

# LOCKHART RIVER ABORIGINAL SHIRE COUNCIL

ABN 55 631 460 952

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## Minutes of Ordinary Council Meeting

**Date:** 15 – 16 July 2013

**Venue:** Council Chambers  
Cairns Office  
8/7 Anderson Street, Manunda

**DAY 1**

**1. Attendance**

Cr. Wayne Butcher; Mayor  
Cr. Rebecca Elu  
Cr. Paul Piva  
Cr. Veronica Piva  
Mr. Peter Opio-Otim; Chief Executive Officer

**2. Opening**

Mayor declared the meeting open at 1.40pm and welcomed all.

**3. Apologies**

Apology was received from Cr. Norman Bally

**Resolution LRASC 01/07/2013**

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**That Council receive and accept apology from Cr. Norman Bally and that leave of absence from meeting be granted**

**Moved: Cr. Paul Piva  
Seconded: Cr. Veronica Piva  
Carried**

**4. Conflict of Interest: Material Personal Interest**

Nil

**5. Minutes of Ordinary Council Meeting held on 26<sup>th</sup> June 2013**

**Resolution LRASC 02/07/2013**

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**That the minutes of the Ordinary Council Meeting of 26<sup>th</sup> June 2013 be confirmed and accepted as true and correct.**

**Moved: Cr. Veronica Piva  
Seconded: Cr. Wayne Butcher  
Carried:**

**6. Business Arising Out of Minutes**

**6.1 Ex Tenant Debts**

Council will continue to pursue this matter with the Department of Housing. Any irrecoverable debts will be written off.

**6.2 Seaswift**

Council will meet with the representative of Seaswift on Thursday 18<sup>th</sup> July 2013 and discuss the agency contract arrangement.

**6.3 CIMA Meeting**

CIMA meeting will be held in Lockhart River on 9<sup>th</sup> August 2013 followed by rugby games the next day. The old canteen and the renovated Community Hall need to be cleaned up ahead of the sports tournament as some visiting teams will be accommodated at the venues.

**6.4 New rates for waste, water etc**

Council intend to introduce the new rates effective from 1<sup>st</sup> October 2013.

**6.5 Speed Bumps**

Community input as part of the overall Council Community Engagement Strategy will be sought as to where the speed bumps will be located in the township.

**6.6 Tree Lopping**

CEO to investigate and report on the tree lopping work undertaken on some properties in Lockhart River. Any irregularities to be investigated.

## **7. Action Sheet**

Council went through the action sheet on resolutions passed at the last meeting and passed the following resolution:

**Resolution LRASC 03/07/2013**

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**That Council note the actions taken on the resolutions passed at the Ordinary Meeting of 26<sup>th</sup> June 2013.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Veronica Piva  
Carried**

## **8. Department of Housing and Public Works**

Staff from the Department of Housing and Public works, Indigenous service delivery unit provided Tenancy Management Summary report for the month of June 2013. The report was noted by the Council.

A list of vacant properties (5) was tabled and noted by the Council.

A five (5) year Housing program for Lockhart River was tabled and noted, and the action that needs to be taken identified.

A letter from Allan Cunneen on the subject: Council to be principal contractors was tabled and noted. Council resolved to meet with the Deputy Director General, Business Assets and Services from the Department of Housing and Public works.

**Resolution LRASC 04/07/2013**

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**That Council meet with the Deputy Director of the Department of Housing and Public Works on 6<sup>th</sup> August 2013, in Lockhart River.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

**Resolution LRASC 05/07/2013**

**That Council note the amount of rent Collected during the month of June 2013 as well as the information provided in the tenancy management summary report.**

**Moved: Cr. Veronica Piva  
Seconded: Cr. Rebecca Elu  
Carried**

In relation to the major upgrade of housing program, Council passed the following resolution:

**Resolution LRASC 06/07/2013**

**That Council will undertake 2 out of 5 major upgrades in 2013-2014 year and the balance of the upgrades will be outsourced to other Subcontractors.**

**Moved: Cr. Paul Piva  
Seconded: Cr. Wayne Butcher  
Carried**

**9. Department of Local Government: Extension of time to complete Quintell Beach Camp site project**

A letter from the Minister of Local Government approving of extension of time to complete the Quintell Beach Camp was tabled.

**Resolution LRASC 07/07/2013**

**That Council note the letter from the Minister of Local Government extending time to complete the Quintell Beach Camp site project funded under the Local Government Grants and Subsidy Program 2011-2012; project now to be completed by 31<sup>st</sup> December 2014.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

**10. Department of Families, Housing and Tripartite Deed of Agreement**

**Resolution LRASC 08/07/2013**

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**That Council accept and sign the Tripartite Deed of Agreement between Department of Families and Housing; My Pathway and the Lockhart River Aboriginal Shire Council.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Rebecca Elu  
Carried**

**11. Department of Attorney General: Community Justice Group grant.**

The Department of Attorney General Advised Council that funding of \$83,000 has been approved for the Lockhart River Aboriginal Shire Council for the Wulpumu Community Justice Group for the 2013-2014 year. Council considered the offer and passed the following resolution:

**Resolution LRASC 09/07/2013**

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**That Council accept the offer of \$83,000 provided by Department of Attorney General to fund the activities of Wulpumu Community Justice Group for 2013-2014 period.**

**Moved: Cr. Paul Piva  
Seconded: Cr. Rebecca Piva  
Carried**

Council also considered the possibility of employing an assistant Community Justice Group Co-ordinator. Community Justice Group members to be notified of the Council consideration.

**12. Black and More: Council shed project variation.**

Council sighted the document in relation to the cost variation prepared by Black and More on the Council Store Shed project.

**Resolution LRASC 10/07/2013**

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**That Council accept the project budget variation as requested by Black and More for the Council Store shed project.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Rebecca Elu  
Carried**

**13. Purchase of GIS Software**

**Resolution LRASC 11/07/2013**

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**That Council purchase the GIS Software as requested by WOC, and that the cost be shared between WOC and Building Services unit.**

**Moved: Cr. Paul Piva  
Seconded: Cr. Rebecca Elu  
Carried**

**14. Public use of computers at Council Library**

Council noted the letter of concern on the Public use of Computers at the Library and passed the following resolution.

**Resolution LRASC 12/07/2013**

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**That Council note the content of the letter, however that the ban on the Facebook and twitter be maintained for the time being.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Veronica Piva  
Carried**

**15. Sale of Old Council Assets**

A list of Council assets that were tendered for sale and the successful tenders was provided. Council agreed to readvertise the sale of the Old Toyota Mini Bus.

**Resolution LRASC 13/07/2013**

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**That the un-claimed Old Toyota Mini Bus be readvertised locally and expression of interest to purchase the asset "as is" be sought from local residents.**

**Moved: Cr. Veronica Piva  
Seconded: Cr. Rebecca Elu  
Carried**

**16. Invoice: Work on Vehicle Registration No.: 586 RRJ**

A response to a letter sent by the CEO from one of the Staff in relation to the private work done on a hired vehicle was tabled and noted.

**Resolution LRASC 14/07/2013**

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**That a letter be written to the Staff to the effect that no private works will be undertaken without the written authority from the CEO.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

Council also agreed to the following:

- That except for the authorised Council workshop employees, no other person will be allowed to enter into the Council “Workshop” area.
- That no employees will be allowed to work in the workshop after hours unless authorised to do so by the CEO.
- That no Council employees will undertake any private works for private benefits using Council assets, including during Council normal working hours or on Council premises.

**17. Lockhart River State School:**

**Community Bus**

A letter from the school raising some concerns over the failure of the bus to pick up School Children in recent days was tabled and noted. Cr. Paul Piva volunteered to be a standby driver in the event that the Council bus driver is not available.

**18. Mookai Rosie Bi-Bayan Invitation to Health Expo**

Council agreed to accept the invitation to attend the Mookai Rosie Bi-Bayan health Expo on 16<sup>th</sup> July 2013 in Cairns.

**Resolution LRASC 15/07/2013**

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**That Council members attend the Mookai Rosie Bi-Bayan health expo on 16<sup>th</sup> July 2013 in Cairns between 12.00noon – 1.30pm.**

**Moved: Cr. Veronica Piva  
Seconded: Cr. Rebecca Elu  
Carried**



**19. Demolition of House No.23 Kuyumu Street**

**Resolution LRASC 16/07/2013**

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**That Council resolve to demolish House No.23 on Kuyumu Street Lockhart River; and the cost of demolition is met by the Department.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

**20. Black and More: Lockhart River Subdivision: Water Connection to all allotments.**

Council was advised that all the Lots in the Lockhart River New Subdivision are to be connected to water meters.

Council was requested to make a decision whether:

- Put the meters in the pit or.
- Free standing

**Resolution LRASC 17/07/2013**

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**That all the water meters in the new Subdivision be put in pits.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Veronica Piva  
Carried**

**21. Department of Local Government: Graffiti management funding:**

The Minister for Local Government approved \$2000 to assist Lockhart River Aboriginal Shire Council with its graffiti removal and prevention activities in 2013-2013.

**Resolution LRASC 18/07/2013**

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**That Council accept the graffiti removal and prevention activities funding of \$2000 provided by the Department.**

**Moved: Cr. Paul Piva  
Seconded: Cr. Wayne Butcher  
Carried**

Council agreed that the front side of the Council Chambers be painted in Maroon Colour to minimise the visibility of any further graffiti writing on the wall.

**22. Department of Housing and Public Works: 2013-2014 NPARIH & NAH Upgrade program – Inspections and Scopes**

Council noted the content of the letter and was pleased with the proposed joint initiative as well as the fee for service that will be paid.

**Resolution LRASC 19/07/2013**

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**That Council will provide the Department with – Community protocols for entering and working in the Community nominate the Building Services Manager plus another local employment (Council Housing Officer) to work with the Department team on the project.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

**23. Cairns Laboratory Certificate Analysis**

Results the samples of water sent to Cairns laboratory for analysis was returned. All the samples met the Water drinking quality standards.

**Resolution LRASC 20/07/2013**

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**That Council note the results of the water samples sent to cairns for testing: all the samples met the Water drinking quality standards.**

**Moved: Cr. Rebecca Elu  
Seconded: Cr. Paul Piva  
Carried**

**24. Ms. Joanna Mittag: Research proposal involving a linguistic description of Lockhart River Creole**

A proposal by Ms. Joanna Mittag to undertake a PHD research into the Lockhart River Creole was received, tabled and discussed.

**Resolution LRASC 21/07/2013**

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**That Council Support Ms. Joanna Mittag with her study proposal on a linguistic description of Lockhart River Creole.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Veronica Piva  
Carried**

## **25. Lockhart River Disaster Management Plan**

A brief report by the Consultant reviewing the Lockhart River Aboriginal Shire Council Local Disaster Management Plan was tabled and noted. The Consultant visited Lockhart River in the first week of July and held discussion with a wide range of local people.

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### **Resolution LRASC 22/07/2013**

**That Council note the progress report to date on work undertaken by the Consultant on the review of the Disaster Management Plan.**

**Moved: Cr. Veronica Piva**  
**Seconded: Cr. Paul Piva**  
**Carried**

**DAY 2**

**26. Present:**

Cr. Wayne Butcher; Mayor  
Cr. Norman Bally; D/Mayor  
Cr. Rebecca Elu  
Cr. Paul Piva  
Cr. Veronica Piva  
Cr. Peter Opio-Otim; Chief Executive Officer

**27. Opening**

Mayor declared the meeting open at 9.30am and welcomed all.

**28. Apologies**

Deputy Mayor apologised for missing day one of the meeting.

**29. Ergon Street Light Upgrade**

**Resolution LRASC 23/07/2013**

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**That Council note the proposed work on the street upgrade to be undertaken by Ergon.**

**Moved: Cr. Wayne Butcher**  
**Seconded: Cr. Rebecca Elu**  
**Carried**

**30. Lockhart River Subdivision Sewerage and Water Reticulation Tender**

Council sighted the Lockhart River Subdivision Sewerage and Water Reticulation tender price for the Council nominated works.

The total cost of the proposed work is estimated to be \$692,557.

**Resolution LRASC 24/07/2013**

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**That Council accept the tender price for work to be done by its plumbing unit on the Sewerage and Water reticulation works for the new Subdivision project.**

**Moved: Cr. Paul Piva**  
**Seconded: Cr. Norman Bally**  
**Carried**

## **31. Engineering Services Section**

### **31.1 CIVIL WORKS**

#### Maintenance of Shire Infrastructure

Parks and Gardens crew have continued to slash and clear a large number of areas around town and road verges from the barge to the Three Ways of long grass, storm debris and general rubbish, and large portion of this was clearing trees including felling and removal.

#### NDRRA

The first of the 2013 restoration sites on the access road into Lockhart have been started by the Council's civil works team in conjunction with Subcontractors. The work is progressing well. Data Collection on the additional sites on Old Site Road, Town Streets and the Beachfront have already started. It was necessary to redo this because QRA were unable to transfer the sites from the 2012 Submission. If all the data can be collected QRA are planning to visit the north again next month to help collate all this information in the hope the second Submission can be finalised in a timely manner.

#### TIDS

Main roads have requested a detailed breakdown of the costing and scope of works for next year around the funding, the details will include all the process involved in using the culverts, pipes and headwalls that were purchased last month with the assistance of TMR.

Further discussion are the possible alternative for an upgrade to the Pascoe crossing next year have taken place with a preference to complete concrete causeway that will be built to current TMR culvert base standards. This will allow culverts to be laid over the top to lift the final running height of the crossing, only the causeway will be achievable with the current funding and the culvert installation will add to the Council wish list.

## R2R

### *Claudie River Boat Ramp*

Council is now waiting for a new set of detailed plans to be issued by TMR, pricing and Construction method to be discussed upon receiving the plans.

### *Illa to Wachee Street, Blady Grass and road into Cemetery.*

The Roads have been surveyed and detailed plans passed to Black & More. It is expected that the Council will do the work in conjunction with the Subdivision so establishment costs can be saved on soil testing, machinery movement, manpower and the bitumen seal components.

## QRA

Additional meetings with several members of QRA are to be held in Cairns in order to collate final photos, for the second Submission this year.

## Betterment

All initial sites have been successful in the second round of assessment, all form 4's have been filled out for every betterment sites and sent through to QRA. We are still unsure of the final amount to be issued to LRASC also the totals from all Council's exceeded the funding available – just short of 1 billion dollars.

## Subdivision

A complete set of plans have been issued from Black & More with tender information being printed in the Cairns Post. Black & More received over 50 requests for the paperwork with at least 12 wishing to attend the compulsory on-site meetings to be held on 4<sup>th</sup> July 2013.

Testing for gravel from pit 27 has been done (preliminary) which reveal that the material is not suitable due to its large clay content. If funding is approved through RILIPO, extensive tests need to be done to confirm suitability.

## Workshop

Parts of the backhoe engine are in the workshop, and repair work has commenced. The tipper is back in action after the clutch was replaced; the single cab truck is getting minor repairs once completed, it will become a support vehicle for the road crew with the ability to carry fuel and signs.

### Parks and Gardens

The crew will continue mowing and clearing grass and debris in the team area. All members of the team have been nominated to attend the horticulture course – as away to give the guys a break from their continuous grass cutting and clear ups.

A small engine maintenance course has been identified for the team to give them the vital skills to enhance the life of the assets that they use regularly.

### Black and More: Tender site Inspection Minutes

Minutes of the meeting attended by representatives from various organisations that expressed interest to undertake work on the new Subdivision was tabled and noted.

<b>Resolution LRASC 25/07/2013</b>
<b>That Council note the Minutes of Tenders site inspection as provided.</b>
<b>Moved: Cr. Wayne Butcher</b>
<b>Seconded: Cr. Norman Bally</b>
<b>Carried</b>

### **31.2 BUILDING SERVICES**

- Based maintenance works are now flowing and some 230 jobs have been completed and sent to the Cairns office for billing.
- 17 Pulmanun maintenance work is progressing well.
- A list of various works undertaken was provided.
- Most of the carpentry works done were related to replacement of doors, windscreen, windows and door rollers.
- A total of six employee's attendee the Chainsaw intermediate and advanced course and all were successful.
- Work on the Fencing tender has been completed and this is estimated to be \$350,000.
- A large number of dangerous trees have been removed.
- The electrical team has been undertaking works in town and at the airport.

### **31.3 ENVIRONMENTAL MANAGEMENT**

No report was provided, however the team has been very busy in relation to:

- Plumbing work at the Council Store and other work requests from Q-build sources.
- Animal Management unit provided a brief report on the operations of the unit. Two dogs were put down. The unit continued to patrol the school area during break times.

Work on the Local Laws has been completed and a brief presentation on each of the seven areas of the Local Laws made at the public meeting. Council has given the Community three weeks to make comments on the local laws.

#### Water

The results of the water samples sent to Cairns laboratory for tests were returned and all met the water drinking quality standards.

#### Sewerage

No adverse report was made on the operations of the unit during the month.

#### Garbage Collection

The usual weekly wheelie bin pickups were provided. Operations were normal through the month.

### **31.4 WORKING ON COUNTRY**

The Facilitator for WOC provided a written report on the operational of the unit during the month of June 2013. The report covered the following areas.

<b>Area</b>	<b>Action Taken</b>
Data Management	Further work has been completed; work on file management of old records continue.
Feral Animal	Continued the eradication of 18 pigs and 1 cow
Fire Management	Fire training has been confirmed for September
Indigenous knowledge and transfer	Laura Festival – Rangers assisted and co-ordinated the setting of camp for Lockhart Community. Hunting – Casual hunters had the opportunity at Chilli Beach and Yarraman as part of animal program



**WORKING ON COUNTRY continue..**

Monitoring	Regular patrols – conducted twice a week, front beach, Claudie river and 15km of old site road
Sea Country and Water Management	Debris was collected as part of daily work
Stakeholders meeting/Conferences etc	WIN – Rangers returned from WIN. An overview of the conference will be prepared for presentation at August meeting
Training and Development	WIN & Laura – enabled rangers to have a fantastic opportunity to develop skills through networking.
Traditional Owners	Steering Committee – N/A Other – Draft WOC program distributed to a number of elders.
Weed Management	Spraying – Sickle pod was targeted in town including area surrounding the

**Major outcomes for the month**

- WIN Conference
- Budget utilisation to purchase equipment and resources including fire training and management, a ride-on lawn mower, a chipper, drills, hand trolls, nursery supplies etc.
- Response to the Commonwealth including the preparation of a Safety manual SOPs.

**Next Month Focus**

- Feral Management – all kills to be recorded on [www.feralscan.org.au](http://www.feralscan.org.au)
- Seed Collection
- Set up ranger shed as a workshop
- Chilli Beach cleanup July 31<sup>st</sup> – 5<sup>th</sup> August 2013, Community event Friday 2<sup>nd</sup>.
- Work days in June: Total of 90 work days.

## **32. COMMUNITY DEVELOPMENT**

### **32.1 Director Report**

The Director of Community Development provided a written report on the activities she was involved in during the month of June 2013.

- Meetings

Various meetings were held in Lockhart River and outside Lockhart River with agencies:

- PaCE reference group meeting
- Puuya Foundation meeting
- Benevolent Society – Early Childhood development
- Church meetings
- Bible study meeting
- Budget meeting
- Staff meeting
- Meeting with Mookai-Rosie Health expo

- Preparation for the Laura Cultural Festival. The participation of Lockhart at the cultural festival.

- Organising Community to participate at the Health Expo.

- Challenges

The major challenge appears to be dealing with skills shortage among the supervisors. Some suggestions were put forward – mentoring of staff, experiential sharing etc.

### **32.2 WULPUMU JUSTICE GROUP**

- Two reports were provided.
  - Monthly activity report for June 2013
  - Annual Report for July 2012 – June 2013.
- The Coordinator attended various meetings during the reporting period.
  - ATODS
  - Correctional Service
  - CMC
  - Magistrate Court meeting
  - Lotus Glen
- 11 males attended magistrate courts: Six females attended magistrate court sessions in June.

- Most of the offences committed related to:
  - Public nuisance
  - Assault
  - Obstructing police
  - Driving without licence
  - Driving under influence of alcohol
  - Driving while disqualified
- There appears to be an increase in the number of assaults among teenagers arising out of mobile phone usage.

### **32.3 HACC**

The Coordinator provided a written report on the activities of the unit for the month ending 30<sup>th</sup> June 2013.

- A total 8 transport trips were made
- A total of 1584kms was covered
- There were 12 paying visitors
- Client activities: 1 fishing
- The unit operate with 4 staff and also maintained the HACC yard

### **32.4 MEN'S HEALING CENTRE**

No report was provided. Officer in charge was on annual leave.

### **32.5 PYTHAM WOMEN SHELTER**

The Coordinator of Pytham Women Shelter provided a written report on the operations of the unit for the month of June 2013.

- There were 5 support period for the month of June 2013.
- There were 5 adults and 6 accompanied children for the month of June 2013.

The Clients entered the women shelter for various reasons such as domestic and family violence, wanting time out for themselves, and relationship breakdown.

The Coordinator received updated financial report for women shelter to end of June 2013

The other activities included:

- Visit by Department of Communities
- Meeting with Cape York family violence
- Attending Magistrate court session in Lockhart
- Mediation with young girls
- Meeting with Health Action group.
- Bingo related activities

There was no child who was placed at the shelter during the month of June 2013.

### **32.6 YARI**

Co-ordinator of YARI project provided a written report on the operations of the unit for the month of June 2013.

- Spontaneous event.  
This included taking youth to different areas of Lockhart for swims, bushwalks and BBQ.
- Youth Justice  
Assistance provided to youth in Community to attend Court dates, case reviews and any Community service.
- Lockhart River Child Protection Committee  
Attended meetings and family support for 5 families in the Community
- Laura Festival  
YARI workers attended Laura Festival. Assistance was provided to the dance group before and after the event.
- Meetings  
A number of meetings were attended including:
  - Sports and Recreation meeting
  - Staff meetings

### **32.7 BEFORE AND AFTER SCHOOL CARE**

No report was provided. Officer in charge of the unit was away on annual leave.

### **32.8 FAMILY TOGETHER: PaCE**

No report was provided.

### **33. FINANCE AND ADMINISTRATION**

#### **33.1 Financial Services**

100% of the year has elapsed and Council reported operating surplus of \$1,196,843 before depreciation charges, compared to \$782,061 in May 2013. Notably, 92% of revenue budget was realised compared to 81% of expenditure budget.

#### **33.2 Operating Results**

A graph showing the operating results before depreciation charges was allowed was provided.

#### **33.3 Revenue Analysis**

The bulk of the Council revenue is from various grants provided by governments: 82%; there is a small percentage of revenue now being generated from Council operations, notably Private works, 7%; rental 7%; water 1% and interest 1%.

#### **33.4 Expenditure Analysis**

The three main areas of expenditure continue to remain:

- Materials and Services 42%
- Employee benefits 41%
- Depreciation 17%

#### **33.5 Liquidity Ratio**

The Current ratio for June increased to 3.18 (May: 2.35) hence Council's ability to discharge current liabilities has improved.

**33.6 Age Balances**

Most of the debtors are less than 30 days old, an indication that Council is collecting debts promptly.

Creditors a total of \$179,897 all current was reported.

**33.7 Budgeting**

Final budget for 2013-2014 has been prepared waiting for Council consideration.

**33.8 Lockhart River Aerodrome Company**

A profit and loss statement for the Aerodrome for period ended 30<sup>th</sup> June 2013 was tabled.

<b>Total Operating Revenue</b>	<b>1,389,541</b>
<b>Total Operating Expenses</b>	<b>1,299,751</b>
<b>Operating Surplus</b>	<b>89,789</b>

**33.9 Purchasing, Payables and Stores**

Normal business for procurement, stores and creditor payment services.

**33.10 Grants and revenue**

The grants and revenue services were running as usual. The Grants & Revenue officer will be finishing her contract of employment at the end of July 2013.

**33.11 ICT, Library and radio Station**

Library Services were operating normal.

**33.12 Training Co-ordination Up**

It is proposed the position be changed to Economic/Enterprise Development Officer and be located in the Corporate Services Section.

**33.13 Housing Services**

The rental receipts for the month of June 2013 was \$54,583 compared to May which was \$53,743 – a slight increase.

**33.14 Human Resource Services**

The Gross wages for June 2013 period was \$289,263. The number of paid employees increased to 85.

**33.15 Bank Agency and Post Office**

The Cash at Bank Agency (ATM and Bank) as at end of June 2013 was \$79,800. The Cash balance was within the insurable risk cash limits. The new ATM is scheduled for installation on 23<sup>rd</sup> – 25<sup>th</sup> July 2013. The Community will be notified of the ATM service disruption.

**33.16 Centrelink**

The Centrelink services were operating normal.

**33.17 Financial Statements for the Month ending 30th June 2013.**

**Resolution LRASC 26/07/2013**

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**That Council receive and accept the Financial Statements and accompanying supporting documents for the period ended 30<sup>th</sup> June 2013.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

**33.18 Lockhart Aerodrome Company Pty Ltd: Profit and Loss Statement**

**Resolution LRASC 27/07/2013**

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**That Council sighted the Lockhart Aerodrome Profit and Loss statement for the period ended 30<sup>th</sup> June 2013.**

**Moved: Cr. Veronica Piva  
Seconded: Cr. Norman Bally  
Carried**

**33.19 Lockhart River Aerodrome Company Pty Ltd: Budget**

**Resolution LRASC 28/07/2013**

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**That the Lockhart River Aerodrome budget for 2013-2014 be prepared by the Director of Finance.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Paul Piva  
Carried**

**33.20 Parking at the Airport**

**Resolution LRASC 29/07/2013**

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**That Parking fees be introduced and charged on all vehicles parked overnight at the airport.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Rebecca Elu  
Carried**

**34. Budget Resolutions**

**Council Corporate Structure**

**Resolution LRASC 30/07/2013**

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**That Council adopt the amended Council structure.**

**Moved: Cr. Wayne Butcher  
Seconded: Cr. Norman Bally  
Carried**

**5 Year Corporate Plan**

**Resolution LRASC 31/07/2013**

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**That Council adopt the 5 year Corporate Plan 2013-2018.**

**Moved: Cr. Paul Piva  
Seconded: Cr. Wayne Butcher  
Carried**



Operational Plan 2013-2014

**Resolution LRASC 32/07/2013**

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**That Council adopt the 2013-2014 Council Operational Plan.**

**Moved: Cr. Wayne Butcher**  
**Seconded: Cr. Rebecca Elu**  
**Carried**

Revenue Statement

**Resolution LRASC 33/07/2013**

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**That Council adopt the revenue statement for the period 2013-2014 as presented.**

**Moved: Cr. Wayne Butcher**  
**Seconded: Cr. Veronica Piva**  
**Carried**

Schedule of Regulatory and Non-Regulatory Fees and Charges

**Resolution LRASC 34/07/2013**

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**That Council adopt the schedule of regulatory and non-regulatory fees and charges as tabled for the 2013-2014.**

**Moved: Cr. Norman Bally**  
**Seconded: Cr. Veronica Piva**  
**Carried**

Lockhart River Aboriginal Shire Council: Policies and Procedures

A document containing all Council Policies and Procedures was tabled. The document was divided into 3 parts.

- Administration Policies and Procedures
- Finance Policies and Procedures
- Register and other processes

After some discussions, Council passed the following resolution.

**Resolution LRASC 35/07/2013**

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**That Council adopt all the policies and procedures contained in the Council Policies and Procedures document as presented and tabled.**

**Moved: Cr. Wayne Butcher**

**Seconded: Cr. Paul Piva**

**Carried**

Staff Handbook

The handbook has been developed to provide incoming Council staff with details of their working conditions, benefits and relevant organisation policies.

**Resolution LRASC 36/07/2013**

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**That the Council Handbook document be adopted and form the basis for employee induction and performance assessment.**

**Moved: Cr. Veronica Piva**

**Seconded: Cr. Rebecca Elu**

**Carried**

Absenteeism Policy Guideline

The purpose of the policy is to explain the requirements for notification prior to being absent and the potential disciplinary ramification of being absent without prior approval i.e. abandonment of employment

**Resolution LRASC 37/07/2013**

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**That Council adopt the Absenteeism policy guideline as presented and be used to monitor staff attendance records.**

**Moved: Cr. Rebecca Elu**  
**Seconded: Cr. Veronica Piva**  
**Carried**

Council Uniform – colours

Following a survey conducted among Council employees, Council decided to purchase Nitro – Red/White/Black shirts as part of its Council uniform.

**Resolution LRASC 39/07/2013**

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**That Council purchase Nitro – Red/White/Black – being the first preference by Council employees as the office uniform to be used by Council employees.**

**Moved:**  
**Seconded:**  
**Carried**

Administration cost for managing Council funded projects.

**Resolution LRASC 40/07/2013**

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**That Council will impose 17.5% as the administration cost for each of the projects managed by the Council; and that this will take effect from 1<sup>st</sup> July 2013.**

**Moved: Cr. Paul Piva**  
**Seconded: Cr. Norman Bally**  
**Carried**

WOC Activity and budget for 2013-2014

**Resolution LRASC 41/07/2013**

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**That Council adopt the WOC activity plan as well as the budget for 2013-2014 period as tabled.**

**Moved: Cr. Wayne Butcher**  
**Seconded: Cr. Paul Piva**  
**Carried**

Council Budget 2013-2014

**Resolution LRASC 42/07/2013**

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**That Council adopt the 2013-2014 budget as presented.**

**Moved: Cr. Wayne Butcher**  
**Seconded: Cr. Paul Piva**  
**Carried**

**35. Civil Works**

Civil Works Manager resigned from Council employment on 6<sup>th</sup> July 2013. His letter of resignation was accepted. Council agreed to meet with Civil Works manager on Wednesday to discuss options for managing QRA work activities.

**36. ICT Officer**

Contract of employment has been amended; the Aerodrome Company will not be responsible for paying the ICT Officer's wages for one day of the working week i.e. Wednesday with the ICT Officer operating out of the Aerodrome premises.

**37. WOC**

Proposal to have two full time positions, and others as part time was tabled and discussed and approved.

**38. Performance Review Reports**

Work has commenced on the performance review of staff. It is anticipated that the full report will be ready to be tabled at the next Council meeting.

### **39. Public Meeting**

Minutes of the public meeting held on Thursday 11<sup>th</sup> July 2013 was tabled and noted. The next public meeting is scheduled to be held in three weeks time to get feedback on:-

- Local laws
- Name of new subdivisions
- Names of streets
- Places where speed bumps will be erected

<b>Resolution LRASC 43/07/2013</b>
<b>That Council note the minutes of the public meeting and follow-up actions required.</b>
<b>Moved: Cr. Norman Bally</b>
<b>Seconded: Cr. Paul Piva</b>
<b>Carried</b>

### **40. Elected Members Reports.**

#### **40.1 Mayor's Report**

Mayor tabled a written report covering the activities and meetings that he was involved in during the reporting period. He reported on:

- Restructuring work of the organisation that has been done.
- CIMA meeting attended as well as the planned CIMA meeting to be held in Lockhart in early August.
- Council lobbying the government to become the principal contractors for all new Construction work as well as renovation work to be undertaken on the Community.
- Planned meeting with various interest group in August.
  - Men
  - Women
  - Youth

#### **40.2 Deputy Mayor**

Deputy Mayor reported on the following:

- The need to broaden the activities of parks and gardens team to include work on horticulture.
- That there are 5 houses earmarked for major upgrades in 2013-2014 period;
- That there are 5 vacant houses that need to be repaired.
- That there is urgent need for the men's group to be involved in taking part in various events happening on the Community.
- That a new group – My Pathway has been appointed as the manager RJCP.

#### **40.3 Cr. Rebecca Elu's Report**

Cr. Elu reported on the following:

- The need for more support staff to work with kids during the school holiday time.
- The need to organise more sporting and recreational activities for kids during school holidays and over the weekends.
- That need for monthly planning of various activities to be undertaken to allow for smooth sharing of

#### **40.4 Cr. Paul Piva**

Cr. Piva reported on the following:

- That there is still lack of support from parents attending P&C meetings.
- Just for kids charity group went to Chilli Beach and this event was well attended. Some 30 dancers and 12 elders participated in the event.
- The need for Council to action some of the outcomes that came from the public meeting for example erecting speed bumps around the Community.
- That there are 9 local people who have expressed interest in starting business in Lockhart and they need to be supported by IBA.

#### **40.5 Cr. Veronica Piva**

Cr. Piva reported on the following:

- That the acting DON at the clinic was unsuccessful in getting the position that was advertised. He however, was given another position.
- Health expo meeting that took place in July and was well attended especially by women.
- That only relatives of persons in jail should be allowed to visit Lotus Glen.
- That the Retail Store is not keeping enough variety of goods especially those required by babies and young mothers. This matter need to be referred to Brisbane.

**Resolution LRASC 44/07/2013**

**That the Mayor's report be noted and accepted.**

**Moved: Cr. Norman Bally**  
**Seconded: Cr. Rebecca Elu**  
**Carried**

**41. GENERAL BUSINESS**

**41.1 Channel 7 Visit**

A team from channel 7 will be visiting Lockhart River from Thursday 18<sup>th</sup> through to Thursday 25<sup>th</sup> July 2013. They will prepare a one-hour documentary on traditional fishing in Lockhart River. Council has agreed to support the team with its work.

**41.2 Governor General Visit**

The Governor General of Australia will be visiting Lockhart River from 27<sup>th</sup> – 28<sup>th</sup> July 2013.

**41.3 CIMA Meeting**

CIMA Meeting will be held in Lockhart on Friday 9<sup>th</sup> August 2013, followed by rugby games on Saturday 10<sup>th</sup> August 2013. The participating teams will come from Cape York region. The Community Hall and Old Canteen have to be cleaned as possible places where visiting teams will stay.

**41.4 High School attendance**

Council expressed grave concern over the very poor attendance by High School students in Lockhart. A meeting has been planned to discuss this issue with the students in question.

**41.5 Acting CEO**

**Resolution LRASC 45/07/2013**

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**That the Director of Finance Mr. Stanley Mugwiria will be acting CEO from 23<sup>rd</sup> July to 9<sup>th</sup> August 2013.**

**Moved: Cr. Veronica Piva**

**Seconded: Cr. Rebecca Elu**

**Carried**

**42. Date and Venue of next Council Meeting**

The next Council meeting will be held on the third Wednesday of August in Lockhart River.

**43. Vote of thanks and Close of meeting**

There being no other business, Mayor thanked all and declared the meeting closed at