



**MINUTES 23 APRIL 2014**

**ORDINARY MEETING  
OF COUNCIL**



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**SHIRE OF WONGAN-BALLIDU**  
**MINUTES**  
**FOR THE ORDINARY MEETING OF COUNCIL**  
Held in the Council Chambers  
on Wednesday 23 April 2014



**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

**2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED**

**ATTENDANCE:**

Cr Peter Macnamara	Cr Brad West
Cr David Armstrong	Cr Sandra Hartley
Cr Tracey deGrussa	Cr Alfreda Lyon
Cr Michael Godfrey	Cr Hugh Barrett – Lennard
Cr Richard Morgan	

**STAFF:**

Stuart Taylor	Chief Executive Officer
Len deGrussa	Manager Building Services
Tanya Greenwood	Manager Community Services
Karl Mickle	Works & Services Manager
Irene Myring	(Minutes)

**APOLOGIES**

**3. PUBLIC QUESTION TIME**

Nil

**4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

The Shire President:

- Ø Informed Councillors that the citizen of the year function went well and the catering was great and the evening was a huge success he thanked those Councillors that were able to attend.
- Ø He Apologised to councillors re the community meetings and the lack of information given to them prior to the meetings
- Ø Cr Macnamara then thanked Cr Barrett-Lennard for attending the Burakin meeting and also Crs Barrett-Lennard, deGrussa and Armstrong for attending the Ballidu meeting.
- Ø Explained that Manager of Community Services would be giving an updates on an award that a local community group has been nominated for.

**5. PETITIONS AND PRESENTATIONS**

Nil



## 9. REPORTS OF OFFICERS AND COMMITTEES

### 9.1 ADMINISTRATION & FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	24 April 2014
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	March 2014

#### **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.



## 9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	24 April 2014
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 March 2014 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.





- f. Rates Outstanding Report**
- g. Debtors Outstanding Report**
- h. Bank Reconciliation Report**
- i. Investment Report**
- j. Reserve Account Balances Report**
- k. Loans Schedule**

**Discretionary**  
**Discretionary**  
**Discretionary**  
**Discretionary**  
**Discretionary**

**CARRIED: 9/0**  
**RESOLUTION NO: 030414**

### 9.1.3 BUDGET REVIEW 2013-2014

FILE REFERENCE:	
REPORT DATE:	16 <sup>th</sup> April 2014
APPLICANT/PROPONENT:	David Taylor – Deputy Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	BUDGET 2013-2014
AUTHOR:	David Taylor – Deputy Chief Executive Officer
ATTACHMENTS:	Separate Attachment - Budget Review 2013-14

#### **PURPOSE OF REPORT:**

To consider and adopt the Budget Review for the period of 1<sup>st</sup> July 2013 to 31<sup>st</sup> March 2014.

#### **BACKGROUND:**

Local Governments are required to conduct a budget review between 01<sup>st</sup> January and 31<sup>st</sup> March each financial year. The budget review is to be submitted to Council within 30 days of the review for Council to consider and determine whether or not to adopt the review and any recommendations made within the review.

The budget review allows a detailed comparison of the year to date actual results with the adopted or amended budget. The original Budget was adopted in July 2013. It is important to understand that a budget review is simply a relocation of funds.

A copy of the review and Council decision is to be provided to the Department of Local Government and Regional Development within 30 days of the decision by Council.

#### **COMMENT:**

The adopted budget for 2013/14 used brought forward a deficit of \$65,719 based on an estimated surplus of \$1,068,529. After discussion with the Shire auditors it is estimated that the audited accounts the surplus will be reduced to \$988,040 effectively increasing the deficit by \$80,489. This is to be confirmed upon the adoption of the audit report.

During this financial year there have been a number of budget adjustments which Council is aware of and which has increased the budget deficit. These approvals were for

- Additional expense of \$18,200 for purchasing a new Vertimower – resolution 080913
- Saving - \$200,000 transfer to plant reserve has been redirected.

A review has been performed on the current performance of the annual budget; this has taken into account any additional expenditure, deferred projects/savings, additional revenue, lost external funding and any redirected funds.

As illustrated in the attachment 'Budget Review 2013-14' and as a result of the above it is estimated that the Shire will have a surplus of \$335,071 as at the 30<sup>th</sup> of June 2014.

#### **POLICY REQUIREMENTS:**

There is no policy requirements in relation to this item

#### **LEGISLATIVE REQUIREMENTS:**

Regulation 33A Local Government (Financial Management) Regulations 1996

### **STRATEGIC IMPLICATIONS:**

The budget review helps determine and document any projects that are unlikely to be completed during the budget year.

This is necessary to facilitate appropriate financial control and to ensure that Council's financial resources are allocated in the most effective manner.

### **SUSTAINABILITY IMPLICATIONS:**

Ø **Environment**

There are no known significant environmental implications associated with this proposal

Ø **Economic**

The Budget review process provides a timely indication of ability of the local government to achieve the budget performance for the year and timing allows corrective actions if required prior to 30<sup>th</sup> June.

Ø **Social**

There are no known social implications associated with this item.

### **FINANCIAL IMPLICATIONS:**

The purpose of the budget review is to ensure that the Income and Expenditure for the current year is monitored in line with the adopted budget and to make amendments to the budget or scope of works as required.

### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

### **STAFF RECOMMENDATION:**

It is recommended that Council accept the attached 2013-2014 Budget review.

**MOTION:    MOVED                  Cr West/Cr Barrett-Lennard**

**That Council adopt the attached 2013-2014 Budget review.**

**CARRIED BY AN ABSOLUTE MAJORITY: 9/0  
RESOLUTION NO: 040414**

