



MINUTES 28 MAY 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 28 May 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 David Armstrong
Cr Tracey deGrussa
Cr Michael Godfrey
Cr Richard Morgan

Cr Brad West
Cr Sandra Hartley
Cr Alfreda Lyon
Cr Hugh Barrett – Lennard

STAFF:

Stuart Taylor
David Taylor
Len deGrussa
Tanya Greenwood
Karl Mickle
Irene Myring

Chief Executive Officer
Deputy Chief Executive Officer
Manager Building Services
Manager Community Services
Works & Services Manager
(Minutes)

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President reminded Councillors that there was a Annual Electors meeting this evening in the Lesser Hall at 7.00pm.

Cr Macnamara also informed Councillors that following the close of the council meeting that Council would be discussing the Works and Building budgets.

The Shire President the informed Council that he extended congratulations to Rev Kathy Barrett-Lennard on her appointment as Canon in the Perth cathedral this was an auspicious appointment and one that was rare for women.

He and the CEO had a meeting at the hospital with various Health authorities which was not terribly informative.

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:	20 June 2014
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	April 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:	20 June 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 April 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: 040514

9.1.3 AUDITOR MANAGEMENT REPORT – LETTER OF RESPONSE

FILE REFERENCE:	F1.4.4
REPORT DATE:	22 May 2014
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	David Taylor, Deputy Chief Executive Officer
ATTACHMENTS:	Response from Shire of Wongan-Ballidu

PURPOSE OF REPORT:

Section 7 of the Local Government Act 1995 requires the Audit Committee to consider results of the Audit and the Audit report, including the management report.

To consider and receive the auditor's comments and response as provided by the Deputy Chief Executive Officer. This response is provided as a separate attachment.

BACKGROUND:

At the completion of the annual audit a management report is issued, addressed to the Shire President.

This letter represents the results of the audit not included in the Independent Audit report. The Management Report may include comments relating to processes and procedures, council's financial position or suggestions for improvement in areas of non-compliance found during the audit process.

POLICY REQUIREMENTS:

There are no known legislative requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Guidelines in relation Part 7 of the Local Government (Audit) Regulations 1996.

STRATEGIC IMPLICATIONS:

Presentation of the audit and management reports to the Audit Committee assists to improve the Governance role of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item, other than advising the Finance, Audit & Review Committee of any issues and subsequent actions that have been or are to be taken.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

STAFF RECOMMENDATION:

That Council receive the letter of response as prepared by the Deputy Chief Executive Officer.

MOTION: MOVED Cr deGrussa/ Cr Armstrong

That Council receive the letter of response as prepared by the Deputy Chief Executive Officer.

**CARRIED BY AN ABSOLUTE MAJORITY: 9/0
RESOLUTION NO: 050514**

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13. CLOSURE

There being no further business the President, Cr Macnamara declared the meeting closed at 3.27pm.

These minutes were confirmed at a meeting on June 2014

Signed _____
President