



In Attendance

Alex Combarngo (AC); Rodney Landers (RL); Rebecca Landers (BL); Leigh Himstedt (LH); Theresa Manns (TM); Darren Manns (DM)

Apologies

Julie Thomas (JT)

Minutes: Kim Muhlen (RREDD)

1 Meeting open

Meeting opened at 11:35pm

2 Minutes of the Previous Meeting

The board reviewed the draft minutes of the meeting of the 12th April 2017; there was an error Julie Thomas name was missed from the Attendance list.

MOTION (1)

Minutes of the Board Meeting 12th April 2017 were accepted as a true and correct record.

Moved by: Alex Combarngo

Seconded by: Leigh Himstedt

Motion Carried

3 Business Arising

3.1 Contract Sale ME- MCHS

DM, Chair tabled a Contract of Sale as drafted by Michael Owens Solicitor. The Board read and considered this contract. DM pointed out that the Special Conditions to the Contract recorded, specifically that MCHS take over all of the debts and liabilities of ME as and from the date of Completion (16May2017).

DM also pointed out that MCHS would be entitled to collect and retain all uncollected trade debtors of ME as and from the date of settlement (16May2017).

DM noted that the sale price was \$1.00 having regard to the fact that MCHS is taking all of the debts and liabilities of ME.

Resolved that was in the best interests of the shareholders that the business of ME be sold to MCHS.

Resolved that was in the best interests of the shareholders of MCHS that MCHS purchase the business of ME.

Moved: Alex Combarngo

Seconded: Darren Manns

Result: Carried

Abstain: Nil

3.2 Service Provider Contract – Shell|QGC Update

Alex Peace has provided the draft requirements for MCHS to be setup as a Service Provider – this will mean training for QGC HSE and Accountancy systems.

Board recommended that

Staff – Brittney Hardy/Shirley Frid/Mary McConville

Board – Theresa Manns/Leigh Himstedt/Darren Manns

be recommended for training.



Mandandanji Cultural Heritage
Services Pty Ltd

Mandandanji Cultural Heritage Services Pty Ltd
12th May 2017

71C Arthur St - Roma

ACTION – KM to confirm date of next meeting with QGC (is it 19May)

ACTION – KM to progress completing templates for QGC and email them to advise staff/board members nominated for training

ACTION – KM to provide draft of agreement to M. Owens for review.

3.3 Policy Procedures – Cultural Heritage (talks/engagement)

This was not discussed – to carry forward to next meeting.

4 Correspondence

4.1 IN;

- DATSIP – general letter/invitation to Information Session on CH Guidelines review
- CHO Query – about SANTOS requirements (wet mess and journey management – trips into town) – a response has been provided by SANTOS.

4.2 OUT

- Request to SANTOS to confirm policy – standards for camps

General discussion that SANTOS have a zero tolerance on some camps – no employees or contractors can drink (no wet mess).

There was a general discussion about needing to urgently update the Employee Handbook and make sure that staff signed a declaration annually understanding and recognising all the policies and procedures.

ACTION – Employee Handbook to be updated by 30June2017

ACTION – Letter to be sent to all staff (by 30July2017) with updated version of Handbook – to be done with HR specialist when appointed.

5 Finance

5.1 Management Reports

Condon Treasure generated Management Reports for April 2017, copies were provided for the board to review.

These reports were not reviewed.

The board requested more time to review and that a meeting be scheduled to review all entity reports and consider the 2017.18 operating budgets. This meeting could also begin to prepare for the audit and make sure all projects were properly reported and receipts available.

ACTION – DM-TM to confirm availability of Condon Treasure, in coming fortnight and to schedule a meeting.

6 Next Meeting

7 Meeting Closed

Meeting Closed 12:15pm