



MINUTES

**Special Council Meeting held on Wednesday 4th
April 2018, in Council Chambers, at
Lot 66 Railway Street, Trayning
Commencing at 4:15pm.**



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Signed



Scanned Image of Signature

Graham Merrick
Chief Executive Officer

PREFACE

When the Chief Executive Officer approves these Minutes for distribution they are in essence “Unconfirmed” until the following Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The “Confirmed” Minutes are then signed off by the Presiding Person.

UNCONFIRMED MINUTES

These minutes were approved for distribution on 05th April 2018.



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Graham Merrick
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 16 May 2018.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.



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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr MA Brown, welcomed all members, staff and declared the meeting open at 4:15pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

MEMBERS:

Cr Melanie Brown (Shire President)

Cr Gregory Yates

Cr Freda Tarr

Cr Michelle McHugh

Cr Dale Vernon

Cr Marlon Hudson

STAFF:

Mr Graham Merrick (Chief Executive Officer)

Miss Belinda Taylor (Executive Assistant)

APOLOGIES:

Cr Geoffrey Waters (Deputy Shire President)

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTEREST

Nil

5. OFFICER REPORTS

5.1 Compliance Audit Return 2017

Date of Report:	28 th March 2018
Proponent:	N/A
File Ref:	3.2.6.2
Officer:	Graham Merrick –Chief Executive Officer
Senior Officer:	N/A
Officer's Disclosure of Interest:	Nil
Attachments:	5.1 Compliance Audit Return
Voting Requirements:	Absolute Majority

Introduction

This report requests Council to receive and endorse the 2017 Compliance Audit Return reviewed by Council's Audit Committee.

Background

Council is required each financial year to carry out a Compliance Audit review as set by the Minister. The review concentrates on areas of high risk for Council such as financial and statutory compliance.

The Audit Committee are required to review the completed Compliance Return and report the results to the Council.

Consultation

There has been consultation with the Senior Finance Officer and Executive Assistant.

Statutory Environment

Local Government Act 1995

s7.13. Regulations as to audits

- (1) Regulations may make provision —
 - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.

Local Government (Audit) Regulations 1996

- r14. Compliance audits by local governments
- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
 - (2) After carrying out compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
 - (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
 - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.
- r15. Compliance audit return, certified copy of etc. to be given to Executive Director
- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
 - (2) In this regulation —

certified in relation to a compliance audit return means signed by —

 - (a) the mayor or president; and
 - (b) the CEO.

The recommendation that follows is consistent with these statutory requirements.



Policy Implications

This proposal does not contain any notable policy implications.

Financial Implications

This proposal does not contain any notable financial implications.

Strategic Implications

This proposal does not contain any notable strategic implications.

Environmental Implications

This proposal does not contain any notable environmental implications.

Social Implications

This proposal does not contain any notable social implications.

Officers Comment

The 2017 Compliance Audit Return has been completed with due diligence by the appropriate officers. The questions were all answered accurately and to the best of our knowledge which is reflected in the results.

Further questions on the results can be answered by the appropriate staff during the meeting.

Officer Recommendation/ Council Decision

Moved: Cr FA Tarr

Seconded: Cr MS Hudson

It is recommended that:

Council receive and endorse the Compliance Audit Return for 2017 as presented by Council's Audit Committee.

Resolution: 04-2018.036

Carried by Absolute Majority: 6/0

5.2 Budget Review 2017-2018

Date of Report:	2 nd March 2018
Proponent:	N/A
File Ref:	3.2.7.7
Officer:	Graham Merrick – Chief Executive Officer
Senior Officer:	N/A
Officer's Disclosure of Interest:	Nil
Attachments:	2016/2017 Budget Review
Voting Requirements:	Absolute Majority

Introduction

This report presents the 2017/ 2018 Budget Review for Councils consideration and adoption.

Background

Financial Management Regulation 33A – Review of Budget, requires a local government to review its Annual Budget between 1 January and 31 March of any given financial year. The outcome of the review is to be submitted to Council for consideration and adoption.

Consultation

Council's Audit Committee reviewed the attached document on 4th April 2018.

Statutory Environment

Local Government (Financial Management) Regulations 1996 –

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (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.

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

This proposal does not contain any notable policy implications.

Financial Implications

This proposal does recommend several budget amendments.

Strategic Implications

This proposal does not contain any notable strategic implications.

Environmental Implications

This proposal does not contain any notable environmental implications.

Social Implications

This proposal does not contain any notable social implications.

Officer's Comment

The budget review documents, including recommended budget amendments, are attached.

Officer Recommendation/ Council Decision

Moved: Cr GI Yates

Seconded: Cr MS Hudson

It is recommended that:

The Budget Review for the period ending 31st March 2018, including the proposed budget amendments, is accepted as presented.

Resolution: 04-2018.037

Carried by Absolute Majority: 6/0



6. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

7. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COMMITTEE

Nil

8. CLOSURE OF MEETING

There being no further business, the Shire President declared the meeting closed at 4:18pm.