

# SHIRE OF KOJONUP



## Council Minutes

***31<sup>st</sup> January 2006***

## **MINUTES FOR THE COUNCIL MEETING HELD 31 JANUARY 2006**

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## **SHIRE OF KOJONUP**

# MINUTES

### **1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

*The President opened the meeting at 3:02pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.*

The President welcomed delegates from the Kojonup Tourist Railway – Mrs Gwen Kinniburgh, Mr John Lewis, and Mr Ned Radford.

The President read the following statement:

*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 Jill Mathwin Shire President

Cr Jane Trethowan Deputy Shire President

Cr Pat Bunny

Cr Will Carrington-Jones

Cr Ernie Graham

Cr Rosie Hewson

Cr Frank Pritchard

Cr Geoff Thorn

Mr Stephen Gash Chief Executive Officer

Mr John Crothers Acting Finance Manager (3:28pm to 3:38pm)

Ms Melissa Wilson Environmental Development Manager (3:39pm to 4:00pm)

Ms Cindy North Community Services Officer (3:39pm to 4:00pm)

Mrs Heather Marland Senior Finance Officer (3:28pm to 3:38pm)

## **APOLOGIES**

Cr John Benn Leave of Absence

Cr Greg Marsh Leave of Absence

Mr John Perrett Long Service Leave

## **3 PUBLIC QUESTION TIME**

Nil

#### **4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

#### **5 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Greg Marsh had forwarded a letter to the CEO requesting Council grant him a leave of absence for this meeting.

#### **COUNCIL DECISION**

**01/06 MOVED** Cr Trethowan that leave of absence be granted to Cr Marsh for the 21st January 2006.

**CARRIED 8/0**

#### **6 CONFIRMATION OF MINUTES**

1. ORDINARY MEETING – 7<sup>th</sup> December 2005

*Corrections: Nil*

#### **COUNCIL DECISION**

**02/06 MOVED** Cr Hewson that the Minutes of the Ordinary Meeting of Council held on 7<sup>th</sup> December 2005 be confirmed as a true and correct record.

**CARRIED 8/0**

#### **7 ANNOUNCEMENTS** by the Presiding Member without discussion

The President announced that Cr Marsh was recovering well and sends his best wishes.

#### **8 PETITIONS, DEPUTATIONS & PRESENTATIONS**

The Kojonup Tourist Railway Inc

*At 3:10pm the President requested Council move to the adjoining room so that they could view an audiovisual presentation from the Kojonup Tourist Railway.*

Mrs Gwen Kinniburgh presented a brief overview of the Tourist Railway's history, current activities and vision for the future. Compliance with the current accreditation and regulatory framework was highlighted and the Rail Safety Management Plan was provided as an example of the level of governance and compliance expected of the group. Challenges such as insurance and promotion were explained, as well as how the operation as a committee under Council may assist the operations.

*The President thanked the group for their presentation and an update of their activities.*

*The President requested Councillors return to the Chambers at 3:25pm and reminded they were still under standing orders.*

## **9 DECLARATIONS OF INTEREST**

Nil

*Mr John Crothers and Mrs Heather Marland entered the room at 3:28pm.*

## **10 FINANCE REPORTS**

### **10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY AND END OF YEAR PROJECTIONS**

AUTHOR: John Crothers – Acting Financial Manager

DATE: 24 January 2006

FILE NO 06.15.01:

### **DECLARATION OF INTEREST**

Nil

### **SUMMARY**

Preparation and presentation to Council of Monthly reports are now a statutory requirement, with specific items needing to be included in such reports.

There are a number of separate attachments to this report, which give 'overview' information as to the position of Council's finances. As part of our 2<sup>nd</sup> Quarterly, & Revised Budget review, we have included copies of a Detailed Operating Statement, which includes our latest "Full Year" projections/ estimates. There are a number proposed variations and, if approved, then the new figures will become Council's new Amended Budget for the year.

It is considered important that Financial reports have clarity and show areas where major attention needs to be focused. However, the detailed items need to be looked at occasionally, as well.

## **BACKGROUND**

The new reporting requirements came into force from 1<sup>st</sup> July 2005. The reports attached comply with the new Financial Management Regulations.

## **COMMENTS**

What we have included to this month are as follows:

1.1 Statement of Financial Activity – Summary

2.1 Capital Expenditure Listing

3.1 Net Current Asset Position [NAP]

3.2 Explanations/Comments on Net Current Assets Position

3.3 Committed Assets Details [NOTE: Not dissected at this time]

3.4 Restricted Assets Details

3.5 Reserves Details

3.6 Ratios

### o Operating Statement

At its meeting of 22 August Council adopted a "Material" Variance figure of either \$500 or 8%, whichever is the greater. However, the detailed Operating Statement includes all the relevant information, and every dollar variation.

Variations to prior projections have been included, where deemed necessary, and as circumstances change.

The detailed Operating Statement lists all operational revenue and expenses showing their 'actuals to date', and then staff's 'end-of-year' projections. This will enable Council to see what is expected to occur for the whole of the year, and the variances expected on particular accounts. This is like doing a budget each quarter, but is well worth the effort. As Council can see, it is a very effective Financial Management tool. Where large increases in costs are projected, then additional revenue or offsetting cost savings have been identified.

This year remains "extremely" tight financially, and Council and staff will have to exercise both restraint and discipline throughout the 2005/06 year, as well a great deal of caution during the subsequent 2 years.

Attachment 10.1.1 to this report gives details of Council's Bank Reconciliations, and Investment.

Attachment 10.1.2 gives details of Council's Rates details.

Attachment 10.3 is a Status Report on the State of Council's Finance and Accounting work.

The accounts for the 2004/05 financial year have now been audited. The "Opening Balance" position for the 2005/06 Budget is \$6, 867.

If all the new projections are approved, then the End-Of-Year result will allow for a relatively low 'Closing' position. This is very small, and will be monitored regularly over the next 3 months. The position should not be allowed to deteriorate any further.

## **CONSULTATION**

None necessary, but copies of the new reporting proposals will be sent to Council's Auditor, as well as to Mr David Prasser-Jones, of Pascoe, Broome, Hudson, and Blythe, Chartered Accountants, for their information and comments.

## **STATUTORY ENVIRONMENT**

Financial Management Regulation 34 has been amended, with the new provisions setting out the basic information, which must now be included in the monthly reports to Council.

## **POLICY IMPLICATIONS**

None applicable.

## **FINANCIAL IMPLICATIONS**

Occasionally Council may be asked to authorise certain budget amendments/variations with a monthly Financial Activities report. However, It is expected that the staff will continue to write reports on individual items where necessary, explaining in detail why the proposed changes are needed.

## **STRATEGIC IMPLICATIONS**

This will only occur where it involves variations to the multiple year proposals previously put forward.

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

## **OFFICER RECOMMENDATION**

That the Monthly Financial reports, as attached, be accepted, and that the variations listed in the attachment to this report be authorised.

## **COUNCIL DECISION**

**03/06 MOVED Cr Thorn that the Monthly Financial reports, as attached, be accepted, and that the variations listed in the attachment to this report be authorised.**

**CARRIED 8/0**

### 10.2 MONTHLY PAYMENTS LISTING

**AUTHOR:** Senior Finance Officer – Heather Marland

**DATE:** 24<sup>th</sup> January 2006

**FILE NO:** 06.15.01

#### **DECLARATION OF INTEREST**

Nil

#### **SUMMARY**

To receive a list of payments made since the last similar list was received.

#### **BACKGROUND**

Not applicable.

#### **COMMENT**

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

## **CONSULTATION**

No consultation was required.

## **STATUTORY ENVIRONMENT**

Regulations 13 (2) of the Local Government (Financial Management Regulations) 1996 requires such a list to be "presented" whenever payments have been made under a delegated authority. (Reference Delegation #18).

## **POLICY IMPLICATIONS**

Council's Policy F3 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 the Payment Listing from 01/12/05 to 24/01/06 comprising of Municipal

Cheques 7981 to 8055, EFTs 1103 to 1210 and Internal Payment Vouchers

348 to 410 totalling \$1,000,476.53 and as attached to this agenda, be received.

## **COUNCIL DECISION**

**04/06 MOVED Cr Carrington-Jones that the Payment Listing from 01/12/05 to 24/01/06 comprising of Municipal Cheques 7981 to 8055, EFTs 1103 to 1210 and Internal Payment Vouchers 348 to 410 totalling \$1,000,476.53 and as attached to this agenda, be received.**

**CARRIED 8/0**

## **11 ENGINEERING & WORKS REPORTS**

Nil

## **12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS**

Nil

## **13 CORPORATE & COMMUNITY SERVICES REPORTS**

*The President advised that if there were no objections that Items 13.1 and 13.2 would be deferred until later in the meeting, after the Council had spoken to the Auditor. No procedural motions were raised.*

*Mr John Crothers and Mrs Heather Marland left the room at 3:38pm*

*Ms Melissa Wilson and Ms Cindy North entered the room at 3:39pm.*

### **13.3 COUNCIL POLICY F1 & F2 AND THE COMMUNITY FUNDING PROGRAM**

**AUTHOR:** Community Services Officer – Cindy North

**DATE:** 19 January 2006

**FILE NO:** Policy Manual & 03.02.01

#### **DECLARATION OF INTEREST**

Nil

#### **SUMMARY**

To review Council Policies F1 and F2 in conjunction with the introduction of a Community Funding Program.

#### **BACKGROUND**

In previous years the Council has received verbal and written advice (in the form of letters) from community groups and organisations, for requests of financial and in-kind assistance. Whilst it is Council's policy to help support and develop community organisations and the services that they provide, the system in which requests have been made has not always been accountable and in line with Council's budget process.

In the past we have seen many of the same community organisations gain repeated funding year after year, whilst other organisations have made continued requests of Council for financial and/or in-

kind assistance without ever being successful. In some of the cases where funds were administered, applicants were never asked to:

- give a detailed outline of their project/event/activity (demonstrating that it is in line with Council's strategic direction)
- demonstrate their capacity to manage and be accountable for the assistance given
- provide an accurate acquittal of the financial assistance given (demonstrating that the funding received was actually used for the purposes in which it was administered for).

As a consequence of these checks not being in place, there have been instances where funds have been used for purposes other than those in which it was given for, and the appropriate acquittal of funds never being presented to the Council, therefore no accountability has been enforced.

There have also been instances where community groups and organisations make requests for financial and in-kind assistance throughout the year. Trying to accommodate these requests after the budget has been formulated makes it very difficult to manage various accounts, and increases the risk of overspending.

There have also been a number of requests from community groups and organisations to waiver various fees and charges of the Shire, in order to support the services and/or activities of the group. Previous Council Policy F1 makes reference to this type of request (see attached), and states that the Council may resolve to provide a cash donation equivalent to the fee or charge on written application by the community or sporting group. In some instances the fee or charge imposed on the community group is very minimal, and creates a great deal of work in returning the fee as a donation, as requests must be presented before Council. The new policy (F2) will look at delegating authority to the Chief Executive Officer, to waive fees and charges for community groups and organisations, providing the charge is less than \$100.

## **COMMENT**

Review of Council Policy F1 and F2 comes in conjunction with the renumbering of the Finance Policies, with F1 being completely rewritten and F2 being a new policy.

The introduction of a Community Funding Program (see attached Application Form and Guidelines) will provide a streamlined and simple way for community groups and organisations to apply for Shire assistance, and an easy and accountable method in which Council can fairly and evenly distribute funding in the community. New Council Policy F1 will support the Community Funding Program, and will not specify certain community groups which will be allocated funding (as per old Council policy F1). Instead, funding will be allocated based on the merits of the application and how it fits with the Council's strategic direction.

The Community Funding Program will also benefit Council by:

- collating all requests of Council before the budget is prepared, allowing a more accurate budget to be framed.
- allowing the Council to have a greater understanding of the financial requests of the community, and ensure that assistance is distributed fairly based on how well applicants address the essential

funding criteria.

- o ensuring accountability and proper acquittals take place of Council funding.

Applications to the Community Funding Program will be advertised in February, with applications closing on the 31 March 2006. This will allow MANEX to assess and rank all applications and Council to endorse successful applicants during the month of April. Applications received after the closing date will not be accepted to ensure that all applicants are assessed at the same time, against the same criteria, and to ensure that requests are not made after the budget has been formulated.

New Council Policy F2 will allow the Council to be flexible where they see it appropriate that the waiver of a Council fee or charge may assist a community group or organisation in the delivery of their service or activity. By giving the delegated authority to the Chief Executive Officer (for requests of up to \$100) it will significantly reduce the amount of work (Council agenda items, payments to organisations etc) for small requests. For requests over \$100, the organisation must apply in writing and seek endorsement by Council. There will be a capped amount for the total of waived fees and charges under \$100 (as specified in the budget) in which the Chief Executive Officer will have the authority to approve.

New Council Policy F1 will be administered with the Community Funding Program application package (containing the application form and general guidelines for applicants), and new Council Policy F2 will be sent to any applicants who wish to apply for the waiver of a Council fee or charge, prior to the application being made.

## **CONSULTATION**

Consultation has occurred with MANEX, regarding new Council Policies F1 and F2, and the content of the Community Funding Program application form and guidelines for applicants.

## **STATUTORY ENVIRONMENT**

There are no known Statutory Implications.

## **POLICY IMPLICATIONS**

This item refers to old Council Policy F1 – Donations and Contributions to Community Organisations.

## **FINANCIAL IMPLICATIONS**

There are no known Financial Implications of adopting new Council Policy F1 and F2, and the accompanying Community Funding Program.

## **STRATEGIC IMPLICATIONS**

By adopting new Council Policies F1 and F2 it will ensure that financial commitments which are made to community groups and organisations within Kojonup, are made in line with the Council's strategic direction and annual budget. This will ensure that Council does not over commit financial and physical resources, and that successful applicants are required to acquit Council funds in the appropriate manner.

**VOTING REQUIREMENTS – ABSOLUTE MAJORITY**

**OFFICER RECOMMENDATION**

That new Council Policy F1 and F2 be adopted to accompany the Community Funding Program.

**COUNCIL DECISION**

**05/06 MOVED Cr Trethowan that new Council Policy F1 and F2 be adopted to accompany the Community Funding Program.**

**CARRIED 8/0**

**COUNCIL DECISION**

**06/06 MOVED Cr Trethowan that the delegations register be amended to reflect the delegation to the CEO in policy F1 – Donations and Contributions to Community Organisations**

**CARRIED BY AN ABSOLUTE MAJORITY 8/0**

*Reason for change: The CEO advised Council that there would need to be a delegated authority to enable policy F1 to be implemented.*

**14 OCCUPATIONAL SAFETY & HEALTH COMMITTEE - 31 MAY 2005**

**14.1 POLICY AND REVIEW**

At the 7<sup>th</sup> December 2005 Occupational Safety and Health Committee meeting two (2) policies / procedures were reviewed.

**5.6.1 Vehicle Policy**

The Vehicle Policy underwent its annual review on the 17<sup>th</sup> of August 2005 however the Committee discussed the policy at the November 2005 Committee meeting and decided it should be reviewed, in particular the speed limits in the depot yard. The policy has been amended to reflect a 10km/hr speed limit within the yard.

OSH 2/06 Moved Mr Marland that the Vehicle Policy, as attached to the 17<sup>th</sup> of January 2006 Occupational Safety and Health Committee Minutes be adopted.

**CARRIED 6/0**

## 5.7 Emergency Response Procedure Review

The Emergency Planning Committee (EPC) is responsible for reviewing the emergency response procedures for their effectiveness and implementation. They are also responsible for evaluating the emergency drills.

OSH 3/06 Moved Mr Gash that the Emergency Preparedness and Response

Procedure, as attached to the 17th of January 2006 Occupational Safety and Health Committee Minutes and subject to current contact details being maintained be adopted.

CARRIED 6/0

*Reason for Change: The Committee requested that the list of Fire Wardens in section 6.1 of the Procedure be updated to reflect the staff changes at the Recycling Transfer Station*

### **OFFICER RECOMMENDATION**

That the recommendations OSH 2/06 and OSH 3/06 of the Occupational Safety and Health Committee meeting held 17<sup>th</sup> January 2006 be noted.

### **COUNCIL DECISION**

**07/06 MOVED Cr Carrington-Jones that the recommendations OSH 2/06 and OSH 3/06 of the Occupational Safety and Health Committee meeting held 17<sup>th</sup> January 2006 be noted.**

**CARRIED 8/0**

*The President advised that Council had scheduled a teleconference with the Auditor and concurrent Audit Committee meeting at 4:00pm, due to the availability of the auditor and the need to consider the annual report.*

*The President adjourned the meeting at 4:00pm.*

*The meeting was reconvened at 5:15pm and standing orders resumed, with the 8 listed Councillors and CEO present.*

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

*The President advised the meeting that it would now be appropriate to consider agenda items 13.1 and 13.2.*

15.1 2004/05 ANNUAL REPORT (Deferred agenda item 13.1)

DATE: 31<sup>st</sup> January 2006

AUTHOR: Acting Finance Manager – John Crothers

FILE NO: 03.03.01 and 06.04.01

## **DECLARATION OF INTEREST**

Nil

## **SUMMARY**

The Annual Report for the Shire of Kojonup for the 2004/05 financial year has been completed, audited, and is now submitted to Council for formal acceptance. A copy of that annual report is herein circularised with the Agenda.

## **BACKGROUND**

Every Council is to prepare an annual report for each financial year. The report is a record of the Shire's activities for the financial year immediately past, and is part of the accountability principles established for local government.

## **COMMENT**

The Council is to accept the annual report by December 31 following the year-end or no less than two months after receiving the audit report. The audit report was received on 18<sup>th</sup> January 2006

## **CONSULTATION**

The annual report includes the financial report and this has been the subject of close examination by the appointed auditors, Lincolns, Accountants and Business Advisors.

In addition, Council's Audit Committee is to discuss the matter on 31<sup>st</sup> January 2006 with Mr Russell Harrison, of Lincolns. The final audited statements are included in the attached Annual Report. They have been altered to prior years, so as to be more informative.

The management letter is attached separately to the Agenda.

## **STATUTORY ENVIRONMENT**

Section 5.53 & 5.54 - Local Government Act 1995

These sections deal with the content and tabling of the various third party reports within the overall Annual Report. Advice received in 2004 from the Department of Local Government is that the Council must ultimately accept the report, even if not agreed with.

The annual report is to contain -

- A report from the President
- A report from the Chief Executive Officer
- A report of the principal activities commenced or continued during the financial year
- An assessment of the local government's performance in relation to each principal activity
- An overview of the principal activities that are proposed to commence or to continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to employees
- The auditor's report and
- Such other information as may be prescribed (for example reporting on the Disability Services Plan, Records Management Plan, etc)

Once the Council has accepted the annual report, the Chief Executive Officer is to give local public notice of its availability, and the report is to be submitted to an annual electors meeting.

### **POLICY IMPLICATIONS**

There are no known policy implications.

### **FINANCIAL IMPLICATIONS**

There are a number of issues identified in the Auditor's Management letter, a draft of which was considered by the Council's Audit Committee as previously mentioned in this report. The issues raised in the Management letter are being attended to, however there is an explanation of the current situation in the right hand column of that letter. It is planned that all issues will be attended to by the end of June 2006.

### **STRATEGIC IMPLICATIONS**

There are no Strategic implications, except that there are a number of areas within the finances where action is required. Such matters are being taken into account in the Quarterly Financial Report, which is a Budget Review.

The lack of available finances means that the Council is unable to proceed with other major works. This will be the case for at least 2 years.

### **VOTING REQUIREMENTS - SIMPLE MAJORITY**

### **OFFICER RECOMMENDATIONS**

That the Annual Report for 2004/05 financial year for the Shire of Kojonup, as attached to the Agenda, be accepted.

### **COUNCIL DECISION**

**08/06 MOVED Cr Bunny that the Annual Report for 2004/05 financial year for the Shire of Kojonup, as attached to the Agenda, be accepted subject to minor typographical corrections discussed.**

**15.2 ANNUAL MEETING OF ELECTORS (Deferred agenda item 13.2)**

AUTHOR: Acting Finance Manager – John Crothers

DATE: 31 January 2006

FILE NO: 01.04.02

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To fix a date for the Annual Electors Meeting in accordance with the requirements of the Local Government Act, 1995.

**BACKGROUND**

A general meeting of the electors of a district is to be held once every financial year. A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

A separate report on the Annual Report is included in the Agenda for today's meeting.

**COMMENT**

The Annual Electors meeting for the 2003/04 year was held on 17<sup>th</sup> March 2005. In years prior to that the annual electors meeting have been held in late June of the following year. The reasons were directly associated with the delays in finalising the financial statements and the audits. It is suggested that the meeting be held on 21<sup>st</sup> February 2006.

**CONSULTATION**

This is an item that does not require public consultation in setting the date for the annual electors meeting.

**STATUTORY ENVIRONMENT**

Sections 5.26 to 5.33 inclusive of the Local Government Act, 1995.

**POLICY IMPLICATIONS**

There are no known policy implications.

## **FINANCIAL IMPLICATIONS**

Funds are included in the budget for the production of the annual report.

## **STRATEGIC IMPLICATIONS**

The annual report to electors is not only a legislative requirement but is also an important aspect of the Council being open and accountable, and providing members of the community to discuss any aspect of information contained in the Annual Report.

## **VOTING REQUIREMENT - SIMPLE MAJORITY**

## **OFFICER RECOMMENDATION**

That in accordance with Section 5.27 of the Local Government Act, 1995 the annual meeting of electors be scheduled for Tuesday 21st February 2006 commencing at 7.00pm in the Memorial Hall.

## **COUNCIL DECISION**

**09/06 MOVED Cr Carrington-Jones that in accordance with Section 5.27 of the Local Government Act, 1995 the annual meeting of electors be scheduled for Tuesday 21st February 2006 commencing at 7.00pm in the Memorial Hall.**

**CARRIED 8/0**

## **15.3 COUNCIL POLICY F1 & F2 AND THE COMMUNITY FUNDING PROGRAM**

## **COUNCIL DECISION**

**10/06 MOVED Cr Thorn that Policy F1 and F2 adopted in item 13.3 be reviewed following feedback from the first round applications for the 2006/2007 budget.**

**CARRIED 8/0**

**16 NEW BUSINESS** of an urgent nature, introduced by a decision of the meeting\_

Nil

## **17 CONFIDENTIAL REPORTS**

17.1 LEGAL ADVICE - W Lenyszyn

## **COUNCIL DECISION**

**11/06 MOVED Cr Thorn that the meeting remain closed to the public pursuant to section 5.23 (2) (d) of the Local Government Act 1995.**

## **CARRIED 8/0**

*The meeting was closed to the public at 5:49pm.*

*The Chief Executive Officer provided a confidential briefing to Council regarding the status of the Supreme Court Action. No documents were tabled. No motions were considered.*

*The meeting was reopened to the public at 6:43pm. No members of the public re-entered.*

## **18 NEXT MEETING**

Tuesday 21<sup>st</sup> February 2006

## **19 CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 6:45pm.

## **20 APPENDICES & TABLED DOCUMENTS**

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## **21 ATTACHMENTS**

Item 10.1 Monthly Financial Reports and Quarterly Operating Statement Review

Item 10.2 Monthly Payment Listing

Item 13.1 Lincolns – Letter of Management re Audit Year ended 30 June 2005

Audit Observations for the Year ended 30 June 2005

Annual Report 2005/2005

Item 13.3 Old Finance Policy F1

## New Finance Policy F2

### Budget Submissions for Financial Assistance General Guidelines for Applicants