

Shire of Wiluna

MINUTES



Ordinary Meeting of Council

Held

Wednesday 8th May 2013

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MINUTES

1. Declaration of Opening and Announcement of Visitors

The President opened the meeting at 1.00 pm.

2. Record of Attendance / Apologies and Leave of Absence Previously Approved

Graham Harris	(President)
Jim Quadrio	(Deputy President)
Chris Webb	(Councillor)
Stacey Petterson	(Councillor)

Tony Doust	(Chief Executive Officer)
Glenn Deocampo	(Finance and Administration Manager)

Member of the Public	(Siobhan Jenner)
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Apologies

Bernie Weller	(Councillor)
Kim Ovens	(Councillor)

3. Response to Previous Public Question Taken on Notice

Nil

4. Public Question Time

Nil

5. Applications for Leave of Absence

Nil

6. Notations of Interest

6.1. Interest Affecting Impartiality Shire of Wiluna Code of Conduct

Nil

6.2. Financial Interest Local Government Act Section 5.60A

Nil

6.3. Proximity Interest Local Government Act Section 5.60B

Nil

7. Petitions and Deputations

Nil

8. Confirmation of Minutes of Previous Meeting

8.1. The Minutes of the Meeting held on 9th April 2013 be accepted as a true record of the meeting.

OCM 036 /13 Council Decision

MOVED CR WEBB

SECONDED CR PETERSON

CARRIED 4/0

9. Announcement Presiding Member without Discussion

Nil

10. Reports of Officers and Committees

10.1. Chief Executive Officer Reports

10.1.1. Subject/Applicant:	Status Report
File:	Various
Reporting Officer:	Tony Doust Chief Executive Officer
Date of Report:	30 th April 2013
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to receive the Chief Executive Officer's status report which will include items outstanding from previous meetings; and endorse the Chief Executive Officer's actions and recommendations.

Background

Section 3.6 of the Shire of Wiluna Local Law (Standing Orders) 1999 requires the Chief Executive Officer to submit a status report to each ordinary meeting of Council on any items that are incomplete.

Comments

Ordinary Council Meeting 27th June 2012

**Reserve 30771 Cnr Wall and Lennon Street Wiluna
File Ref: Lot 78**

Council considered a report on all the Shire controlled land at its last meeting. Other than the above lot Council resolved that all land be retained for future requirements.

The above reserve is on the eastern boundary of the Hotel and its purpose is "Children's Playground". The property on the northern boundary was owned by the Shire some time ago and the house on this lot has been extended onto part of the Reserve.

The Department of Lands have been advised and progressing with the requirements to change the land.

The survey work is now being undertaken which will allow the matter to be finalized.

Ordinary Council Meeting 22nd August 2012

Lot 1467 (Reserve 30708) Transfer to the Ngangganawili Aboriginal Health Service (NAHS)
File Ref: 00416

The Councils decision to request the Department of Lands to transfer the above reserve to the NAHS has been implemented. The matter is progressing and further information was recently provided by the Shire to the Department of Lands.

The Vesting/Management Order has been returned to the Department of Lands for transfer to NAHS.

Ordinary Council Meeting 12th December 2012

Wiluna Cemetery Records
File Ref: 00396

The Chief Executive Officer advised Council at its last meeting as follows:-

"The Acting Chief Executive Officer has discovered that the plans for the burials at the Wiluna Cemetery (as per Section 40 (2) of the Cemeteries Act 1986 have not been updated/completed during the period commencing April 2007 until 21st March 2012. During this time (35) deceased persons have been buried in the Wiluna Cemetery and the location of the graves have not been recorded on the plans held at the Shire Office. At this time it is not possible to determine the location of each of the deceased persons. Most of the deceased persons are indigenous.

The Shire has a significant problem as the Board responsible for the Wiluna Cemetery with regard to identifying who is buried where during this period. Other than digging up each of the graves that have been used for a burial that we have no record of the deceased person in that grave, and locating the plate on the coffin, there appears to be little else that can be done to rectify the oversight by the Chief Executive Officers during the period April 2007 to March 2012.

The requirement to certify that plans have been kept and maintained, showing the location of all burials, as per section 40 (2) of the Cemeteries Act 1986, has been included in the Annual Compliance Audit Return for the years 2007, 2008, 2009 and 2010. A search of the minute book reveals that on each of these returns the officers have responded "yes" to the compliance with this requirement. Copies of the sections from the compliance return adopted by Council and sent to the Department are attached as appendix 12.1.

The Acting Chief Executive Officer recommends to Council that the public be made aware of this oversight, advise the Department of Local Government as the administration of the Cemeteries Act 1986 falls under the Minister for Local Government and seek legal advice on the matter."

Council resolved accordingly:

- 1. That the Council acknowledges the information provided by the Acting Chief Executive Officer and would like more time to consider the matter.*
- 2. The item is included on the agenda for the Council Meeting in February 2013.*

The Chief Executive Officer recommended to Council on the 12th December 2012 of the action he believed need to be taken. It is now up to Council to determine the action required.

Council at its meeting on the 27th February 2013 resolved that the CEO advise the Department of Local Government of the position and ask to provide advice on how to deal with the matter. The Department has been advised and to date a response has not been received.

OCM 037/13 Officer Recommendation & Council Decision

MOVED CR QUADRIO

SECONDED CR HARRIS

That Council receive this report and endorses the Chief Executive Officer's recommendations and actions that have not already been dealt with by a separate motion.

CARRIED 4/0

10.1.2. Subject/Applicant:	GVROC & GERCG – Meeting Minutes
File:	00245 & 00421
Reporting Officer:	Tony Doust – Chief Executive Officer
Date of Report:	29 th April 2013
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to receive copies of the minutes of GVROC and GERCG meetings held in Kalgoorlie on the 17th April 2013.

Background

Council resolved in September 2011 that a report be provided from Councillors and officials attending any conferences, seminars or meetings as delegates or representatives of the council.

Comment

GVROC and GERCG Council meetings were as follows.

17th April 2013 in person at Kalgoorlie.

The Shire President Cr. G. Harris and Chief Executive Officer Tony Doust attended the meetings.

Copies of the minutes are attached as Appendices 10.1.2.(a) (yellow pages) and (b) (pink pages). Action required by Council on any matter raised at these meetings has been included in the agenda as a separate item.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Council Policy 1.24

Councillors and Officers attending any conferences, seminars or meetings as delegates or representatives of the Council are required to provide a brief report on the issues/outcomes, to the next ordinary meeting of Council.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OCM 038/13 Officer Recommendation & Council Decision

MOVED CR WEBB

SECONDED CR PETTERSON

That the minutes of the GVROC and GERCG Council Meetings held on 17th April 2013, be received.

CARRIED 4/0

10.1.3. Subject/Applicant:	WA Local Government Convention 2013
File:	
Reporting Officer:	Tony Doust – Chief Executive Officer
Date of Report:	29 th April 2013
Disclosure of Interest:	Nil

Purpose

To consider the registration of delegates for the WA Local Government Convention 2013, which is to be held at the Perth Convention and Exhibition Centre during the period 7th– 9th August 2013.

Background

The Western Australian Local Government Association has advised accordingly:-

“The 2013 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2013. The tentative schedule for the Convention is as follows:

	START	FINISH
Wednesday 7 August		
Special State and Local Government Forum (President & CEO only)	9:00 am	12 noon
Collection of Voting Keypads	10:00 am	1:30 pm
Honour Recipients Luncheon	12 noon	1:00 pm
WA Local Government Association AGM opening (including Honours Awards Presentations)	1:30 pm	5:30 pm
Convention & Trade Exhibition Welcome Reception	5:30 pm	7:00 pm
Thursday 8 August		
ALGWA Breakfast	7:00 am	8:30 am
Opening and Convention Sessions	9:00 am	5:15 pm
Sundowner	5:15 pm	6:30 pm
Mayors & President Reception – Council House (by invitation)	5:30 pm	7:00 pm

Friday 9 August		
Convention Breakfast	7:00 am	8:45 am
Convention Sessions	9:00 pm	4:30 pm
Convention Gala Dinner	7:00 pm	12:00 am

Format for the WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30 pm to 5:30 pm on Wednesday 7 August 2013. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

*Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the welcome reception that evening must also be notified in advance.*

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2013 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

*The closing date for submission of motions is COB **Monday 10th June 2013**. Please note that any motions proposing alterations or amendments to the Constitution of the WA Local Government Association must be received by COB **Monday 17 May 2013** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- ❖ Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.*
- ❖ Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.*
- ❖ Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?*
- ❖ The likely political impact of the motion should be carefully considered.*
- ❖ Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?*
- ❖ The potential media interest of the subject matter should be considered.*
- ❖ Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.*

Enquires relating to the preparation or submission of motions should be directed to Chantelle O'Brien, Executive Officer Governance and Strategy on 9213 2013 or via email cobrien@walga.asn.au

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the Conference Standing Orders for details."

Comment

Accommodation arrangements have been made by the Chief Executive Officer for all councillors and the Chief Executive Officer, to stay at the Somerset, St Georges Tce, Perth, prior to and after the Convention. Accommodation has been reserved from Tuesday 6th August to Sunday (morning) 11th August 2013. It is proposed that two vehicles will be used to travel to the Convention.

It is also noted that the Western Australian Local Government Association will be holding training courses prior to and after the Convention.

"PRE CONVENTION

		VENUE	COST
Monday, 5 Aug 9.00am – 4.30pm	Participate in Local Government Emergency Management (For Elected Members and Officers) <i>Participate in Local Government Emergency Management Preparation</i> provides the foundation to increase Local Governments' knowledge of their preparation and planning responsibilities under the <i>Emergency Management Act 2005</i> . The aim of the course is to assist Local Government to initiate, coordinate and manage Local Government emergency management planning activities under the <i>Emergency Management Act 2005</i>	Adina Apartment Hotel (Canning Room)	NO COST
Monday, 5 Aug 9.00am – 4.30pm	Councillor Roles and Responsibilities (For Elected Members) <i>Councillor Roles and Responsibilities</i> cover the behaviours and actions required of elected members in meeting their roles and responsibilities. Using legislation as its basis, the course explores in practical ways how the framework of laws, regulations, and codes create clear paths that guide the steps of elected members and help them to carve out a successful role at council and within the community.	Adina Apartment Hotel (Avon Room)	\$395 (GST exempt)
Tuesday, 6 Aug 9.00am – 4.30pm	Manage Recovery Activities for Local Government (For Elected Members and Officers) <i>Manage Recovery Activities for Local Government</i> provides the foundation to increase Local Governments' knowledge of their recovery responsibilities under the <i>Emergency Management Act 2005</i> . The aim of the course is to assist Local Government to initiate, coordinate and manage Local Government recovery activities under the <i>Emergency Management Act 2005</i> .	Adina Apartment Hotel (Canning Room)	NO COST
Tuesday, 6 Aug 9.00am –	Effective Community Leadership (For Elected Members) <i>Effective Community Leadership</i> principally explores the personal attributes needed by elected members to perform their role in Local	Adina Apartment Hotel (Avon	\$395 (GST exempt)

4.30pm Government. The course introduces leadership concepts and the behaviours required of elected members in their role as leaders of council and prominent leaders in the community. Room)

CONVENTION

Wednesday, **Professionally Speaking** (For Elected Members) WALGA \$450
7 Aug *Professionally Speaking (or how to deal with communication* Boardroom (+GST)
9.00am – *minefields – everything from media interviews to hostile public*
4.30pm *meetings)* is an interactive workshop specifically designed to get participants “battle-ready” and offers practical techniques for handling unfamiliar public speaking situations with confidence and aplomb. While the focus of the session is on demystifying the media and getting the best result from every media opportunity, these skills can also be effectively used in other business settings. *Presented by Award Winning TV Journalist, Andrea Burns.*

POST CONVENTION

Saturday, **Meeting Procedures and Debating** (For Elected Members) WALGA \$395
10 Aug *Meeting Procedures and Debating* is specifically designed for both Boardroom (+GST)
9.00am – experienced and newly elected members who wish to enhance their
4.30pm meeting skills. Concentrating on knowledge of meeting procedures and high level debating techniques, this course is a practical tool kit for those who attend council and committee meetings.

Monday, **Change Management** (For Elected Members) WALGA \$395
12 Aug *Change Management* includes planning for and initiating Boardroom (+GST)
9.00am – organisational change. It stresses the leadership role of the Council
4.30pm in sponsoring change and recognises that there is a need for the Council and CEO to work together to achieve significant change. Relevant sections of the *Local Government Act 1995* are explained so that Elected Members have a sound basis to choose the right option for guiding the organisation and the community through change.

Tuesday, **Policy Development** (For Elected Members) WALGA \$395
13 Aug *Policy Development* outlines the process for effective policy Boardroom (+GST)
9.00am – development needed by Elected Members to perform their role in
4.30pm local government. Being in public life places obligations on Elected Members to understand the wider issues associated with their role so that they meet community expectations whilst operating within legislative and regulatory constraints. Major issues impacting on policy are analysed, interpreted and integrated through the development phase.”

Council will need to determine the following:-

1. Approved delegates to attend the Convention.
2. Appoint voting delegates for the WALGA Annual General Meeting.
3. Agree to submit any motions that are considered appropriate for the AGM.
4. Approve Councillors that wish to attend any of the training courses.

Consultation

Nil

Financial Implications

The cost per delegate for registration, accommodation and training course fees is estimated at \$4,000. This includes meals, attendance at the dinner, opening reception and Convention breakfast.

The total costs for all councillors and Acting CEO to attend is estimated at \$28,000.

The cost if approved will be provided in the 2013/14 budget.

Statutory Environment

Nil

Policy Implications

Council Policy: Requires approval of delegates to attend conferences and training.

Strategic Implications

Provides all councillors with the opportunity to participate in a forum that allows discussion on a formal and informal basis with other local government delegates.

Voting Requirements

Simple Majority

<i>OCM 039/13 Officer Recommendation & Council Decision</i>
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MOVED CR PETTERSON

SECONDED CR WEBB

- 1. Council approves the following to attend the WA 2013 Local Government week convention from 7th August 2013 to 9th August 2013: Crs Harris, Quadrio, Webb, Petterson, Weller and Ovens and the Acting Chief Executive Officer and the costs be met in accordance with Council Policy.**
- 2. Crs Harris and the Acting CEO or CEO be appointed as voting delegates for the Western Australian Local Government Association Annual General Meeting to be held on the 7th August 2013.**
- 3. That no motions be submitted to the Annual General Meeting of the Western Australian Local Government Association.**
- 4. (A) That Crs Webb, Petterson and Weller attend the training sessions on the 5th and 6th August 2013
(B) That Cr Quadrio attends the training sessions on the 7th and 10th August 2013.
(C) That Cr Harris attends the training sessions on the 12th and 13th August 2013.**

CARRIED 4/0

10.1.4. Subject/Applicant:	Tender No. 5 2012/13 – Ranger Services
File:	00675
Reporting Officer:	Tony Doust – Chief Executive Officer
Date of Report:	30 th April 2013
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to consider and accept a tender for Ranger Services for the Shire of Wiluna, for the period 1st July 2013 to 30th June 2016.

Background

The Shire of Wiluna currently has a contract with “Canine Control” Geraldton for ranger services. The contract expires on 30th June 2013. This arrangement has now been in place for over two years and has been very satisfactory.

As the estimated cost for the service over the three year period will exceed \$100,000 tenders have been called for the following:

“Services Required

Compliance with the requirements of the Dog Act 1976, Cat Act 2011, Litter Act 1979, Control of Vehicles (Off Road Areas) Act 1978 and Shire of Wiluna Local Laws, as follows:-

- 1. Understanding of duties in relation to the Community Safety and Public Amenity role including: Animal control, dog impoundment and release; Cat Act 2011; Litter Control; Parking and abandoned vehicles; and Disused materials.*
- 2. Ranger patrols in a timely and efficient manner, ensuring that the Shire’s Local Laws and other legislative requirements are upheld in accordance with safe operational procedures.*
- 3. Conduct investigations in a fair and equitable manner, issue infringements and warning notices as required, and attend court for prosecution or evidentiary purposes as directed by the CEO or delegated officer.*
- 4. Develop and maintain communication networks and professional relationships with all internal staff, residents, utility providers and contractors.*
- 5. Provide advice and assistance to the general public and to the Shire staff on Ranger issues pertaining to various Acts and Shire local laws.*
- 6. Provide input into Law Enforcement programs and public education programs.*

Period of Engagement

1st July 2013 to 30th June 2016 with the option of a further three year period at the discretion of the Shire of Wiluna.

(20) (two day) visits per financial year. (A minimum of 14 working hours in Wiluna for each visit.) To be arranged and agreed to by the Shire of Wiluna.

Location of Service

Within the Shire of Wiluna.

The Shire of Wiluna will provide a self contained accommodation unit for each visit.

Qualifications and Experience of Personnel

- Current Municipal Law Enforcement A & B Certificates.
- Current driver's licence.
- Working knowledge of Local Government procedures.
- All personnel may be subject to a satisfactory WA Police Check.
- Knowledge and understanding of Martu culture and local community life.
- Demonstrated past experience in carrying out Local Government Ranger functions and procedures.
- Ability to work successfully in a team and to build relationships with Indigenous and non-Indigenous people with a proven sensitivity to cultural differences.
- The ability to make reliable judgements as required within the constraints of relevant Acts, regulations, local laws, Government and Shire policies and procedures.
- Previous experience in using firearms with appropriate firearms' license or ability to obtain such license.
- Ability to prepare briefing notes and reports to a standard acceptable to the Shire and external agencies.

Contractor to Provide

- * A motor vehicle suitable equipped for ranger services to travel to and from Wiluna and use in the Shire, including fuel (detailed photographs of vehicle to be enclosed with tender proposals.)
- * All personal including salaries, allowances, superannuation and other employment related costs.
- * Incidental equipment required to carry out the services required effectively.
- * Insurance Covers
Copies of current insurance certification for:
 - Workers Compensation Cover for all staff employed
 - Personal Accident/Injury for self employed
 - Public Liability Insurance Min Cover \$10,000,000
 - Professional Liability Insurance Min Cover \$2,000,000
 - Product Liability Insurance Min Cover \$5,000,000
- * Meals and food whilst travelling and residing in Wiluna.

Payment for Services

Contractors must be registered for GST and have a current ABN.

Tax Invoices to be provided after each visit.

Payment will be made direct to the contractors bank account within (14) days of receiving a tax invoice.

Cost of Services (Including GST)

The following information is to be provided in any tender proposal submitted.

Cost for each visit and shown accordingly:-

Labour – On Site

Labour - Travel to and from Wiluna

Vehicle – On Site

Vehicle - Travel to and from Wiluna”

Comment

Tenders were advertised in the West Australian on Saturday 13th April 2013 and closed on Monday 29th April 2013 at 3.00 pm.

Only one tender was received from Canine Control Geraldton.

The proposal received complies with the requirements of the tender specifications.

The cost per visit is as follows.

	Option 1	Option 2
Labour – On site	\$1400	\$1400
Labour – Travel	\$400	\$400
Vehicle – On site	\$225	\$225
Vehicle – Travel	\$720	\$720
Administration & Incidentals	\$105	\$105
Fuel	\$0	\$240
Sub Total	\$2850	\$3090
GST	\$285	\$309
Total	\$3135	\$3399
*Note: Shire to provide 150 lts fuel estimated cost	\$225	

There will be an annual cost escalation of 5% on both options as from 1/7/2014.

It is recommended that Option 1 be accepted.

Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 3.57
Local Government (Function & General) Regulations 1996 – Part 4
Tenders for Providing Goods & Services

Policy Implications

Nil

Financial Implications

The funding required will be provided in future budget. The actual cost for each visit at the present time is \$2850 + \$285 GST and the Shire provides 150 lts of fuel per visit.

Strategic Implications

Shire of Wiluna Strategic Plan 2012 – 2021
Leading Wiluna
“A strong, capable and well trained workforce.”

Voting Requirements

Simple Majority

<i>OCM 040/13 Officer Recommendation & Council Decision</i>
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MOVED CR WEBB

SECONDED CR HARRIS

1. That the tender submitted by “Canine Control” Geraldton (Option 1) as outlined in the comment section of this report be accepted for the period 1st July 2013 to 30th June 2016 with the option available to Council to extend for a further 3 years, be accepted.
2. The Chief Executive Officer make arrangements for the completion of a contract for the services.

CARRIED 4/0

10.2. Principal Environmental Health Officer and Building Surveyor Report

Nil

10.3. Manager of Corporate Services Reports

Nil

10.4. Manager Finance & Administration Reports

10.4.1. Subject/Applicant:	Accounts Paid by Authority
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Admin & Finance
Date of Report:	
Disclosure of Interest:	Nil

Purpose

In accordance with the Financial Management Regulations a list of accounts paid by the Chief Executive Officer is presented to Council to be adopted.

Background

The list of accounts for the period ending 31st March 2013 are listed as Appendix 10.4.1. (blue pages).

Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulations 13. (*Reprint 2: The regulations as at 17 February 2006*)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

OCM 041/13 Officer Recommendation & Council Decision

MOVED CR WEBB

SECONDED CR QUADRIO

That the accounts paid by authority for the period ended 31st March 2013 totalling \$371,158.43 be received, endorsed and incorporated in the Minutes of the meeting.

CARRIED 4/0

10.4.2. Subject/Applicant:	Financial Report
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Finance & Admin
Date of Report:	
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to seek Council's adoption of the Financial Reports for the period ending 31st March 2013.

Background

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The reports for the periods ending 31st March 2013 are listed as Appendix 10.4.2. (green pages).

Comment

Nil

Consultation

Nil

Statutory Environment

Local Government Financial Management Regulations 1996 – Regulations 34-35.

Voting Requirement

Simple majority

OCM 042/13 Officer Recommendation & Council Decision

MOVED CR HARRIS

SECONDED CR WEBB

That Council adopt the Financial Reports for the period ending 31st March 2013 as presented.

CARRIED 4/0

10.4.3. Subject/Applicant:	Budget Review 2012/2013
File:	0016
Reporting Officer:	Glenn Deocampo – Manager, Finance & Admin
Date of Report:	27 th April 2013
Disclosure of Interest:	Nil

Purpose

To consider the budget review as presented in the Statement of Budget Review for the period 1 July 2012 to 28 February 2013 and to adopt the revised budget estimates-Appendix 10.4.3. grey pages.

Background

A Statement of Budget Review (Financial Activity) incorporating year to date budget variations and forecasts to 30 June 2013 for the period ending 28 February 2013 is presented to council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment

Local governments are required to conduct a budget review in order to establish whether they are meeting their budget commitments; in receipt of income and incurred expenditure in accordance with the adopted budget. Council is then to consider the review submitted and determine whether or not to adopt the review or any recommendations made. Council adopted a 10% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and considered during the annual budget review.

The attachments to budget review report provide details of all income and expenditure to the 28 February 2013 at a program, sub programme and account level, together with the original budget estimates and revised budget estimates. There are projected increases and decreases on various income and expenditures both operating and capital as noted in this report. A number of capital projects are being carried forward to the next financial year. However, other projects are anticipated to come within the budget. The closing funds remain in surplus as a result of this review with significant increase of \$4,876,195. This surplus includes \$1,600,000 unspent loan funds and \$1,837,332 restricted grants.

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. .

It is recommended that Council adopt the revised budget estimates as shown in the report provided.

Consultation

Chief Executive Officer, Works Manager

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

The budget is based on principles contained in the Strategic Plan and Plan for the Future

Financial Implications

Specific financial implications are outlined in the detail section of this report

Strategic Implications

The Budget Review has been developed based on existing strategic planning documents adopted by Council.

Voting Requirement

Absolute Majority required

OCM 043/13 Officer Recommendation & Council Decision

MOVED CR QUADRIO

SECONDED CR WEBB

That:

Council adopt the budget review for the period 1 July 2012 to 28 February 2013 and amend the 2012/13 adopted budget to the revised budget

estimates as shown the review financial report- Appendix 10.4.3. grey pages).

CARRIED 4/0 by Absolute Majority

10.5. Works Manager Report

Nil

11. Elected Members Motion of Which Previous Notice Has Been Given

Nil

12. Urgent Business Approved by the Person Presiding or by Decision of Council

Nil

13. Public Question Time

Siobhan Jenner

Q. How soon is the Agenda available for the public?

President Harris

A. The Agenda is available on the Thursday or Friday before the Council Meeting.

Siobhan Jenner

Q. Are they available on the website? Where do people collect them from?

President Harris

A. No. The Agenda is available at the Shire of Wiluna reception.

14. Matters Behind Closed Doors

OCM 044/13 Council Decision – MEETING CLOSED TO PUBLIC

MOVED CR WEBB

SECONDED CR PETERSON

That the meeting be closed to the public to deal with a confidential matter relating to staff.

CARRIED 4/0

Siobhan Jenner and Glenn Deocampo left the meeting at 1.45 pm

OCM 045/13 Council Decision – MEETING OPEN TO PUBLIC

MOVED CR PETERSON

SECONDED CR QUADRIO

That the meeting be re-opened to the public

CARRIED 4/0

Note: No decisions were made behind closed doors.

Management and Employment of Staff

OCM 046/13 Council Decision

MOVED CR HARRIS

SECONDED CR PETERSON

Council is fully supportive of the action taken by the Chief Executive Officer, Tony Doust on all matters relating to the employment and management of the staff employed by the Shire of Wiluna.

CARRIED 4/0 Unanimously

- 15.** The President closed the meeting at 2.22 pm.