

# MINUTES 24 JUNE 2015

# ORDINARY MEETING OF COUNCIL



INDEX

1. 2. 3.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED PUBLIC QUESTION TIME	1
4.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	
5.	PETITIONS AND PRESENTATIONS	
6.	APPLICATION/S FOR LEAVE OF ABSENCE	
7.	CONFIRMATION OF MINUTES	2
	7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL	_
	HELD ON WEDNESDAY 27 MAY 2015	2
8.	MATTERS FOR WHICH MEETING MAY BE CLOSED	2
9.	REPORTS OF OFFICERS AND COMMITTEES	3
9.1	ADMINISTRATION & FINANCIAL SERVICES	-
	9.1.1 ACCOUNTS SUBMITTED	
	9.1.2 FINANCIAL REPORTS	
	9.1.3 2014/15 BUDGET AMENDMENT	
	PROPOSAL TO ENGAGE THE SURVEYOR AND ARCHITECT AND OTHER	
	RELATED SERVICES FOR THE SPORTS GROUND REDEVELOPMENT	
	PROJECT.	
	9.1.4 LONG TERM FINANCIAL PLAN 2015-2026	
	9.1.5 FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT	
	9.1.6 RISK MANAGEMENT REPORT 13	
10.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	5
11.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE	
	MEETING 1	5
12.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	5
13.	CLOSURE	5

# SHIRE OF WONGAN-BALLIDU MINUTES FOR THE ORDINARY MEETING OF COUNCIL

Held in the Council Chambers on Wednesday 24 June 2015



# DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Peter Macnamara declared the meeting opened at 3.00pm.

# ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

# ATTENDANCE:

Cr Peter Macnamara Cr David Armstrong Cr Tracey deGrussa Cr Richard Morgan Cr Sandra Hartley

# STAFF:

Stuart Taylor David Taylor Len deGrussa Karl Mickle Tanya Greenwood

# APOLOGIES:

Nil

# PUBLIC:

Jane Liu Tasha Abbott Chenaye Davidson Lucinda Ryan Renee Atkinson

# PUBLIC QUESTION TIME

The Shire President welcomed Ms Jane Liu, Mrs Tasha Abbot, Ms Chenaye Davidson, Mrs Lucinda Ryan, Ms Renee Atkinson who were in attendance representing Cubbyhouse, who then introduced themselves to Council.

Ms Liu stated that they were present to request short term financial assistance from the Shire to Cubbyhouse. Assistance of \$40,000.00 in each of the 2015/16 and 2016/17 years is requested, to prevent the centre from closing. Ms Liu's justification for this request was as follows:

In 2012 new Education and Care legislation was introduced which stipulates a minimum level of staffing in Childcare Centres, regardless of the number of children in care. Staff are expected to also be undertaking training while employed, which also affects staffing availability and can increase costs. Cubbyhouse have already increased fees from \$12.00/hr to \$20.00/hr in the previous ten years and feel a further increase would be not be viable.

Ms Liu stated that Wongan Hills is exceptionally lucky to have a childcare facility, and that if it were to close it would present a problem to the Shire. Ms Liu quoted statistics of a vision of population growth to 2020 by the year 2020. At present 50% of the local population are families with children. 16 local businesses have staff members that utilise Cubbyhouse.

T:\Irene\Minutes\Council\0615 Council Minutes.docx

Chief Executive Officer Deputy Chief Executive Officer Manager Building Services Works & Services Manager Manager Community Services

# Cr Michael Godfrey Cr Bradley West Cr Alfreda Lyon Cr Hugh Barrett-Leonard

Future strategies to increase sustainability include the introduction of After School and Vacation Care, along with strategies already laid out in the Community Strategic Plan.

The Shire President asked Ms Liu why Cubbyhouse did not attempt to privatise. Ms Liu replied that the company felt that privatisation would be too risky. Ms Liu also stated that the childcare industry is cyclical and predictions are difficult.

The Shire President thanked Ms Liu, Mrs Abbot, Ms Davidson, Mrs Ryan and Ms Atkinson for their presentation, and they left the Chambers.

#### ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President:

- Advised that applications for the 2014-15 Drought Concessional Loans Scheme are open in Western Australia and close on 30 June 2015.
- Department Sport and Recreation grants program will be reduced from \$20mil in 2014/15 to \$7mil in 2015/16.

PETITIONS AND PRESENTATIONS

Nil

APPLICATION/S FOR LEAVE OF ABSENCE

Nil

#### CONFIRMATION OF MINUTES

# 1.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 27 MAY 2015

#### **STAFF RECOMMENDATION:**

That the minutes of the Ordinary meeting of Council held on Wednesday 27 May 2015 be confirmed as a true and correct record of the proceedings

MOTION: MOVED Cr Godfrey /Cr Lyon

That the minutes of the Ordinary meeting of Council held on Wednesday 27 May 2015 be confirmed as a true and correct record of the proceedings subject to the amended budget review being attached.

CARRIED: 9/0 RESOLUTION: 010615

# MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

# **REPORTS OF OFFICERS AND COMMITTEES**

# 9.1 ADMINISTRATION & FINANCIAL SERVICES

# 9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	22 July 2015
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	May 2015

# PURPOSE OF REPORT:

That the accounts as submitted be received.

#### BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

#### COMMENT:

Refer to attachment.

#### POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

#### LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 require the attached reports to be presented to Council.

#### Lists of Accounts

Section 6.10 of the Local Government Act regulation 12 of the Financial Management Regulations (FMR's) requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

# STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

# SUSTAINABILITY IMPLICATIONS:

Environment

There are no known environmental implications associated with the proposals.

#### Economic

There are no known environmental implications associated with the proposals.

#### Social

There are no known environmental implications associated with the proposals.

#### FINANCIAL IMPLICATIONS:

All payments are within the confines of Councils adopted budget. There have been no other material outstanding creditors since the cheques were prepared.

# VOTING REQUIREMENTS: ABSOLUTE MAJORITY REQUIRED: No

**MOTION:** 

MOVED Cr Barrett-Lennard /Cr Morgan

That the accounts submitted from 1 May 2015 to 31 May 2015 totalling \$714,398.75 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

# 9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	22 July 2015
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

# **PURPOSE OF REPORT:**

That the following statements and reports for the month ended May 2015 be received:

#### BACKGROUND:

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

#### Financial activity statement report

Section 6.4 of the Local Government Act regulation 34.1 of the FMR requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals)
- Material variances between the comparatives of Budget v's Actuals
- The net current assets (NCA) at the end of the month to which the statement relates

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:-

- 1. An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
- An explanation of each of the material variances
- Such other supporting information as is considered relevant by the local government

Regulation 34.3 - The information in a statement of financial activity may be shown:

- According to nature and type classification
- By program; or
- By business unit

Each financial year a Local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

# COMMENT:

Refer to attachment.

#### POLICY REQUIREMENTS:

Policy F64 - Monthly Financial Reporting Requirements

#### LEGISLATIVE REQUIREMENTS:

- 1. Local Government Act 1995
- 2. Local Government (Financial Management) Regulations 1996

#### **STRATEGIC IMPLICATIONS:**

There are no Strategic Implications relating to this item.

# SUSTAINABILITY IMPLICATIONS:

- Environment There are no known environmental implications associated with the proposals.
- Economic There are no known economic implications associated with the proposals.
- Social There are no known social implications associated with the proposals.

#### FINANCIAL IMPLICATIONS:

The financial reports for the period ending May 2015 is attached to the Council agenda.

# VOTING REQUIREMENTS: ABSOLUTE MAJORITY REQUIRED: No

MOTION:		MOVED	Cr Armstrong /Cr West	
1. Moi a. b. c. d. e. f. g. h. i. j.	nthly Statements as Statement of Finance	follows; cial Activity ( ting Activitie rrent Assets ent Report g Report n Report		FM Regs 34
			F	CARRIED: 9/0 RESOLUTION: 030615

# 9.1.3 2014/15 BUDGET AMENDMENT

# PROPOSAL TO ENGAGE THE SURVEYOR AND ARCHITECT AND OTHER RELATED SERVICES FOR THE SPORTS GROUND REDEVELOPMENT PROJECT.

FILE REFERENCE:
REPORT DATE:
APPLICANT/PROPONENT:
OFFICER DISCLOSURE OF INTEREST
PREVIOUS MEETING REFERENCES:
AUTHOR:
ATTACHMENTS:

18 June 2015 Deputy Chief Executive Officer Nil Nil David Taylor - Deputy CEO Nil

#### PURPOSE OF REPORT:

To obtain Council approval for an amendment to the 2014/2015 Annual Budget to allow for the expenditure in relation to the planning for the sports co-location project.

#### BACKGROUND:

It is proposed to engage the surveyor and architect and other related services in order to start preliminary designs for the new sports co-location project.

#### COMMENT:

A transfer of \$15,000 from the sports co-location reserve is required in order to finance the expenditure of engaging an architect for the design.

#### POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

# LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 requires Council to approve any budget amendments.

#### STRATEGIC IMPLICATIONS:

There are no known strategic requirements in relation to this item.

#### SUSTAINABILITY IMPLICATIONS:

#### > Environment

There are no known environmental implication associated with this proposal.

#### > Economic

There are no known economic implications associated with this proposal.

#### Social

There are no known social implications associated with this proposal.

#### FINANCIAL IMPLICATIONS:

An additional \$15,000 will be transferred from the Sports Co-Location Reserve to Municipal funds.

#### VOTING REQUIREMENTS: ABSOLUTE MAJORITY REQUIRED: YES

MOTION: MOVED Cr Lyon /Cr Armstrong

#### That Council approve:

- a.) an amendment to the 2014/15 Annual Budget to the sum of \$15,000 for the design and associated costs for the sports ground redevelopment project; and
- b.) that the funds of \$15,000 be transferred from the Sports Co-Location Reserve.

# 9.1.4 LONG TERM FINANCIAL PLAN 2015-2026

ATTACHMENTS:	Long Term Financial Plan 2015-2026
AUTHOR:	David Taylor - Deputy Chief Executive Officer
PREVIOUS MEETING REFERENCES:	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
APPLICANT/PROPONENT:	David Taylor - Deputy Chief Executive Officer
REPORT DATE:	18 <sup>th</sup> of June 2015
FILE REFERENCE:	

# PURPOSE OF REPORT:

The Long Term Financial Plan (LTFP) provides information on the Shire's financial sustainability in the context of the delivery of projects and services contained within the Corporate Business Plan.

The LTFP indicates a local government's long term financial sustainability, allows early identification of financial issues and their longer term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

# BACKGROUND:

Section 5.56(1) of the Local Government Act 1995 requires local government authorities in Western Australia to Plan for the Future. To assist local government authorities in meeting their strategic planning responsibilities pursuant to this section, the Department of Local Government has developed an Integrated Planning and Reporting (IPR) Framework.

The Long Term Financial Plan (LTFP) provides information on the Shire's financial sustainability in the context of the delivery of projects and services contained within the Corporate Business Plan.

The LTFP indicates a local government's long term financial sustainability, allows early identification of financial issues and their longer term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

The LTFP will enable Council to model the financial impacts of various activities, initiatives, service levels and programs as well as perform risk analysis to measure the impacts of changing assumptions such as growth, inflation, grants and subsidises, etc. The LTFP will identify whether or not those priorities are sustainable given current resourcing, and will evidence any gap between projected expenditures and projected income.

# COMMENT:

The attached LTFP was developed using issues identified to the Community Strategic Plan and Corporate Business Plan, updated with information and knowledge gained since those plans were adopted.

It provides the Council and the community with a picture of the Shire's long term financial circumstances and assists us to meet our strategic outcomes and objectives.

It should be noted that we are still developing our Asset Management Plan, however, this LTFP incorporates the basic principles of asset management.

#### POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

#### LEGISLATIVE REQUIREMENTS:

Section 5.56(1) of the Local Government Act 1995 requires local governments to develop a Plan for the Future.

Local Government (Administration) Regulations 1995 19BA Terms Used, 19C Strategic Community Plans, requirements for (Act s5.56), 19DA Corporate Business Plans, requirements for (Act s5.56).

These regulations control the requirements of the Community Strategy Plan and Corporate Business Plan, which have been used to develop the Long Term Financial Plan.

#### STRATEGIC IMPLICATIONS:

The Long Term Financial Plan is the funding link to achieving the Shire of Wongan-Ballidu's strategic outcomes.

#### SUSTAINABILITY IMPLICATIONS:

#### > Environment

There are no known environmental implications associated with this item.

#### > Economic

There are no known economic implications associated with this proposal.

#### Social

There are no known social implications associated with this item.

#### FINANCIAL IMPLICATIONS:

Section 5.56(1) of the Local Government Act 1995 requires local governments to develop a Plan for the Future.

Local Government (Administration) Regulations 1995 19BA Terms Used, 19C Strategic Community Plans, requirements for (Act s5.56), 19DA Corporate Business Plans, requirements for (Act s5.56).

These regulations control the requirements of the Community Strategy Plan and Corporate Business Plan, which have been used to develop the Long Term Financial Plan.

#### VOTING REQUIREMENTS: SIMPLE MAJORITY REQUIRED:

#### **MOTION:**

MOVED

Cr Morgan /Cr DeGrussa

#### That Council adopts the Shire of Wongan-Ballidu Long Term Financial Plan 2015 – 2026.

# 9.1.5 FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

FILE REFERENCE:	
REPORT DATE:	18 <sup>th</sup> June 2015
APPLICANT/PROPONENT:	David Taylor - Deputy Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	David Taylor - Deputy Chief Executive Officer
ATTACHMENTS:	Nil

# PURPOSE OF REPORT:

The Australian Local Government Association (ALGA) has requested Council to acknowledge the importance of federal funding through the Financial Assistance Grants (FAGs) program for the continued delivery of councils services and infrastructure.

# BACKGROUND:

FAGs are a vital part of the revenue base of all councils, and this year councils will receive \$2.3 billion from the Australian Government under this important program.

The Government's decision in the 2014 Federal Budget to freeze the indexation of FAGs for three years beginning in 2014-15 will unfortunately cost councils across Australia an estimated \$925 million by 2017-18.

ALGA and the state local government associations are seeking the support of Council for the advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs.

While the FAGs are paid through each state's Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognised as such. Council and every other council in Australia have been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting Council to provide importance community infrastructure.

Council is also being asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including our annual report and to highlight to the media a council project costing a similar size to the FAGs received by Council so that the importance and impact of the grants can be more broadly appreciated.

# COMMENT:

For the 2014-15 financial year the Shire of Wongan-Ballidu received a general purpose cash payment of \$1,144,182 and a road grants and special projects cash payment of \$773,879. The payments were paid quarterly and total \$1,918,061.

# POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

# LEGISLATIVE REQUIREMENTS:

T:\Irene\Minutes\Council\0615 Council Minutes.docx

There are no known legislative requirements in relation to this item.

# STRATEGIC IMPLICATIONS:

There are no known strategic implications in relation to this item.

#### SUSTAINABILITY IMPLICATIONS:

- Environment There are no known environmental implications associated with this item.
- Economic There are no known economic implications associated with this item.
- Social There are no known social implications associated with this item.

#### FINANCIAL IMPLICATIONS:

Funding from FAGs is vitally important for Councils ability to deliver services and infrastructure to the community.

#### VOTING REQUIREMENTS: SIMPLE MAJORITY REQUIRED:

**MOTION:** 

MOVED Cr West /Cr Lyon

That Council:

- a.) Acknowledge the importance of federal funding through Financial Assistance Grants program for the continued delivery of councils services and infrastructure; and
- b.) Acknowledges that the council has received \$1,918,061 in 2014-15; and
- c.) Will ensure that the federal funding, and other funding provided by the federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in council publications, including annual reports.

CARRIED: 9/0 RESOLUTION: 060615

Cr Hartley left the Chambers at 3.51pm.

# 9.1.6 RISK MANAGEMENT REPORT

18 <sup>th</sup> of June 2015
NIL
NIL
Stuart Taylor - Chief Executive Officer
Risk Management Report

# PURPOSE OF REPORT:

To report to Council on Risk Management relating to the Shire of Wongan Ballidu.

# BACKGROUND:

In 2013 the State Government inserted Regulation 17 into the Local Government (Audit) Regulations 1996 the requirement for the CEO to review the local government's system and procedures risk management, internal control and legislative compliance.

# COMMENT:

Internal Control Reviews are currently undertaken biannually by an independent auditor, and the compliance return is completed annually which generally covers legislative compliance.

The CEO has previously advised the Council on the requirement for the CEO to undertake a review of risk management systems and to implement procedures and control mechanisms to manage risk.

LGIS has assisted by undertaking a number of workshops with its clients in relation to the requirements of the regulations and has developed a very good framework to assist in identifying risks and the controls which provides a dashboard report that is easy to follow and recognises the risks that face this particular Shire.

The CEO is satisfied that the Shire of Wongan-Ballidu systems are effective and appropriate.

The report is attached for the Committee's information.

# POLICY REQUIREMENTS:

There are no known policy requirements in relation to this item.

# LEGISLATIVE REQUIREMENTS:

- 17. CEO TO REVIEW CERTAIN SYSTEMS AND PROCEDURES
- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to
  - (a) risk management;
  - (b) internal control; and
  - (c) legislative compliance.

- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review. [Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

# STRATEGIC IMPLICATIONS:

There are no known strategic implications in relation to this item.

#### SUSTAINABILITY IMPLICATIONS:

Environment

There are no known environmental implications associated with this item.

Economic

There are no known economic implications associated with this item.

Social

There are no known social implication associated with this item.

#### FINANCIAL IMPLICATIONS:

There are no known financial implications associated with this item.

#### VOTING REQUIREMENTS: ABSOLUTE MAJORITY REQUIRED:

**MOTION:** 

MOVED Cr Barret-Lennard /Cr Morgan

That the Audit Committee receive the Chief Executive Officer's report in accordance with the Local Government (Audit) Regulations 1996

# **QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

# NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

# MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

# CLOSURE

There being no further business the President, Cr Macnamara declared the meeting closed at 3.53pm.

These minutes were confirmed at a meeting on 22 July 2015

Signed\_\_\_\_\_ President