting.

MOVED: Cr. Wayne Butcher
SECONDED: Cr. Norman Bally
CARRIED

4. Conflict of Interest: Material Personal Interest

Cr. Paul Piva declared his interest in relation to the survey work done RPS at his residence.

RESOLUTION NO.: LRASC 02/09/2013

That Cr. Paul Piva's conflict of interest on the RPS survey work be noted.

MOVED: Cr. Norman Bally
SECONDED: Cr. Rebecca Elu
CARRIED

5. **Minutes of Ordinary Council Meeting of 21st August 2013**

RESOLUTION NO.: LRASC 03/09/2013

That minutes of the Ordinary Council Meeting of 21st August 2013 be accepted and confirmed as true and correct.

MOVED: Cr. Wayne Butcher
SECONDED: Cr. Rebecca Elu
CARRIED

6. **Business Arising out of Minutes**

6.1 New Water and waste management charges. This issue was discussed at the Public Meeting held on 11th September 2013.

RESOLUTION NO.: LRASC 04/09/2013

That each household will be charged a fee of thirty dollars (\$30) per month and this will take effect from 1st January 2014.

MOVED: Cr. Wayne Butcher
SECONDED: Cr. Paul Piva
CARRIED

The new rates will be monitored for the first twelve months. Payment for these charges will be made at the council office.

6.2 Speed Bumps

Council will purchase hard rubber speed bumps.

6.3 Tree Lopping

Council would like to be paid for the work undertaken by the Parks and Gardens Crew in relation to collecting the rubbish left behind by tree cutters. CEO will follow up on this with the department.

6.4 Assistant Accountant

Council agreed that the shortlisted applicants for the recently advertised position of Assistant Accountant be interviewed on Wednesday 2nd October 2013 and that the interview be held in Cairns.

7. Action Sheet

After going through the action sheet, council passed the following resolution.

RESOLUTION NO.: LRASC 05/09/2013

That council note the actions taken on the resolutions passed at the Ordinary Council Meeting of 21st August 2013.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Paul Piva

CARRIED

8. Minutes of Special Council Meeting held on 28th August 2013

RESOLUTION NO.: LRASC 06/09/2013

That minutes of the special council meeting held on 28th August 2013, be accepted and confirmed as true and correct.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

9. Department of Housing and Public Works

Council received the following documents from the Department:

- Tenancy Management Summary report for the month of July
- Rental Collections Statement for the Month of July
- Statement on Rental Arrears for accounts that were 4 or more weeks in arrears
- Estimate tender prices (Inclusive of GST) for new constructions:

TYPE OF DWELLING	COST
2 Bedroom	\$362,500
3 Bedroom	\$412,600
4 Bedroom	\$471,600
5 Bedroom	\$556,600

- with a 3% escalation per financial year.

RESOLUTION NO.: LRASC 07/09/2013

That council note the information provided by the council as well as request the Department to provide information on the basis it used to arrive at the cost for new house constructions in Lockhart.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

10. Department of Local Government Community Recovery and Resilience

A sub-agreement for 2013-2014 get ready Queensland base grant of \$4,500 to Lockhart River Aboriginal Shire Council was tabled. Council intends to use the funding for a number of activities – community awareness information sessions ahead of the cyclone season.

RESOLUTION NO.: LRASC 08/09/2013

That council accept and sign the sub-agreement for the 2013-2014 get ready base grant funding of \$4,500.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

11. Department of Local Government Community Recovery and Resilience

A letter from the Department to Council on offers of grant up to \$100,000 to support projects designed to improve council's financial management and build financial sustainability was tabled and discussed.

RESOLUTION NO.: LRASC 09/09/2013

That council will identify suitable projects and make submission to the Department under the proposed grant – i.e., financial management that builds financial sustainability.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

The Director of Finance and CEO will work on the project proposal.

12. Department of Local Government Community Recovery and Resilience

A summary on the main issues discussed at the Townsville Regional Round Table Meeting was tabled.

RESOLUTION NO.: LRASC 10/09/2013

That council note the nine points identified at the Townsville Regional Round Table Meeting.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Paul Piva

CARRIED

Emergency Management Queensland

EMQ invited the council to send a representative to attend Cairns Get Ready Disaster Preparedness Seminar on 7 November 2013. Council noted the invitation.

13. Pumping, Irrigation Machinery Services

PIMS provided the council with a revised schedule including costs of minimum work required to help keep the council water system up to dates.

RESOLUTION NO.: LRASC 11/09/2013

That council accept the revised schedule as provided by PIMS and the cost of the maintenance job be capped to forty four thousand dollars (\$44,000).

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Wayne Butcher

CARRIED

P/IMS will undertake the maintenance work in the early week of November 2013.

14. CIMA Meeting

CIMA sent an invitation to the Mayor for attend the next meeting in Bamaga, on 1st October 2013.

RESOLUTION NO.: LRASC 12/09/2013

That council allow Cr. Wayne Butcher – Mayor to attend the next CIMA meeting in Bamaga on 1st October 2013.

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Norman Bally

CARRIED

15. Cairns Regional Council: Water Sample Test Results

Cairns Regional Council Laboratory Services sent the results of Water Tests; all were found to have the NH2MRC (2011) guidelines for drinking water under the parameters tested.

RESOLUTION NO.: LRASC 13/09/2013

That council note the results of Water tests provided by the Cairns Regional Council Laboratory Services.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

16. Local Government Centre of Excellence:

The 3rd National Aboriginal and Torres Strait Islander Employment in Local Government Roundtable will be held in Cairns from 1-4 December 2014.

RESOLUTION NO.: LRASC 14/09/2013

That Cr. Wayne Butcher - Mayor; be allowed to attend the Round Table meeting in Cairns from 1-4 December 2013.

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Norman Bally

CARRIED

17. Queensland Health – Department of Health and Ageing Funding arrangements for Lockhart

RESOLUTION NO.: LRASC 15/09/2013

That the Mayor discussed the future funding arrangement and report back for the council on the outcome at the meeting.

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Norman Bally

CARRIED

18. DATSIMA: Disaster Threats

A letter from the Executive Director of Remote Indigenous Land and Infrastructure Program office regarding the retail store business continuity plan in finding alternative location should the store be inoperable after a disaster was tabled.

RESOLUTION NO.: LRASC 16/09/2013

That the old canteen be renovated and be used as the alternative location should the Lockhart River Retail Store become inoperable after a disaster.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

19. Department of Housing and Public Works

A letter from the minister confirming the council to be the principal contractor for housing programs – new constructions, major upgrades, maintenance etc., was tabled and noted.

RESOLUTION NO.: LRASC 17/09/2013

That council note and accept its new role as principal contractor for houses and housing maintenance program in Lockhart River for 2013-2014 period.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

20. Sale of Old Asset

An invitation to purchase council old Manitou forklift by Steve Spencer for one thousand dollars (\$1000) was received. There being only one offer, council passed the following resolution.

RESOLUTION NO.: LRASC 18/09/2013

That council old Manitou forklift is to be sold as is where is to Mr. Steve Spencer for one thousand dollars (\$1000).

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

21. Lockhart River Township Survey Maps

Copies of survey maps for different areas of the council township was tabled and discussed by the council.

RESOLUTION NO.: LRASC 19/09/2013

That council sighted and approved of the survey maps as provided by the programme office.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

22. Lockhart River Planning Scheme

Cardno provided council with documents in relation to the scope of work it will undertake under the Lockhart River Aboriginal Shire Planning Scheme.

RESOLUTION NO.: LRASC 20/09/2013

That council accept the proposed scope of work including the timeline as provided by Cardno for the work to be undertaken on the Lockhart River Planning Scheme.

MOVED: Cr. Norman Bally

SECONDED: Cr. Rebecca Elu

CARRIED

23. Lockhart River Disaster Management Plan

A proposal by a consultant Mr. Warren Bridson to produce Disaster Management Sub-Plans:

- Evacuation Sub-Plan
- Resupply Sub-Plan
- Recovery Sub-Plan

Was tabled and discussed by the council.

RESOLUTION NO.: LRASC 21/09/2013

That council accept the proposal to produce Disaster Management Sub-Plans being evacuation sub-plan by Mr. Warren Bridson and that council enter into a contract of agreement with the consultant for the production of the sub-plans within the timeframe proposed.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

24. ATSI – TIDS Project Funding

RESOLUTION NO.: LRASC 22/09/2013

That council approves of the signing of the ATDI-TIDS Project Funding Submission by the CEO for:

Pascoe River Crossing \$500,000
Signage on Lockhart River Access Road \$42,000

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

25. New Construction 2013-2014

Council has been advertised that it has been allocated 6 new houses to be constructed during the 2013-2014 period.

RESOLUTION LRASC 23/09/2013

That council will build two of the six houses and the remaining four will be tendered out.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

26. P & E Law: Lease of Land and Sea Centre Building

A letter from the council solicitor on the lease of land and sea centre building was tabled. Discussed and the proposals accepted.

The lease will run from 25th July 2013 to 30 June 2015 inclusive. The licensee shall pay the Trustee rental of \$26,000 per annum plus GST to be paid monthly in advance. The rental amount payable by the licensee to the trustee will be adjusted each year on or before 1 July by the grantor of:

- An increase of 5% or
- An increase in accordance with the following formula:

$$\text{New payable amount} = \frac{a \times c \ 1}{C2}$$

RESOLUTION NO.: LRASC 24/09/2013

That council accept the proposed lease of land and sea centre building on the terms as specified and that the lease (Licensee) be notified accordingly.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

27. Engineering Services Section

Civil Works

A status report for the following current works at Lockhart River was tabled and noted by the council:

- Quintell Beach Camp Site
- Council Store Upgrade
- Lockhart River NDRRA
- TIDS Project
- Line Hill Road Culvert
- Lockhart River Lighting Upgrade
- R2R Funded Projects
- Drainage Master Plan
- Lockhart River New Subdivision (DATSIMA)

A Brief report on the activities of Parks and Garden crew as well as the tasks undertaken by workshop unit of the council was tabled and noted.

28. Building Services Unit

- 28.1 Building Services Supervisor resigned and left the employment of the council on 16 September 2013.
- 28.2 Advertisement for the position of building services supervisor has been placed in the local newspaper.
- 28.3 A brief description of the work of the unit covering
 - Carpentry
 - Electrical
 - Plumbing
 - Sub-contractors work
- 28.4 As well as the work undertaken on various Q-Build work orders was tabled and noted.
- 28.5 A new work plan for the unit was discussed.

29. Environment Management Unit

A written report on the activities of the Animal Management Unit was tabled and noted. Council reindorsed its emailed decision on the sub-contractors work that will be undertaken by the plumbing unit i the New Subdivision Project.

29.1 Working on Country

The facilitator was on leave during the month of August hence no report was provided to the council.

RESOLUTION NO.: LRASC 25/09/2013

That council note the reports provided by the various units of the Engineering Section of the council.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

29.2 Lockhart River Aboriginal Shire Council: Drainage Master Plan

Black and More provided the council with detailed information on the proposed Drainage Master Plan.

RESOLUTION NO.: LRASC 26/09/2013

That council accept the proposal by Black and More in relation to the work to be undertaken on the Drainage Master Plan, and contractor be awarded to Black and More to prepare the plan.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

30. Community Development Section

- 30.1 Director's Report
A written report by the Director of Community Development Section for the month of August, 2013 was tabled and noted.
- 30.2 Wulpumu Community Justice Group
A written report by the Co-ordinator of Wulpumu Community Justice Group was tabled and noted.
- 30.3 HACC
A written report by the Co-ordinator of HACC for the month of August 2013 was tabled and noted.
- 30.4 Pytham Women Shelter
No report was provided for the operations of the unit for the month under review.
- 30.5 Men's Healing Centre
No report was provided by the Co-ordinator of the men's healing centre for the month of August, 2013. This is the third consecutive month when no written report has been provided. Council expressed concern on the operations of the unit.
- 30.6 YARI
A written report by the co-ordinator of YARI for the month of August, 2013 was tabled and noted.
- 30.7 Before and After School Care
A written report by the co-ordinator of before and After School Care was received, tabled and noted.
- 30.8 Kuunchi Kakana Family Together
A written report by the co-ordinator of Kuunchi Kakana Family Together was received, tabled and noted. Council is impressed with the activities undertaken by the unit.

RESOLUTION NO.: LRASC 27/09/2013

That council note the various reports from the community development section for the month of August 2013.

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Norman Bally

CARRIED:

31. Finance and Administration

Directors of Finance and Administration tabled a written report on the performance of the section for the month of August, 2013.

31.1 Finance Services

Council reported operating surplus of \$109,604 for the month ending 31 August 2013.

31.2 Liquidity Overview

The current ratio of 3.92 (July: 2.81) was reported for the month of August 2013.

31.3 Aged Balances

All debt have been collected, except for \$154,000 which is regarded as bad debt. All creditors are being paid promptly and in accordance with terms and conditions of sale of goods/services.

31.4 New Assets

- Council acquired a new grader at cost of \$340,000
- Council will purchase a new Toyota Prado GXTD Manual for CEO at a cost of \$52,000
- New Toyota Cruiser 76 TD Workmate Manual Wagon for the Mayor estimated to cost \$66,000.

31.5 LGAQ Subscription

The invoice from LGAQ remains outstanding. Council agreed that the matter be discussed by all Indigenous Council at the forthcoming LGAQ Annual Conference.

31.6 Capital and Major Works Expenditure

A table showing all capital/major works expenditure was tabled and noted by the council.

31.7 Lockhart River Aerodrome Company

Profit and loss statement of the Lockhart River Aerodrome Company for the month ending August 2013 was tabled and noted. The company reported an operating deficit of \$14,613.

31.8 Purchases, Payables and Stores

There was business as usual for procurement, stores and creditor payments services in August 2013.

31.9 Grants and Revenue

Grants and Revenue Unit continued to operate normally. Since the department of the officer in charge of the unit, the workload has been distributed among the existing staff.

- 31.10 ICT, Library and Radio Station
Library Services, Radio Station and ICT Services were running as usual.
- 31.11 Training Co-Ordination – Upskilling Queenslanders
A written report by the O-I-C at the unit was tabled and noted. After some discussion, council passed the following resolution.

RESOLUTION NO.: LRASC 28/09/2013

That the position of training co-ordinator – Upskilling Queenslanders be transferred and locate in the community development section of the council, and further that the staff provide support services to the Engineering Section of the council.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Paul Piva

CARRIED

- 31.12 Housing Services
A graph showing the monthly receipts from rent collected over the last twelve months was tabled and noted. In August, 2013 rental collections stood at \$46,501 (July: \$57,550).
- 31.13 Human Resources Services
The gross wages for the month of August 2013 increased to \$307,626 (July: \$299,888), through the number of active employees decreased to 83 (July: 87). About 89% of ordinary hours available were clocked and paid for during the August period.
- 31.14 New Staff Uniforms
Following the review and re-evaluation of the survey undertaken on the preferences by staff in relation to the new staff uniform colours, a new conclusion was arrived at which required the council to:
- Rescind its previous resolution on new uniforms, and
 - To pass a new resolution on staff uniforms.
- 31.15 Bank Agency and Post Office
The cash at Bank Agency (ATM and BANK) as at end of August 2013 was \$40,940 (July: 50,304). The balance is within the insurable risk cash limits.
- 31.16 Centrelink Services
The Centrelink Services were operating normal.

31.17 Financial Statements for the period ended 31 August 2013

RESOLUTION NO.: LRASC 29/09/2013

That council receive and accept the financial statements and all accompanying support documents for the period ended 31 August 2013.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

31.18 Lockhart River Aerodrome Company

RESOLUTION NO.: LRASC 30/09/2013

That council sighted the Lockhart River Aerodrome Company Profit and Loss statement for the period ended 31 August 2013.

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Norman Bally

CARRIED

The next board meeting will be held in early October 2013.

31.19 New Uniform for Council Employees – Indoor Staff

RESOLUTION NO.: LRASC 31/09/2013

That council rescind the previous resolution on staff uniform passed at the August 2013 Ordinary Council Meeting.

MOVED: Cr. Rebecca Elu

SECONDED: Cr. Norman Bally

CARRIED

31.20 New Uniform for Indoor Staff

RESOLUTION NO.: LRASC 32/09/2013

That council resolve to provide indoor council staff with the following types of uniforms:

Elite Pistachio

Nitro Red/White/Black

Elite Aqua/White

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

31.21 New Assets – Vehicle

RESOLUTION NO.: LRASC 33/09/2013

That council amend the 2013-2014 budget to enable the purchase of a new vehicle for the mayor as well as meet the additional unexpected increase in the cost of the vehicle for the CEO.

MOVED: Cr. Norman Bally

SECONDED: Cr. Rebecca Elu

CARRIED

31.22 Lease of Office Space

RESOLUTION NO.: LRASC 34/09/2013

That council renew the lease agreement between Mark Tyrone Bruins as lessor and Lockhart River Aboriginal Shire Council as lessee for another 5 years.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

- 31.23 Lockhart River Aerodrome Company
- 31.23.1 A copy of the income statement for the month of August 2013 was tabled and noted.
- 31.23.2 A meeting of the board of directors will be held in the near future.
- 31.23.3 No response has been received to date in relation for the submission made by GHO on behalf of the company for runway reseal.
- 31.24 Clarence Moses Retail Store
- 31.24.1 No income statement for the current month was provided to the council. CEO to follow up on this.
- 31.24.2 No new information has been received in relation to the Retail Store future. The Department appointed a consultant to provide a report on the future directions of the retail store.
- 31.25 Staff
- 31.25.1 Building Services Supervisor Position
Five applicants were received for the position of Building Supervision. Council made an initial screening of the applicants and decided that three applicants be considered for the next stage i.e. interview stage.

RESOLUTION NO.: LRASC 35/09/2013

That the three short listed applicants be notified and invited to attend interview for the position of building services supervisor.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Rebecca Elu

CARRIED

- 31.26 Damaged to Property
Council noted the report on Staff as well as the incident recorded on the council CCTV: CBA ATM Damage.

32. Indigenous Licensing Unit: Department of Transport and Main Roads

- 32.1 Ms. Sue Dawson, Manager Indigenous Licensing Unit of the Department of Transport and Main Roads Briefed the council of the role of the unit.
- 32.2 The team had earlier or briefed the community members of their role and support that it could provide to the people in Lockhart in driving related areas.
- 32.3 Council expressed a keen interest in the project and desire to strengthen the link between the unit, the community and the council. A return visit by the team will be made next year.

33. Public Meeting

- 33.1 Council noted the report on the public meeting held on 11 September 2013.
- 33.2 The next public meeting will be held before the cyclone season starts.
- 33.3 Council also agreed that in future whenever public meetings are held the store, bank must remain closed during the duration of the meeting.

34. Elected Members Report

34.1 Cr. Rebecca Elu

Cr. Rebecca Elu reported on the following:

- No PCYC Worker in Lockhart River
- Disco Night function went very well
- Movie night – this was well attended
- Next week during school holidays, the kids will be going to Temple Bay

34.2 Cr. Paul Piva

Cr. Paul Piva reported on the following:

- Meeting with the school principal
- Need to get school children and their parents engaged in a variety of activities including sitting around campsites
- There has been an increase in the level of violence in the community

34.3 Cr. Norman Bally

Cr. Norman Bally reported on the following:

34.3.1 Housing

There are 5 vacant houses; 5 major renovation to be done; and fencing as well as painting jobs.

34.3.2 My Pathway

Had a meeting with representatives from My Pathway and discussed the information of community consultative group for the project.

34.3.3 Parks and Gardens

Training in horticulture will commence on October, but council needs to identify who will benefit from the training.

34.3.4 Mens Group

There has been no activity taking place; there is an urgent need to call for a meeting of the Mens Group.

34.4 Mayor's Report

Cr. Wayne Butcher provided a written report to the council. The report covered the following areas:

- Local Disaster Management Plan
- Seaswift Contract Arrangement
- Cape York Regional Plan Meeting in Weipa
- Gambling By-Laws notices put up
- Not for sale – government asset
- Visit to Nudgee College and Bond University

RESOLUTION NO.: LRASC 36/09/2013

That the mayor's report be received and accepted.

MOVED: Cr. Norman Bally

SECONDED: Cr. Rebecca Elu

CARRIED

35. General Business

35.1 Mayor's trip to gold coast

Cr. Wayne Butcher reported on his trip to Brisbane and Gold Coast. The report was noted.

35.2 Speed Bumps

This was covered under Business arising out of August Ordinary Council Meeting. Council agreed to order hard rubber material for speed bump.

35.3 School Students work experience

A total of 5 high school are on job tasting experience with various units of the council.

35.4 Gambling

This seemed to have game down, however gamblers seemed to have changed tactics; they are now gambling "Indoors"

36. Date and Venue for Next Ordinary Meeting

RESOLUTION NO.: LRASC 37/09/2013

That the next ordinary meeting of the council will be held on 30 October 2013 in Lockhart River.

MOVED: Cr. Wayne Butcher

SECONDED: Cr. Norman Bally

CARRIED

37. Vote of Thanks and close of meeting

There being no other business for discussion, Mayor thanked all and declared the meeting closed at 4:30pm.