



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@jarindjin.org.au](mailto:hr@jarindjin.org.au)

ICN: 426

### Minutes for DAC Board Nov-Dec 4<sup>th</sup> 2019

04/12/2019 | 10:00 AM - 03:00 PM - WST

#### Attendees (6)

Brian Lee; Philomena Manado; Debbie Sibosado; Sommer Meadows; Nathan McIvor; Vincent McKenzie  
Vincent McKenzie VIA Phone conferencing

#### Confidential

CONFIDENTIAL

The confidential section of Djarindjin Aboriginal Corporation will not be placed in public. Any obtained confidential discussions will be held only on file and will not be displayed to public.

#### DJARINDJIN ABORIGINAL CORPORATION ICN 426

Djarindjin Community Broome, WA, 6725

Telephone: 08 9192 4940 Facsimile: 08 9192 4817

Board Meeting #76

December 4th, 2019 @ 8:30am

Location: Djarindjin Aboriginal Corporation Conference Room

#### Agenda

- **Meeting Open**

Chairman Brain Lee called to order the regular meeting of the Djarindjin Aboriginal Corporation Board Meeting at 8:30am on December 4th, 2019 at DAC Conference Room.

- **Welcome to Country Present/Staff/Guest Roll Call**

Chairperson Brian Lee

- **Present/Staff/Guest Roll Call**

Chairperson Brian Lee to conduct a roll call.



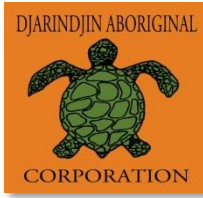
## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

- **Apologies and Leave of Absence**  
Presenter: Chairperson Brian Lee
- **Confirmation and Approval of Previous Minutes**  
Presenter: Chairperson Brian Lee
- **Business Arising from Previous Minutes/Action List**  
Presenter: Chairperson Brian Lee
- **Disclosure of Interest**  
Presenter: Chairperson Brian Lee
- **Incoming Correspondence**  
Presenter: Chairperson Brian Lee
- **Outgoing/Incoming Correspondence**  
Presenter: Chairperson Brian Lee
- **Special Guest and Presenters – Other Business Items**  
Presenter: Chairperson Brian Lee
- **General DAC Business and Reports for the Board**  
Presenter CEO Nathan McIvor
- **DAC Business and Meetings**  
  
**DAC Policies Update**  
Presenter: Chairperson Brian Lee
- **Other Business**
  - Diligent
  - Tjuntjuntjara Community Wi-Fi



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

- One Arm Point School
- Engagement for Establishment of Community WiFi

- **Community Committees and Team Meetings**

Minutes Christ The King Committee

November Staff/Team Meeting

Community Committee Meeting Christmas

- **DAC Business**

Presenter: Chairperson Brian Lee

- **DAC Policies Update**

Presenter: Chairperson Brian Lee

- **Late Items**

Presenter: Chairperson Brian Lee

- **Confidential Section**

Presenter: Chairperson Brian Lee

### **Close of Meeting**

Presenter: Chairperson Brian Lee

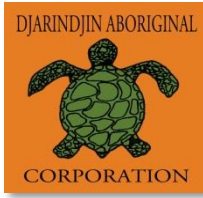
## **MEETING OPENED**

Meeting opened 10:00 AM

Chairman Brain Lee called to order the regular meeting of the Djarindjin Aboriginal Corporation Board Meeting at 8:30am on December 4th, 2019 at DAC Conference Room.

## **WELCOME TO COUNTRY**

Chairperson Brian Lee Welcomed Directors and visitors to meeting



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

### **Bardi**

Gorna moyorn gala darr inarij irrgoord giija jarda booroo joo amboriny darr injrij mara booroo anal boorndoo inyjiidigal ayaoa gala gorna lliyan gorna aalga barnanggarr.

### **English**

Good morning. Welcome everyone to our country. For people who have come from far country and close we welcome you with happy hearts. Enjoy your day thank you.

Chairperson Brian Lee Welcomed Directors and visitors to meeting.

### **PRESENT/STAFF/GUESTS**

Djarindjin Aboriginal Corporation Sommer Meadows Minute Taker

Djarindjin Aboriginal Corporation CEO Nathan McIvor

### **APOLOGIES AND LEAVE OF ABSENCE**

NIL

### **CONFIRMATION OF PREVIOUS MINUTES**

The previous minutes must be accepted before the current meeting can proceed. This is done through a show of hands, by voice and by the chairperson asking each Board Member individually.

### **04/12/2019 - Resolution**

That the Board receives and notes the minutes from Previous Board Meeting Oct 2019.

- (a) That the Board notes signature on one resolution needs to have last name added
- (b) That the Board accepts the Business Arising from Previous Minutes
- (c) That the Board accepts the Action List with Updates from Previous Actions List
- (d) That the minutes on Late Items line need to be separated for better reading



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

(e) Tab 6 Confirmation of Previous Minutes Error on Director Debbie. Last name needs to be added to Minutes.

**Moved:** on the MOTION of Chairperson Brian Lee

**Seconded:** Director Debbie Sibosado that the minutes of the Ordinary Meeting of October 30, 2019 be confirmed

**Outcome:** Carried Unanimously

### BUSINESS ARISING FROM PREVIOUS MINUTES

HAAC Storage Shed. At Old Childcare centre. seeking quotes to put new shed at HAAC. Ops Manager is seeking quotes.

Civic Events- Update the list of the Civic Events Committee ask Committee to provide feedback and small summary of report of each event. Culture Event has been excluded from this list of Reports given.

Night Patrol Action has not yet been completed Still ongoing.

Kids have smashed up AC unit at the Drop In Centre. Kids have graffiti at CRC

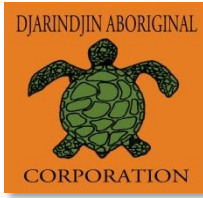
Letters will be written to parents about children behaviour.

Create Tenancy Agreement for all staff housing

Create Bond Agreement for all staff members living in DAC owned properties

Create Inspection Form for all DAC Assets.

Compliance Update from Auditor- Contracts and compliance Stephan is happy with the pathway we have been going.



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@jarindjin.org.au](mailto:hr@jarindjin.org.au)

ICN: 426

Brian and Bundy to discuss further about fire break and Bardi Rangers

Footprint: This is on the work plan \_ follow-up with future plans

Safehouse and HAAC will be working together and a structure to assist each other. Safehouse vehicle will stay in Djarindjin.

Roadhouse will be closed during Christmas break.

Shop will remain normal hours and work limited hours during Christmas

Office - Full day Mon half Tue Half day Fri Christmas

Workshop is using Thumb Print Payroll to do time sheets. Some small issues but working through it.  
Night patrol Contract to be offered at 12-month contract. Pay rate will change with penalty rates.  
Rates will be worked out so Night Patrol will not lose pay or cause any grief with the adjustments made.

Looking for Team Leader for Night Patrol.

NP office to be able to access Office.

Fruit Trees have been planted and given to some community Members

### 04/12/2019 - Resolution

**Motion:** That the Board accepts minutes of the Business Arising from Previous Meeting be confirmed on the MOTION of Chairperson Brian Lee

#### Action List

- (a) That the Board receives and notes the Action List
- (b) That the Board approves the removal of all completed Action List Items.
- (c) That the Board approves the additional items added to the Action List.



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@jarindjin.org.au](mailto:hr@jarindjin.org.au)

ICN: 426

**Moved:** Director Debbie Sibosado  
**Seconded:** Chairperson Brian Lee  
**Outcome:** Carried Unanimously

**ACTION:** *Civic Events Committee That the committee is to give a written report after each Civic Event to the Board (Assignee(s): Debbie Sibosado, Philomena Manado; Due Date: None)*

**ACTION:** *CEO to write letter in regard to community kids and behaviours Letter written to families. RE destruction of Private Property (Assignee(s): Nathan Mclvor; Due Date: 13/12/2019)*

**ACTION:** *Create Tenancy Agreement for all staff members (Assignee(s): Nathan Mclvor; Due Date: None)*

**ACTION:** *Create Bond Agreement for Tenancy for Staff Housing (Assignee(s): Nathan Mclvor; Due Date: None)*

**ACTION:** *Create Inspection for Staff DAC Owned assets (Assignee(s): Nathan Mclvor, Sommer Meadows; Due Date: None)*

### DISCLOSURE OF INTEREST

Disclosure of Interest was declared prior to opening of DAC Board Meeting in Confidential section CEO Nathan Mclvor/Minute Taker Sommer Meadows asked to step out of the conference room for confidential section.

No Minutes taken or discussion will be disclosed to public.

### INCOMING CORRESPONDENCE

#### 04/12/2019 Resolution

**Motion:** That the Board accepts all Incoming Correspondence letter and or emails addressed to DAC.  
(a) That the Board accepts the Action given in response to Incoming Correspondence

**Moved:** Director Debbie Sibosado  
**Second:** Director Vincent McKenzie  
**Outcome:** Carried Unanimously



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

**ACTION:** Lawyer John Ralph to obtain Freedom of Information and or evidence on funding spent on other communities in Dampier Peninsula spent on housing. Comparison of housing from other community's vs Djarindjin Community. Year comparison 2008-2018 (Assignee(s): Lawyer John Ralph, Nathan McIvor; Due Date: 18/12/2019)

### OUTGOING / INCOMING CORRESPONDENCES

#### 04/12/2019 Resolution

**Motion:** That the Board accepts all Outgoing Correspondence letter and or emails addressed to DAC.

(a) That the Board accepts the Action given in response to Incoming/Outgoing Correspondence

**Moved:** Director Debbie Sibosado

**Second:** Director Philomena Manado

**Outcome:** Carried Unanimously

**ACTION:** contact NIAA Write letter to Maureen O'Meara and board to withdrawing our membership (Assignee(s): CEO; Due Date: 11/12/2019)

### Special Guest and Presenters - Other Business

No Special Guest and Presenters present at this meeting

### GENERAL BUSINESS

CEO Report: Action on HR Forms to be developed.

CEO to speak to Jill Collta for possible Daycare start up.

CEO Report - Noted with Actions

Youth Services Report: Noted





## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

Night Patrol Report: Noted

HAAC / CHSP: Noted

CRC Report: Noted with Action

Financial Report: Noted AGM Financial Report attached for AGM

Safe House Report: Noted

Roadhouse Report: Will be presented at the AGM on Dec 6<sup>th</sup> 2019 - Noted - Suggestion made for Rain Water Tanks

Djarindjin Store: Noted

Airport Advisory Report: Noted No Report for Board Meeting but will be presented at the AGM on Dec 6<sup>th</sup>, 2019

Municipal Services Report: Noted

### 04/12/2019 Resolution

Motion: That the Board accepts the reports and presentations given by each department of DAC.

(a) That the Board accepts the actions and additional items given in response to reports by DAC Departments.

**Moved:** Director Debbie Sibosado

**Second:** Chairperson Brian Lee

**Outcome:** Carried Unanimously



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@djardindjin.org.au](mailto:hr@djardindjin.org.au)

ICN: 426

**ACTION:** CEO Report HR to set up procedure for Recruitment. (Assignee(s): CEO, Sommer Meadows; Due Date: None)

**ACTION:** CEO to apply for license for DAC day-care centre. Investigate for getting license for Djarindjin for Day-care (Assignee(s): CEO Nathan Mclvor; Due Date: None)

**ACTION:** CRC to source Shadow Box for Special Item Women's Business CRC To Pay (Assignee(s): Sommer Meadows; Due Date: None)

**ACTION:** CEO to Schedule Quarterly Meetings with DAC Store board. Roadhouse to Schedule Quarterly Meetings for Board (Assignee(s): Nathan Mclvor; Due Date: None)

**ACTION:** CEO to communicate all departments to come and give their own Board Meeting during monthly board meeting CEO to send out letter to all Coordinators/Managers ...Board has requested to each Department to continue to send in monthly reports but also are to be giving verbal report at each Board Monthly Meeting (Assignee(s): CEO Nathan Mclvor; Due Date: None)

### DAC BUSINESS AND MEETINGS

DAC Business

DAC to approve houses with inspection list before new members move into housing.

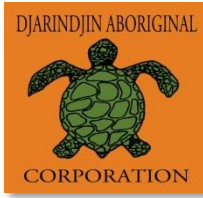
CEO and Operational Manager have completed AOD and Breath Testing Course. Concerns have been made by staff members in regard to being targeted or chosen. CEO has assured Staff that the risk management of coming to work is high. Drug and Alcohol Policy has been accepted and passed.

DAC Policy and Procedure Manual Draft Copy.

Finance and Non-Finance in Manual to be pulled out and create own policy

Recruitment and Selection Policy - Noted Bring back before full board for policy to be ratified. This will be done in Jan or February 2020 at the next Board Meeting

Special Measures Recruitment Policy - Draft Bring back before full board for policy to be rectified. This will be done in Jan 2020 or February depending on next board meeting



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@jarindjin.org.au](mailto:hr@jarindjin.org.au)

ICN: 426

DAC Business Diligent - Noted

Diligent Update on meeting in Melbourne. arrange presentation for Jan new Board - Noted

DAC Business - Tjuntjuntjara Community Wi-Fi Project - Djarindjin is on the Cell Tower list for 2021  
Noted

One Arm Point School / Djarindjin Airport promotion and assistance with prizes from the school.

Djarindjin Civic Events Committee 2019 - Noted

Minutes for November Staff Meeting - DAC Board is happy that Staff are meeting monthly. They hope that Staff appreciates the extras given now with new pays, uniforms, additional benefits.

### 04/12/2019 Resolution

**Motion:** That the Board accepts the reports presented at the Dec 2019 meeting

(a) That the Board accepts the actions and additional items given in response to reports by DAC Departments.

(b) That the Board gives the direction for new housing inspections being done on DAC assets

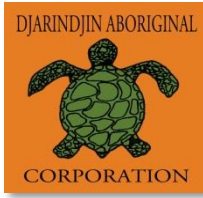
(c) That the Board DAC supports gift packs for One Arm Point and Christ the King for attendance for school kids. This is done for Terms 2/3 for One Arm Point - 4 terms for Christ the King

(d) That a new Djarindjin Civic Events Committee be formed for 2019/2020.

**Moved:** Director Debbie Sibosado

**Second:** Chairperson Brian Lee

**Outcome:** Carried Unanimously



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@jarindjin.org.au](mailto:hr@jarindjin.org.au)

ICN: 426

**ACTION:** Call Liz about House 10 Asbestos Removal (Assignee(s): Nathan Mclvor; Due Date: None)

**ACTION:** HR Policy and Procedure (Assignee(s): CEO, Nathan Mclvor; Due Date: 04/02/2020)

**ACTION:** House Inspections (Assignee(s): Justin Pedersen; Due Date: None)

### LATE ITEMS

Late Items: Financial Statement for DAC AGM 6/12/19 - Signatures required - Signed by Philomena and Debbie Signed

LDAG - Signature Brian Lee

#### 04/12/2019 Resolution

**Motion:** That the Board receives and notes the following Late Items.

**Moved:** Director Debbie Sibasado

**Second:** Vincent McKenzie

**Outcome:** Carried Unanimously

### CONFIDENTIAL

#### 04/12/2019 Resolution



## DJARINDJIN ABORIGINAL CORPORATION

PO BOX 920, Djarindjin Community, WA 6725

Telephone: 08 9192 4940 Fax: 08 9192 4817 Email: [hr@jarindjin.org.au](mailto:hr@jarindjin.org.au)

ICN: 426

**Motion:** That the Board accepts the confidential section and will be withheld by the public.

**Moved:** Director Debbie Sibasado

**Second:** Vincent McKenzie

**Outcome:** Carried Unanimously

### CLOSE OF MEETING

Meeting Closed

04/12/19 3:37 pm

**AGM December 6<sup>th</sup> at 2:30 pm Friday**

### MINUTES OF DECEMBER 2019 DAC BOARD MEETING