

**MINUTES  
SEPTEMBER 2014**

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

The Chair Person, the Shire President, Cr Crosby, declared the meeting opened at 5.32 pm.

**2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE****Members**

Cr C Crosby	Member
Cr M Tuffley	Member
Cr G Browne	Member
Cr G Collins	Member
Cr R Jury	Member
Cr M Stephens	Member
Cr A Smith	Member
Cr B Altham	Member

**Staff**

JP Bentley	Chief Executive Officer
M Bamess	Deputy Chief Executive Officer

**Members of the Public****Apologies**

DW Long	Works Manager
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**Members on Leave of Absence****3. DECLARATION OF INTERESTS:**

- **Financial Interest**  
Nil
- **Members Impartiality Interest**  
Nil
- **Proximity Interest**  
Nil

**4. PUBLIC QUESTION TIME:**

Nil

**5. APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE:**

Nil

**6. CONFIRMATION and RECEIVING OF MINUTES/BUSINESS ARISING:****6.1 Ordinary Meeting of Council held on Wednesday 20 August 2014**

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 20 August, 2014 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

<b>4371 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr M Stephens / Cr G Browne**

**That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 20 August 2014 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.**

**CARRIED 8/0  
By Simple Majority**

- 7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION:**
- 8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:**
- 9. OFFICERS REPORTS:**

**9.1.1 MONTHLY FINANCIAL REPORTS TO 31 AUGUST 2014**

<b>DATE:</b>	3 September, 2014
<b>SUBJECT:</b>	Monthly Financial Reports to 31 August, 2014
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	Whole of the Shire
<b>AUTHOR:</b>	Michelle Bamess –Deputy Chief Executive Officer
<b>REPORTING OFFICER:</b>	Michelle Bamess –Deputy Chief Executive Officer
<b>FILE NO:</b>	FIN30.20
<b>ASSESSMENT NO:</b>	N/A

**PURPOSE**

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

**BACKGROUND**

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

**STATUTORY IMPLICATIONS**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

**POLICY IMPLICATIONS**

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council's accounting concepts and reporting guidelines.  
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council's financial position.

**FINANCIAL IMPLICATIONS**

Ongoing management of Council funds

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

**COMMENT**

The Monthly Financial Reports as presented indicate that Council continues to be in a sound financial position.

**ATTACHMENTS**

- Monthly Financial Reports to 31 August 2014 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 31 August 2014)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 31 July 2014
- Monthly Financial Reports to 31 August 2014

**4372 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr M Tuffley / Cr R Jury**

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 31 July 2014
- Monthly Financial Reports to 31 August 2014

**CARRIED 8/0  
By Simple Majority**

**9.1.2 SCHEDULE OF ACCOUNTS PAID TO 31 AUGUST 2014**

<b>DATE:</b>	3 September, 2014
<b>SUBJECT:</b>	Schedule of Accounts Paid
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	Whole of the Shire
<b>AUTHOR:</b>	Michelle Bamess – Deputy Chief Executive Officer
<b>REPORTING OFFICER:</b>	Michelle Bamess – Deputy Chief Executive Officer
<b>FILE NO:</b>	N/A
<b>ASSESSMENT NO:</b>	N/A

**FUND VOUCHERS AMOUNT**

Municipal Fund	\$453,681.29
Trust Fund	\$0.00
Direct Debits	\$86,523.09
Spoiled Cheques	
Cancelled Cheques	

**ATTACHMENTS**

Schedule of Accounts submitted 17<sup>th</sup> September 2014.

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

Municipal Fund	\$453,681.29
Trust Fund	\$0.00
Direct Debits	\$86,523.09
<b>TOTAL</b>	<b><u>\$540,204.38</u></b>

**4373 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr M Stephens / Cr M Tuffley**

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

Municipal Fund	\$453,681.29
Trust Fund	\$0.00
Direct Debits	\$86,523.09
<b>TOTAL</b>	<b><u>\$540,204.38</u></b>

**CARRIED 8/0  
By Simple Majority**

10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

<b>4374 - COUNCIL RESOLUTION (Officer Recommendation)</b>
-----------------------------------------------------------

**MOVED Cr G Browne /Cr M Tuffley**

**That the council:**

**Consider the new business of urgent nature as presented.**

**CARRIED 8/0  
By Simple Majority**

**11.1.1 MANAGEMENT REPORT - YEAR ENDED 30 JUNE 2013**

<b>DATE:</b>	16 September 2014
<b>SUBJECT:</b>	Management Report – Year Ended 30 June 2013 N/A
<b>PROPONENT:</b>	Whole of the Shire
<b>LOCATION:</b>	Peter Bentley - Chief Executive Officer
<b>AUTHOR:</b>	Peter Bentley - Chief Executive Officer
<b>REPORTING OFFICER:</b>	FIN30.5
<b>FILE NO:</b>	N/A
<b>ASSESSMENT NO:</b>	

**PURPOSE**

Council to formally receive and accept the Management Report and Annual Financial Statements for the year ended 30 June 2013.

**BACKGROUND**

Council's appointed Auditor, Dale Woodruff, from Byfields, has completed the audit for the Shire of Kent for the year ended 30 June 2013, the management report is included as an attachment. The audit has been completed and a copy of the Financial Statements is attached.

**STATUTORY IMPLICATIONS**

Local Government Act 1995

Local Government (Audit) Regulations 1996

**LGA Section 7.12A (3) & (4) Duties of local government with respect to audits**

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister,

**POLICY IMPLICATIONS**

Not applicable

**FINANCIAL IMPLICATIONS**

Not applicable

**STRATEGIC IMPLICATIONS**

Not applicable

**COMMENT**

No material issues were raised by auditors within the Management Report.

**ATTACHMENTS**

Management Report – year ended 30 June 2013  
Annual Financial Statements 30 June 2013

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That the Council:

1. **Receives and acknowledges the Management Report for the year ended 30 June 2013 prepared by Dale Woodruff, of Byfields Accountants and Financial Advisors and notes the comments contained within**
2. **Receives and adopts the Annual Financial Statements for the year ended 30 June 2013.**
3. **Hold the Shire of Kent Annual Electors Meeting at the Pingrup Pavilion on Monday 20 October 2014 at 7.00 pm**

**4375 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr R Jury /Cr B Altham**

That the Council:

1. **Receives and acknowledges the Management Report for the year ended 30 June 2013 prepared by Dale Woodruff, of Byfields Accountants and Financial Advisors and notes the comments contained within**
2. **Receives and adopts the Annual Financial Statements for the year ended 30 June 2013.**
4. **Hold the Shire of Kent Annual Electors Meeting at the Pingrup Pavilion on Monday 20 October 2014 at 7.00 pm**

**CARRIED 8/0  
By Simple Majority**



**11.1.2 ADDITION OF A NEW FEE TO THE SCHEDULE OF FEES & CHARGES – 2014/2015**

<b>DATE:</b>	15 September 2014
<b>SUBJECT:</b>	Inclusion of a New Fee to the Schedule of Fees & Charges – 2014/2015
<b>PROPONENT:</b>	
<b>LOCATION:</b>	N/A
<b>AUTHOR:</b>	Whole of the Shire
<b>REPORTING OFFICER:</b>	Michelle Bamess - Deputy Chief Executive Officer
<b>FILE NO:</b>	Michelle Bamess - Deputy Chief Executive Officer
<b>ASSESSMENT NO:</b>	FIN15.5
	N/A

**PURPOSE**

For Council to consider and adopt a fee for the hire of the metal table and seating combinations from the Sporting Pavilions into the Schedule of Fees & Charges – 2014/2015.

**BACKGROUND**

There has been a request for the hire of the metal table and seating combinations located at the Sporting Pavilion in Nyabing. The current Schedule of Fees & Charges does not include a fee for the hire of these.

**STATUTORY IMPLICATIONS**

Local Government Act 1995 – Section 6.16 and 6.17

Local Government Act (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

Council has no set policy on this matter.

**FINANCIAL IMPLICATIONS**

The proposed fee will not impact materially on Council's revenue stream.

**STRATEGIC IMPLICATIONS**

Nil

**COMMENT**

Council to consider the addition of a new fee to the Schedule of Fees and Charges for 2014/2015 for the hire of the metal table and seating combinations.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That the Council:**

Consider and adopt a fee of \$15.00 for the hire of the metal table and seating combinations, to be included in the Schedule of Fees & Charges – 2014/2015.

**4376 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED: Cr A Smith / Cr G Browne**

**That the Council:**

Consider and adopt a fee of \$15.00 for the hire of the metal table and seating combinations, to be included in the Schedule of Fees & Charges – 2014/2015.

**CARRIED 8/0  
By Simple Majority**

**12. INFORMATION BULLETIN**

**4377 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr A Smith / Cr M Tuffley**

**That the Information Bulletin be received by Council.**

**CARRIED 8/0  
By Simple Majority**

**13. MATTERS BEHIND CLOSED DOORS**

That the meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial Contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

**14. MEETING CLOSURE**

There being no further business the Shire President Cr Cathy Crosby, closed the meeting at 6.13pm.