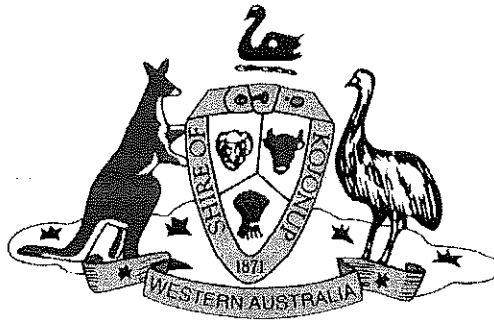


SHIRE OF KOJONUP



Council Agenda

20th August 2013

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in Council Chambers, Administration Building Albany Highway, Kojonup on Tuesday 20th August 2013 commencing at 3:00pm.

Your attendance is respectfully requested.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

14 August 2013

SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 20th August 2013****TABLE OF CONTENTS**

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE	3
3	SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	3
4	PUBLIC QUESTION TIME	3
5	APPLICATIONS FOR LEAVE OF ABSENCE	4
6	CONFIRMATION OF MINUTES	4
7	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
8	PETITIONS, DEPUTATIONS & PRESENTATIONS	5
9	DECLARATIONS OF INTEREST	5
10	CORPORATE SERVICES REPORTS	6
10.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY	6
10.2	MONTHLY PAYMENTS LISTING	8
10.3	FINANCIAL MANAGEMENT – INTERIM AUDIT	10
10.4	FINANCIAL MANAGEMENT – PROPOSED WRITE OFF OF SUNDRY DEBTORS	15
11	WORKS & ENGINEERING REPORTS	17
12	COMMUNITY & REGULATORY SERVICES REPORTS	17
13	EXECUTIVE & GOVERNANCE REPORTS	18
13.1	INFORMATION STATEMENT 2013/14	18
14	COMMITTEES OF COUNCIL	20
15	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	20
16	NEW BUSINESS	20
17	CONFIDENTIAL REPORTS	21
18	NEXT MEETING	21
19	CLOSURE	21
20	ATTACHMENTS (SEPARATE)	21

A G E N D A

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Cr Jane Trethowan	Shire President
Cr John Benn	Deputy Shire President
Cr Ian Pedler	
Cr Jill Mathwin	
Cr Frank Pritchard	
Cr Greg Marsh	

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services

APOLOGIES

Cr Rosemary Hewson	Applying for a Leave of Absence for the Council Meeting
Cr Michael Baulch	Applying for a Leave of Absence for the Council Meeting

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

/13 Moved Cr _____, seconded Cr _____ that Cr Hewson be granted Leave of Absence for the Council meeting held 20th August 2013.

CARRIED/LOST /

COUNCIL DECISION

/13 Moved Cr _____, seconded Cr _____ that Cr Baulch be granted Leave of Absence for the Council meeting held 20th August 2013.

CARRIED/LOST /

6 CONFIRMATION OF MINUTES

ORDINARY MEETING 23rd July 2013

COUNCIL DECISION

/13 Moved Cr _____, seconded Cr _____ that the Minutes of the Ordinary Meeting of Council held on 23rd July 2013 be confirmed as a true record.

CARRIED/LOST /

7 ANNOUNCEMENTS by the Presiding Member without discussion

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

9 DECLARATIONS OF INTEREST

STRATEGIC IMPLICATIONS

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the “Closing Balance” position will also occur or where a Budget Review highlights the requirement for amendments to occur.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Monthly Statement’s of Financial Activity for the periods of 1st July 2012 to 30th June 2013, as attached, be accepted.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Kim Dolzadelli – Manager of Corporate Services
DATE: Wednesday, 14 August 2013
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st July 2013 to 31st July 2013.

BACKGROUND

Not applicable.

COMMENT

The attached list of payments is submitted for receipt by the Council.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy 2.5 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments made are for items where Council has provided a budget authority.

STRATEGIC IMPLICATIONS

There are no strategic implications involved with presentation of the list of payments.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/7/2013 to 31/7/2013 comprising of Municipal Cheques 12782 to 12825, EFT's 10527 to 10673 and Internal Payment Vouchers 4420 to 4452 totalling \$780,844.02 and as attached to this agenda, be received.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

10.3 FINANCIAL MANAGEMENT – INTERIM AUDIT

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Tuesday, 13 August 2013
FILE NO: FM.AUD.2
ATTACHMENT: 10.3 Interim Audit Management Letter Year Ended 30th June 2013

DECLARATION OF INTEREST

Nil

SUMMARY

Council's Auditors recently completed the Interim Audit, and a copy of their report is an attachment to this report.

BACKGROUND

Auditors carry out two (2) audits per year, the first, Interim Audit, being part of the way during the year. The final audit is completed following the closure of the financial year, when the accounts have been closed off and completed.

COMMENT

The following systems were reviewed during the Interim Audit; bank reconciliations, payments, revenue, payroll, works costing, debtors, creditors and rates subsidiary ledgers.

The report on the results of the Interim Audit for the 2012/13 financial year raises one issue that recommends write off of four (4) Sundry Debtor accounts.

The Officer agrees with the Auditors recommendation and has prepared a separate report in order for Council to decide on this matter.

CONSULTATION

No consultation is required, however a copy of this report will tabled at the next meeting of Council's Audit Committee.

STATUTORY ENVIRONMENT

There are no specific statutory requirements relating to Interim Audits.

POLICY IMPLICATIONS

There are no known policy implications by the adoption of this report. Council has previously adopted a policy that all of these types of reports and letters are to be reported to Council.

FINANCIAL IMPLICATIONS

A separate report is being present to this meeting with respect to the Auditors recommendation for the write off of Sundry Debtor accounts totalling \$1,587.50.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Interim Audit Report for the year ended 30th June 2013 be received and noted.

COUNCIL DECISION

/13 Moved Cr

, seconded Cr

CARRIED/LOST

/

19 JUL 2013

audit/shkojinterim2013/cm



IFM13166

SHIRE OF KOJONUP

FM.AUD.2

FILE				
CEO	EC or IIC	NEA	MCS	MRG
RCR	SFO	WM	CDPO	FB
NESM	SLIM	PLAN		

17 July 2013

The Councillors
Shire of Kojonup
C/- Anthony Middleton
Acting Chief Executive Officer
PO Box 163
KOJONUP WA 6395

Dear Council,

Interim/Planning Audit Management Letter for the year ended 30 June 2013

We confirm having conducted our Interim/planning audit on 27 June 2013. Our report is for the purpose of providing feedback to Council.

Interim/planning audit testing assesses risk and checks control systems and data entry procedures. This is an essential process confirming ultimate reliance on financial reports.

Prior to reporting findings we remind council and management of the nature of audit tests conducted. The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered.

In addition, there are inherent limitations in any audit, and these include the use of testing, collusion and the fact that the most audit evidence is persuasive rather than conclusive. As a result, our audit provides reasonable - not absolute - assurance that the financial systems of the Shire are functioning reliably.

The following systems were reviewed during our visit; *bank reconciliations, payments, revenue, payroll, works costing, debtors, creditors & rates subsidiary ledgers.*

We now provide feedback as follows:

Bank Reconciliations

Bank reconciliations are correctly occurring monthly. All required reports are being retained on file.

70-74 Frederick Street - PO Box 494, ALBANY WA 6331
 a info@lincolns.com.au w lincolns.com.au
 t (08) 9841 1200 f (08) 9842 1044

- 2 -

Payroll

Our testing confirmed the appropriate audit trails existing for the payroll system and we are satisfied that it clearly evidences adherence to the appropriate internal control practices.

Payments System

Our testing confirmed the appropriate audit trails existing for payments made and we are satisfied that the payment system clearly evidences adherence to the appropriate internal control practices.

Receipts System

Our testing confirmed the appropriate audit trails exist for receipts and we are satisfied that the receipt system clearly evidences adherence to the appropriate internal control practices.

Rates, Debtors & Creditors Subsidiary

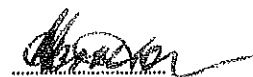
Our testing of rates, debtors & creditors subsidiary ledgers confirmed the appropriate subsidiary ledger reconciliations to general ledger are being generated and reviewed.

Results of exceptions and control weaknesses are included in the attached schedule.

We would like to thank Kim and the accounts team for their hospitality and valued assistance through out the audit.

Should you have any matters you would like to discuss, please do not hesitate to contact Paul Gilbert, Chris Martain or myself.

Kind Regards



Russell Harrison
PARTNER

**SHIRE OF KOJONUP
INTERIM AUDIT OBSERVATIONS AND COMMENTS SCHEDULE
FOR THE YEAR ENDED 30 JUNE 2013**

Matter	Present Procedure	Recommendation	Manager-Finance Comments								
Sundry Debtors	<p>Audit testing of the overdue Sundry Debtors noted the following accounts as outstanding beyond a reasonable period;</p> <table border="0" data-bbox="710 1265 821 1630"> <tr> <td>Caroline Ormsby</td> <td align="right">\$577.00</td> </tr> <tr> <td>Janine Marsh</td> <td align="right">\$250.00</td> </tr> <tr> <td>Scott Anthony Morris</td> <td align="right">\$628.00</td> </tr> <tr> <td>Susan Riley</td> <td align="right">\$132.50</td> </tr> </table> <p>The nature of the accounts, the prior collection action and the overdue period make the collectability extremely unlikely.</p>	Caroline Ormsby	\$577.00	Janine Marsh	\$250.00	Scott Anthony Morris	\$628.00	Susan Riley	\$132.50	We recommend that Council review and write-off the accounts as necessary.	Manager of Corporate Services agrees with the Auditors recommendation.
Caroline Ormsby	\$577.00										
Janine Marsh	\$250.00										
Scott Anthony Morris	\$628.00										
Susan Riley	\$132.50										

10.4 FINANCIAL MANAGEMENT – PROPOSED WRITE OFF OF SUNDRY DEBTORS

AUTHOR: Kim Dolzadelli – Manager of Corporate Services
 DATE: Tuesday, 13 August 2013
 FILE NO: FM.DEB.3
 ATTACHMENTS: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to consider the Interim Audit Recommendation to write off Sundry Debtor accounts totalling \$1,587.50.

BACKGROUND

Council's Auditor, Russell Harrison of Lincolns Accounts and Business Advisors, conducted the Interim Audit on 30th June 2013.

In the Management Letter as attached in Item 10.3 to this Agenda the Auditor noted the following Sundry Debtor accounts as outstanding beyond a reasonable period and that the nature of the accounts and overdue period make the collectability extremely unlikely:

Debtor	Amount	Description
69739 - C Ormsby	\$577.00	Slashing & Infringement dating back to January 2010
69740 - J Marsh	\$250.00	Fire Infringement dating back to January 2010
71804 – SA Morris	\$628.00	Slashing dating back to April 2007
73885 – S Riley	\$132.50	Hall Hire dating back to October 2011

The Auditor has recommended that the above Sundry Debtor accounts be written off.

COMMENT

The officer agrees with the Auditors comments and recommendation.

Council has an amount of \$2,000 in the Operating Statement of the 2013/14 Annual Budget for the provision of Doubtful Debt expenses; however the write off of the above debtors will have no impact on the Budget as they have all been accounted for in Councils Doubtful Debt provision held at Balance Sheet level.

As these amounts relate to a prior years a formal Council resolution by "Absolute Majority" is required for the amounts to be written off.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.12 - Power to defer, grant discounts, waive or write off debts

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

Provision to cover the writing off of these amounts is covered in Councils balance sheet provision for doubtful debts; the write off of these items will not have any impact on the 2013/2014 Budget.

STRATEGIC IMPLICATIONS

There are no strategic implications from the adoption of this recommendation.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council approves the write off of the following Debtor Accounts totalling \$1,587.50:

Debtor	Amount	Description
69739 - C Ormsby	\$577.00	Slashing & Infringement dating back to January 2010
69740 - J Marsh	\$250.00	Fire Infringement dating back to January 2010
71804 – SA Morris	\$628.00	Slashing dating back to April 2007
73885 – S Riley	\$132.50	Hall Hire dating back to October 2011

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

11 **WORKS & ENGINEERING REPORTS**

Nil

12 **COMMUNITY & REGULATORY SERVICES REPORTS**

Nil

13 EXECUTIVE & GOVERNANCE REPORTS**13.1 INFORMATION STATEMENT 2013/14**

AUTHOR: Kim Dolzadelli – Manager of Corporate Services
DATE: Tuesday, August 13, 2013
FILE NO: IM.FOI.4
ATTACHMENT: 13.1 Information Statement 2013/14

DECLARATION OF INTEREST

Nil

SUMMARY

To adopt the Shire of Kojonup's Information Statement for 2013/14.

BACKGROUND

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:-

The Agency's Mission Statement

Details of legislation administered.

Details of the agency structure.

Details of decision-making functions.

Opportunities for public participation in the formulation of policy and performance of agency functions

Documents held by the agency.

The operation of FOI in the agency.

COMMENT

The Shire of Kojonup's Information Statement 2013/14 is attached to this agenda. The document complies with the requirements of the Freedom of Information Act, as outlined above.

A copy of the Information Statement will be forwarded to the Commissioner as required. The previous version was adopted 15th January 2013 – Council Decision 10/13.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Freedom of Information Act 1992

POLICY IMPLICATIONS

The Information Statement is the Policy for access to information under the Freedom of Information Act, and is linked to the Records Management Policy and Record Keeping Plan.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Aligns with strategic objective 1.1.6 to "Improve recordkeeping practices".

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts the Information Statement 2013/14 as attached to the agenda.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

14 **COMMITTEES OF COUNCIL**

15 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

16 **NEW BUSINESS**
(of an urgent nature, introduced by a decision of the meeting).

17 **CONFIDENTIAL REPORTS**

18 **NEXT MEETING**

Tuesday, 17th September 2013 commencing at 3:00pm.

19 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at pm.

20 **ATTACHMENTS (SEPARATE)**

- Item 10.1 Monthly Statement of Financial Activity 1st July 2012 to 30th June 2013
- Item 10.1 Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 30th June 2013
- Item 10.2 Monthly Payment Listing
- Item 13.1 Information Statement 2013/14