



Council Special Meeting minutes for
meeting held in Council Chambers

Mapoon Aboriginal Shire Council

Special Meeting

27th June 2017

Day 27th June 2017

Attendance

Mayor Chair	Aileen Addo
Councillor	Peter Guivarra
Councillor	Margaret Mara

Apologies

Councillor	Brendan Wheeler
Councillor	Pauline Smith

Staff

CEO	Leon Yeatman
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10.30am 1. Meeting Opened

The declared the meeting open. Chairman thanked all members present for their attendance. Respect was paid to the Traditional Owners of the land on which the meeting was held, acknowledgement also given to the elders past and present and welcome extended to the visitors and staff present for the meeting.

Chairman reminded everyone about their roles and responsibilities for the meeting and noted particular responsibility for the appropriate declarations (material or personal) to be observed.

10.31am 2. Doubtful Debtors

Chair invited the Accountant to discuss the matter before the council. Accountant provided a list of doubtful debtors for the financial year. Note there are impairment actions that will be factored into accounting actions for the current and next financial year. The current list of impairments includes both creditors and debtors. Administrative action is being enacted to reconcile against accounts – note there is a small number of deceased accounts, matter to be referred to the Public Trustee. Timing of account formulation captures staff accounts that will be reconciled quickly – accounting procedure. These accounts are not an issue due to the relatively quick turnaround.

Councillors queried the content of the list, noting the values registered and strategy to address the accounts. Accountant advised the actions associated will seek to increase the level of impairment as opposed to writing off accounts. This rational relates to persons residing in Mapoon and there is an ability to recover. Also note the accounts are linked to properties – reference changes to personal names when the status of properties changes (reflects the current use).

Accountant advised that recovery action will continue – and MASC will issue notices to accounts for attention. Organisations owing and with registered credits to be addressed in line with administrative actions.

<u>Resolution 1.</u> <u>27/06/17</u>	The MASC resolve to endorse the recommendation provided by the accountant to increase the provisions for doubtful debt for financial year ending 30 June 2017 for the following value: \$87,965.57	
<u>Motion</u>	<i>Moved: Councillor Guivarra</i> <i>Seconded: Councillor Mara</i>	<i>Motion Carried</i>

Councillors queried the administrative process for registered accounts. Accountant noted the following:

The process is driven by deduction forms:

- Deductions made during pay cycles are registered in our accounts and via the wages
- Forms are reconciled to the original account (deduction form)
- Unrecovered amount will be reflected in the accounts – not zeroed.

There is a base file which contains the transition information. This file is managed by one person – when there is a change or staff absence, the integrity of the process can potentially be compromised. The intent of the process is to ensure an effective account keeping.

Accountant departed the meeting 1120

11.20am	3. Policies
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The CEO engaged the Mayor and councillors on the policies deferred at the ordinary meeting of June 2017. Noted the actions to review and edit policies has been completed, sufficient time was provided for councillors to consider and time is critical to have policies endorsed before 30 June 2017. CEO re-presented the following list of policies for council consideration and endorsement.

1. Asset Management:

- Part I Plant & Equipment;
- Part C – Building and facilities;
- Part F water supply;

three Asset and Services and Management Plans with updated Risk Identification and Treatment Plans (30pp each)

2. Fraud and Corruption;

3. Procurement & Purchasing – delegation added and additional separation of powers provision included;

4. IT Policies: IT and Computers & Information management;

5. Disclosures;

6. Administrative Action;

7. Debt;

8. Disposal of current assets;

9. Investment;

10. Expenses Reimbursement;

11. Information Management Paperless meetings;

12. Risk Management Committee charter.

The listed policies include both statutory and general policies for council. CEO reiterated each policy has been edited as part of an internal review process and there are no issues nor risks to council. Comment afforded regarding Procurement and Purchasing, in line with changes to the organisation structure – Works Manager and Ranger Manager appointments.

Council thanked the CEO and Staff for works carried out to address the compliance matters relating to the policies of council. they were happy with the strategic intent of the policies and endorsement provided to CEO to proceed with policies.

<u>Resolution 2.</u> <u>27/06/17</u>	<p>The MASC resolve to endorse the following policies as reviewed and recommended by the CEO for endorsement:</p> <p>1. Asset Management:</p> <ul style="list-style-type: none"> • Part I Plant & Equipment • Part C – Building and facilities • Part F water supply <p>2. Fraud and Corruption 3. Procurement & Purchasing 4. IT Policies: IT and Computers & Information management 5. Related Party Disclosure</p> <ul style="list-style-type: none"> • Related Party Disclosure Policy • Related Party Training • Related Parties Disclosure form <p>6. Administrative Action Complaints 7. Debt 8. Disposal of current assets 9. Investment 10. Expenses Reimbursement 11. Information Management Paperless meetings 12. Risk Management Committee charter</p> <p>Actions stemming from this report to be implemented before the next meeting</p>	
<u>Motion</u>	<p><i>Moved: Councillor Guivarra</i> <i>Seconded: Councillor Mara</i></p>	<i>Motion Carried</i>

Mayor thanked the Councillors present for the meeting.

11:25 am	Closure of Meeting
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Mayor thanked the Councillors and staff for their attendance and declared meeting closed 11:25am.