



**Council Special Meeting held:
25 August 2016**

Council Meeting Minutes of Special
Meeting held in the council chambers

Mapoon Aboriginal Shire Council
Meeting Minutes: 25th August 2016
Meeting Held: MASC Council Chambers

Day 25th August 2016

Attendance

Mayor	Aileen Addo
Councillor	Peter Guivarra
Councillor	Pauline Smith
Councillor	Brendan Brown

Apologies

Councillor	Margaret Mara
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Staff

CEO	Leon Yeatman
Accountant	David Hockey
Corporate	David Ferguson

10:15 am

1. Meeting opened

The Mayor welcomed the councillors and staff to the meeting and declared the meeting opened.

10:17 am

2. Mapoon Operational Budget – Section 169 Local Government Regulation

Mayor commenced the proceeding by talking about the process she will apply to hand down the budget for this meeting.

As this was her first experience in the role, councillors offered words of encouragement. Explanation provided about the budgeting process in past meetings. Acknowledgement given to Cr Peter Guivarra for his past services. His stewardship as former Mayor over the previous 15 years has helped to refine the council budgeting process and to get it to the current stage.

Recognition of legislated amendments made with last round of regulatory changes. Councillors supported initiative and recognise the increased responsibility and authority delegated to the role of the Mayor.

Mayor Invited the CEO to say a few words. He discussed the budgeting process to this point and gave reference to the request for extension (confirmed approval issued by Hon. Jackie Trad, Minister for Local Government Infrastructure and Planning 24/8/16. the engagement activities with Mayor and Management team to develop her personal understanding of the budget and to enable her to confidently hand down the budget.

CEO invited to provide an overview of the budgeting process for the council reflecting the relationship between the operational functions and the linkage to the Corporate Plan. CEO presented a Diagram formulated by King and Co relating to section 169 of the Local government Regulation which details the key elements of the budget.

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(1)(b)(i) Statement of financial position	(3)(a) Rates and utility charges	
(1)(b)(ii) Statement of cash flow	(3)(b) Contribution from developers	
(1)(b)(iii) Statement of income and expenditure -	(3)(c) Fees and charges	
(1)(b)(iv) Statement of changes in equity	(3)(d) Interest	(i) Significant business activities carried on using a full cost pricing basis
	(3)(e) Grants and subsidies	(ii) The activities of commercial business units
	(3)(f) Depreciation	(iii) Significant business activities
	(3)(g) Finance costs	
	(3)(h) Net result	
	(3)(i) Estimated cost of -	
(2)(a) Long term financial forecast		
(2)(b) Revenue statement		
(2)(c) Revenue policy		
(4) Relevant measures of financial sustainability	(5)(a) Asset Sustainability Ratio	
	(5)(b) Net financial liabilities ratio	
	(5)(c) Operating surplus ratio	
(6) Total value of change in roles		

CEO provided additional detail depicting relationship between the Corporate Plan as the lead strategic document the Budget, the Operational Plan and the proposed Organisational structure.

Mayor invited the Accountant to provide a detailed presentation to the council with expanded on the following headings:

- Budgeted Statement of Financial Position
- Budgeted Statement of Cash Flows
- Budgeted Statement of Changes in Equity
- Budgeted Statement of Comprehensive Income
- Budgeted Statement of Income by Division
- Budgeted Capital Expenditure
- Sustainability Statement from period 30th June 2017 to 30th June 2026

Accountant presented the information on monitor screens – to ensure councillors could see clearly the budget information. The format had been reviewed and simplified to ensure values represented could be interpreted appropriately and understood. Councillors were pleased with the results.

<u>Resolution 01.</u> <u>25/8/16</u>	<i>Council resolve to endorse the Annual Budget for the financial period 2016 to 2017:</i>	
	<ul style="list-style-type: none"> • <i>Budgeted Statement of Financial Position;</i> • <i>Budgeted Statement of Cash Flows;</i> • <i>Budgeted Statement of Changes in Equity;</i> • <i>Budgeted Statement of Comprehensive Income;</i> • <i>Budgeted Statement of Income by Division;</i> • <i>Budgeted Capital Expenditure;</i> • <i>Sustainability Statement from period 30th June 2017 to 30th June 2026.</i> 	
<u>Motion</u>	<i>Proposed: Councillor. Guivarra</i> <i>Secoded: Councillor Brown</i>	<i>Motion Carried.</i>

Mayor summarized the budget process and advocated support for a financial position that promotes self-reliance and sustainability –

- Generating new income
- Securing alternative revenue sources


Signed: Mayor, Aileen Addo

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- Leading debate and charting new course going forward
- Economic opportunity

11:20Pm

3. Schedule of Fees and Charges

Mayor invited the Corporate Services Manager to the meeting. He presented the council with a draft copy of the proposed schedule of rates and charges as applicable to council. The document reflected all areas of the council:

- Accommodation
- Airstrip Fees
- Animal Management
- Barge Landing Fees
- Community Hall Hire
- Development Costs
- Administration & Document Handling
- Identification card
- Equipment Hire
- Fitness Centre Charges
- Hard Court Hire fees
- Key Cutting
- Mechanical Workshop Charges
- Meeting Room Hire
- Pest Control
- Plant and Equipment Hire with Operator
- Refuse Charges
- Trades & Labour
- Water Billing

Guiding principles for fees and charges reflecting the 'user pays' arrangements and 'cost recovery'. The schedule and associated rates reflected the true cost of doing business, this was generally accepted as the path forward. Consideration given to ensuring the schedule is a living reference point and consolation needs to be given to other councils – to measure consistency and to standardise the process.

Council note a service gap relating to implementation of local laws – Authorisation Officers. Action required to implement process that clearly reflects the roles and responsibilities and to ensure our authorised officers have the required support and systems to represent the council. Training to be sourced and implemented.

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<u>Resolution 02.</u> <u>25/8/16</u>	<p><i>Council resolve to endorse the Schedule of fees and charges for 2016/17 and associated billing procedures underpinned by “cost recovery” principles as applied to the following classification:</i></p> <p><i>Accommodation</i> <i>Airstrip Fees</i> <i>Animal Management</i> <i>Barge Landing Fees</i> <i>Community Hall Hire</i> <i>Development Costs</i> <i>Administration & Document Handling</i> <i>Identification card</i> <i>Equipment Hire</i> <i>Fitness Centre Charges</i> <i>Hard Court Hire fees</i> <i>Key Cutting</i> <i>Mechanical Workshop Charges</i> <i>Meeting Room Hire</i> <i>Pest Control</i> <i>Plant and Equipment Hire with Operator</i> <i>Refuse Charges</i> <i>Trades & Labour</i> <i>Water Billing</i></p>	
<u>Motion</u>	<p><i>Proposed: Councillor. Smith</i> <i>Seconded: Councillor. Brown</i></p>	<i>Motion Carried.</i>

12:30 Pm	4. Corporate Plan
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CEO presented the councillors with copies of the corporate plan. Noted changes as incorporated into the plan, which reflected an amendment of references made to key items that have since been addressed. Good to see strategic actions being implemented and community progress flowing as a direct result.

Councillors happy with the amended changes, future consideration to be given to revisiting the process with the vision and values of the new Mayor and Council being captured.

<u>Resolution 03.</u> <u>25/8/16</u>	<p><i>Council resolve to endorse the Corporate Plan as presented by the CEO.</i></p>	
<u>Motion</u>	<p><i>Proposed: Councillor. Brown</i> <i>Seconded: Councillor Smith</i></p>	<i>Motion Carried.</i>

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1:30 am

5. Operational Plan

CEO provide the councillors with a copy of the 2016/17 draft Operational Plan for council consideration.

Councillors thanked the CEO for the information and proceeded to discuss the particulars of each program element of the council. The consistent reflection to council operation was noted and it was evident the performance areas and budget alignment was clear.

Noted highlighted discrepancies with the values contained in the plan. CEO confirmed that due to tight timeframes with finalising the budget, the values were noted as requiring alignment to the actual budget as the amended figures were to be provided by the Accountant. Work will proceed after the meeting to align the operational plan with the 2016/17 budget.

Council support the work of the senior administration team and impressed by the correlation elements as contained in the plan. Mayor was rest assured the budget reflected council operations and commended this document for council endorsement.

<u>Resolution 04.</u> <u>25/8/16</u>	<i>Council resolve to endorse the Operational Plan as presented</i>	
<u>Motion</u>	<i>Proposed: Councillor. Guivarra</i> <i>Seconded: Councillor. Smith</i>	<i>Motion Carried.</i>

2:30pm

6. Organisation Structure

Corporate structure presented to the council by the CEO.

Noted amendment to the structure include the addition of:

Works Manager Position - recruitment was underway for this position at the time of the meeting.

Ranger Coordinator Position for the Mapoon Land and Sea Ranger program. This role was noted as a support role for the Mapoon Land and Sea Ranger program coordinator which is current filled by Ms Louise Stone. Council saw it as appropriate for the role to be an Indigenous identified position – support for the Animal Management Officer to be internally transferred, in support of his skills development and succession planning required for the role.

<u>Resolution 05.</u> <u>25/8/16</u>	<i>Council resolve to endorse the Corporate Structure as presented by the CEO.</i>	
<u>Motion</u>	<i>Proposed: Councillor. Guivarra</i> <i>Seconded: Councillor Brown</i>	<i>Motion Carried.</i>

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3:15pm

7. Meeting Closed

Mayor thanked the councillors and staff for their participation in the meeting and declared the meeting closed.


Signed: Mayor, Aileen Addo