

**SHIRE OF NUNGARIN**



**ORDINARY MEETING OF COUNCIL AGENDA**

**HELD ON THE**

**20<sup>th</sup> February 2019**

**3:00 PM**



**SHIRE OF NUNGARIN**

**NOTICE OF MEETING**

Dear Councillor

It is advised that the **COUNCIL MEETING** will be held in the Council Chamber of the **Shire of Nungarin**, Railway Avenue, Nungarin, on **Wednesday 20 February 2019**, commencing at 3:00 pm.

**MEETING AGENDA ATTACHED**

Yours faithfully

A handwritten signature in blue ink, appearing to read "Mr Adam Majid", is written over a blue scribble.

**Mr Adam Majid**  
**CHIEF EXECUTIVE OFFICER**

13 February 2019

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Shire of Nungarin

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**SHIRE OF NUNGARIN**

**Council Meeting Agenda**

**20 February 2019**

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**1. DECLARATION OF OFFICIAL OPENING**

*Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision medium (or any combination of the mediums) when open to the public, however, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.*

*The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by a Councillor.*

***Affirmation of Civic Duty and Responsibility***

***I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Nungarin. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability.***

Acknowledgement of Traditional Custodians

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Njaki Njaki Nyoongar people, and recognise the contributions of Elders past, present and future.

**2. RECORDING OF ATTENDANCE, APOLOGIES & LEAVES OF ABSENCE**

**2.1 ATTENDANCE**

Shire President	Cr RE O'Connell
Deputy Shire President	Cr G Coumbe
Elected Member	Cr B Palmer
Elected Member	Cr K Dayman
Elected Member	Cr P de Lacy
Elected Member	Cr J Davis

Chief Executive Officer	Mr A Majid
Manager Works and Services	Mr A Richardson

**2.2 APOLOGIES**

Nil

**2.3 LEAVES OF ABSENCE**

*Record Councillor Leaves of Absence where previously endorsed for this meeting.*

**2.4 NEW REQUESTS FOR LEAVES OF ABSENCE**

**3. DELEGATIONS & PETITIONS**

**3.1 DELEGATIONS**

Nil

**3.2 PETITIONS**

Nil

**4. PUBLIC QUESTION TIME**

**Rules for Council Meeting Public Question Time**

- (a) *Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
- (b) *During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- (c) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- (d) *All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- (e) *The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

**4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

#### **4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC**

### **5. DECLARATIONS OF INTEREST**

*Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct.*

*Councillors / staff are required to submit declarations of interest in writing on the prescribed form.*

#### **5.1 FINANCIAL & PROXIMITY INTERESTS**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

#### **5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*

### **6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

*Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.*

#### **OFFICER RECOMMENDATION/S – ITEM NO 6**

**That the President's report be received.**

### **7. CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES**

#### **7.1 ORDINARY COUNCIL MEETING 19 DECEMBER 2018**

**8. CHIEF EXECUTIVE OFFICER REPORTS**

**8.1 URBAN PLANNING**

Nil

## 8.2 INFRASTRUCTURE

### 8.2.1 Recreation Grounds

#### INFRASTRUCTURE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	Parks and Gardens
Location / Property Index	:	Various
Application Index	:	N/A
Land Use	:	Parks and Gardens
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Jarid McLachlan - Gardener

#### COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*



## **PURPOSE OF REPORT**

For Council to receive Recreation Grounds status report.

## **SUMMARY AND KEY ISSUES**

See officer's comments.

## **LOCATION**

All Recreation grounds

## **BACKGROUND**

Council has traditionally asked for status reports concerning Recreation Grounds and Gardens generally and this report is provided accordingly.

## **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

There are no specific statutory requirements in respect to this matter.

## **FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

## **SOCIAL IMPLICATIONS**

There are no social implications at this time.

## **OFFICER COMMENT**

Oval:

After a long hot dry spell, rain was welcomed and dry parts of the oval are now recovering. The maximum rate of water through reticulation is being applied each week. Sprinklers are being replaced gradually to increase range and fill in the gaps where sprinklers were previously unable to reach.

**Cricket Pitch:**

The pitch currently receives priority to ensure good coverage of grass for the cricket club.

**Tennis Courts:**

As per the oval, tennis courts have been subject to a long hot dry spell but held up well regardless. They currently receive maximum rate of water available each week and were fertilised prior to the rain.

**Hockey Ground:**

Checked for weeds and treated as required. Ant nests treated as required.

**Bowling green:**

Checked for weeds and ants as required. Awaiting cooler weather to apply treatment for mould.

**General:**

There is insufficient water in the dam to draw on. Likewise, the depot tanks are now almost empty but have provided well into the summer months thus reducing reliance on scheme water.

**OFFICER RECOMMENDATION/S – ITEM NO 8.2.1**

**That the Recreation Grounds status report be received.**

## 8.2.2 Works and Services Report

### INFRASTRUCTURE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Manager Works and Services

#### COUNCIL ROLE

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#### PURPOSE OF REPORT

For Council to receive the Manager Works and Services report.

## **SUMMARY AND KEY ISSUES**

- Road grading has been undertaken on English Road, Devlin Road, and Chandler North West Road.
- Roadside slashing of the edges of the bitumen seal has been undertaken on Knungajin Road, Danberrin Road and Nungarin North Road
- Road patching has been undertaken on some of the Nungarin North Road, Koorda Bullfinch Road and Knungajin Road which has been completed with the road patching. Town streets are also being prepared for the bitumen reseal program
- The Works Managers ute has been serviced at the Toyota dealership as it is a major service.
- The Ford transit has had the harmonic balance replaced.
- The slasher has been renewed under the cutting deck and a new PTO shaft fitted due the excessive wear.
- Air conditioning units have been serviced in the 12H Grader and work was carried out on the Champion grader also.
- The backhoe is now working as required.
- Small item equipment is being serviced and repaired as required.
- The water truck is being repaired as time permits but is ready in case of a fire and as required.
- All other equipment is working fine without any incidents.
- The refuse site now has a good stock pile of cover material.
- Road counter is currently out on Merredin-Knungajin Road and the other road counter is on Hodges Road.
- Bitumen tenders are currently out for the works program and will be evaluated prior to the meeting
- Roads to Recovery works have been approved from Canberra this allows for the works to start on these projects.

## **LOCATION**

N/A

## **BACKGROUND**

N/A

## **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

**POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

**STATUTORY IMPLICATIONS**

There are no specific statutory requirements in respect to this matter.

**FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER COMMENT**

Refer to summary and key issues above.

**OFFICER RECOMMENDATION/S – ITEM NO 8.2.2**

**That the Manager Works and Services report be received**

### 8.3 COMMUNITY DEVELOPMENT

#### 8.3.1 Swimming Pool report – December to January

### COMMUNITY DEVELOPMENT

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	111050
Location / Property Index	:	Swimming Pool
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Swimming Pool Manager

#### COUNCIL ROLE

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## **PURPOSE OF REPORT**

For Council to receive an update on the operations of the Swimming Pool

## **SUMMARY AND KEY ISSUES**

- Swimming Pool Manager commenced on 13 December 2018
- Hair and Lint Pot was refurbished and installed prior to Swimming Pool Manager commencing – the plant was operating well on commencement
- Pool was opened to public on 21 December 2018
- 57 patrons were recorded for the month of December
- LGIS and Royal Life Saving Safety Assessment was undertaken on 23 January 2019 with an overall score of 92.08% being achieved
- Australia Day celebrations were held at the pool with free entry for the day offered, in total there were 16 kids and 41 Adults in attendance
- Total patron numbers for January was 327

## **LOCATION**

N/A

## **BACKGROUND**

N/A

## **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

There are no specific statutory requirements in respect to this matter.

**FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER COMMENT**

Refer to summary and key issues above.

**OFFICER RECOMMENDATION/S – ITEM NO 8.3.1**

**That the Swimming Pool Manager's report be received.**



## 8.4 MANAGEMENT / GOVERNANCE / POLICY

### 8.4.1 Extraordinary Election

#### MANAGEMENT/GOVERNANCE/POLICY

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Letter from Electoral Commission
Attachment 2	Timetable

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	10.1 – December 2018
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

#### COUNCIL ROLE

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## **PURPOSE OF REPORT**

For Council to receive correspondence from the Electoral Commission and determine further actions regarding the extraordinary vacancy.

## **SUMMARY AND KEY ISSUES**

- The date for the extraordinary election to fill the Central Ward vacancy was set for 19 January 2019
- Nominations to fill the vacancy closed on 13 December 2018
- At the close of nominations, no nominations were received
- Council resolved at its December 18 Council meeting to request the vacancy to remain unfilled

## **LOCATION**

N/A

## **BACKGROUND**

A vacancy occurred on Council after a resignation was received on 20 September 2018.

Council proposed that an extraordinary election be held in December, but due to an administrative error, this had to be pushed back to January 2019.

At the close of the nominations period on Thursday 13 December 2018, no nominations were received.

The Local Government Act 1995 (Act), is not specific as to the process to follow after a failed attempt of an extraordinary election resulting from a resignation.

However, pursuant to Section 4.57, where an extraordinary election is held pursuant to a lack of candidates during a general election, Council may by absolute majority appoint someone who is eligible and willing.

At its December 2018 Council Meeting, Council resolved to write to the electoral commissioner requesting permission to hold the vacancy until the general election. The Electoral Commission has advised there are no legislative means to allow this as the vacancy occurred before January of a general election year.

Per previous comments above regarding Section 4.57 of the Act, there appears to be two options open to Council. One would be to attempt another extraordinary election and the other would be to continue pursuing someone who might be willing to accept a position on Council.

However, the way the Act is written is vague and does not set timeframes to compel Council to do anything within any specific timeframe.

An alternative action may be to seek Ministerial advice to further guide Council's actions.

### **CONSULTATION**

The CEO has spoken with both the Electoral Commission and a representative from the state government.

### **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY IMPLICATIONS**

There are no specific statutory requirements in respect to this matter.

### **FINANCIAL IMPLICATIONS**

Elections expenses are not cheap and range between \$2000 to \$4000 each attempt.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

There are no social implications at this time.

### **OFFICER COMMENT**

Council members actively attempted to arouse interest from members of the public during the failed attempt. In relation to nominations, a logical view point would be if there are no nominations, then why would someone be interested in being headhunted for a position.

If an extraordinary election was to be held, it would like be determined that the roll prepared for the last attempt would be suitable to be used. Accordingly, this may reduce the timing and allow for the earliest possible time to be on or around 20 April 2019.

As per the report at the December 2018 meeting, it may be advantageous for Council to seek Ministerial advice given the vagueness of the Act.

**OFFICER RECOMMENDATION/S – ITEM NO 8.4.1**

**That Council request the Chief Executive Officer to seek Ministerial advice from the state government regarding their interpretation on how the Shire should proceed in handling the vacancy on Council.**

## 8.5 CORPORATE

### 8.5.1 2017/18 Annual Report

#### CORPORATE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Annual Report (distributed under separate cover)

Voting Requirement	:	Absolute Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

#### COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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## **PURPOSE OF REPORT**

For Council to receive and accept the Annual Financial Report, Independent Auditors Report and Annual Report for the 2017/18 year.

## **SUMMARY AND KEY ISSUES**

- Local governments are required to prepare an Annual Report for each financial year by 31 December of each year or within two months of the auditor's report being received
- Once accepted, the local government is to set a date and time for the Annual Electors' meeting to be held within 5 days of accepting the Annual Report

## **LOCATION**

N/A

## **BACKGROUND**

The Local Government Act 1995 dictates that a local government is to prepare an Annual Report for each financial year. Section 5.53 lists the items required to be contained within that report.

Section 5.54 further dictates that the report must be adopted by 31 December or two (2) months after receipt of the auditor's report.

The Shire President, CEO and Financial Consultant attended an exit meeting with representative from the Office of the Auditor General on 29 January 2019 to discuss those matters raised in the auditor's report.

The audit opinion was received shortly after on 31 January 2019 and is now presented to Council for acceptance.

## **CONSULTATION**

Financial Consultant, Darren Long and Office of the Auditor General

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY IMPLICATIONS**

Pursuant to Section 5.53 of the Local Government Act 1995, an Annual Report is to be prepared for each financial year containing the relevant information.

### **FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

### **ENVIRONMENTAL IMPLICATIONS**

There are no social implications at this time.

### **OFFICER COMMENT**

The Annual Report for 2017/18 has been prepared in accordance with the relevant legislation and is presented to Council for acceptance.

It is proposed that the Annual Electors' meeting be held after the March Council meeting on 20 March 2019 commencing at 6pm.

### **OFFICER RECOMMENDATION/S – ITEM NO 8.5.1**

**That Council:**

- 1. Accepts the 2017/18 Annual Report**
- 2. Sets the date and time of the Annual Electors' meeting for Wednesday 20 March 2019 commencing at 6pm and held in the Shire Chambers; and**
- 3. Requests the Chief Executive Office to give public notice advising of the availability of the 2017/18 Annual Report and the date and time of the Annual Electors' Meeting**

**8.5.2 Accounts for Payment December 2018**

**CORPORATE**

**ATTACHMENT DETAILS**

<b>Attachment No</b>	<b>Details</b>
<b>Attachment</b>	<b>Accounts Paid – December 2018</b>

Voting Requirement	:	Simple Majority
Subject Index	:	Finance
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

**COUNCIL ROLE**

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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## **PURPOSE OF REPORT**

That Council receives and note the payment of accounts for the month of December 2018.

## **SUMMARY AND KEY ISSUES**

Notable payments relate to security system upgrades to the recreation centre, yearly pest control and employee superannuation payments.

Also to be noted is the payments from the Trust Account which include bar profits to various clubs.

All other payments relate to normal operational matters for the Shire within budget.

## **LOCATION**

N/A

## **BACKGROUND**

Attachment 1 details all accounts paid since the last reporting period.

Payment Types for Municipal Account:

EFT	\$ 64164.75
Cheque	\$ 13913.34
Direct Debits	\$ 9474.38
<b>TOTAL</b>	<b>\$ 87552.47</b>

Payment Types for Trust Account:

Cheque	\$ 22277.61
Direct Debits	\$ 1556.00
<b>TOTAL</b>	<b>\$ 23833.61</b>

The total amount for all payments from all accounts is therefore **\$111,386.08**

## **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

**STATUTORY IMPLICATIONS**

There are no specific statutory requirements in respect to this matter.

**FINANCIAL IMPLICATIONS**

There are no financial implications at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER COMMENT**

Nil

**OFFICER RECOMMENDATION/S – ITEM NO 8.5.2**

**That Council receives and notes the list of accounts paid for December 2018, totalling \$111,386.08, and that the list be recorded in the minutes.**

### 8.5.3 Accounts for Payment January 2019

#### CORPORATE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Accounts Paid – January 2019

Voting Requirement	:	Simple Majority
Subject Index	:	Finance
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

#### COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

## **PURPOSE OF REPORT**

That Council receives and note the payment of accounts for the month of January 2019.

## **SUMMARY AND KEY ISSUES**

All payments relate to normal operational matters for the Shire within budget.

## **LOCATION**

N/A

## **BACKGROUND**

Attachment 1 details all accounts paid since the last reporting period.

Payment Types for Municipal Account:

EFT	\$ 37836.23
Cheque	\$ 6462.48
Direct Debits	\$ 7362.67
<b>TOTAL</b>	<b>\$ 51661.38</b>

Payment Types for Trust Account:

**TOTAL**                **\$ 0**

The total amount for all payments from all accounts is therefore **\$51,661.38**

## **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

There are no specific statutory requirements in respect to this matter.

## **FINANCIAL IMPLICATIONS**

There are no financial implications at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER COMMENT**

Nil

**OFFICER RECOMMENDATION/S – ITEM NO 8.5.3**

**That Council receives and notes the list of accounts paid for January 2019, totalling \$51,661.38, and that the list be recorded in the minutes.**

## 8.5.4 Financial report – December 2018

### CORPORATE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Monthly Financial Report 31 December 2018

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

#### COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

#### PURPOSE OF REPORT

To report on financial activity for the period 1 July 2018 to 31 December 2018.

## **SUMMARY AND KEY ISSUES**

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

## **LOCATION**

N/A

## **BACKGROUND**

Nil

## **CONSULTATION**

Financial Consultant – Darren Long

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Finance) Regulations 1996.

## **FINANCIAL IMPLICATIONS**

There are no financial implications at this time.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

## **SOCIAL IMPLICATIONS**

There are no social implications at this time.

## **OFFICER COMMENT**

Nil

## **OFFICER RECOMMENDATION/S – ITEM NO 8.5.4**

**That the financial report for the period 1 July 2018 to 31 December 2018 be received.**

## 8.5.5 Financial report – January 2019

### CORPORATE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Monthly Financial Report 31 January 2019

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

#### COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

#### PURPOSE OF REPORT

To report on financial activity for the period 1 July 2018 to 31 January 2019.



## **SUMMARY AND KEY ISSUES**

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

## **LOCATION**

N/A

## **BACKGROUND**

Nil

## **CONSULTATION**

Financial Consultant – Darren Long

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Finance) Regulations 1996.

## **FINANCIAL IMPLICATIONS**

There are no financial implications at this time.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

## **SOCIAL IMPLICATIONS**

There are no social implications at this time.

## **OFFICER COMMENT**

Nil

## **OFFICER RECOMMENDATION/S – ITEM NO 8.5.5**

**That the financial report for the period 1 July 2018 to 31 January 2019 be received.**

**8.5.6 Statutory Budget Review as at 31 December 2018**

**CORPORATE**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment</b>	Budget Review Workpapers

Voting Requirement	:	Absolute Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Finance Consultant/ Chief Executive Officer

**COUNCIL ROLE**

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

**PURPOSE OF REPORT**

The purpose of this report is for Council to consider and adopt the Budget Review Report, with any amendments, for the period 1 July 2018 to 31 December 2018.

## **SUMMARY AND KEY ISSUES**

- In summary, based on current trends, it is anticipated that a small budget surplus of \$18,257 can be achieved as at 30 June 2019.

## **LOCATION**

N/A

## **BACKGROUND**

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

### *6.2. Local government to prepare annual budget*

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

**\*Absolute majority required.**

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

### *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.*

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2019, for the period ending 31 December 2018, is presented for consideration. A Statement of Financial Activity at program level has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2019.

### **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

### **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY IMPLICATIONS**

Local Government Act 1995 Section 6.2  
Local Government (Financial Management) Regulations 1996, Regulation 33A.

### **FINANCIAL IMPLICATIONS**

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

1. an overall increase in operating revenue of \$211,962;
2. an overall increase in operating expenditure of \$180,521;
3. an overall decrease in capital expenditure of (\$15,600);
4. A decrease in the opening surplus of (\$29,286); and
5. An increase in the estimated closing position as at 30 June 2019 of \$18,257.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

There are no social implications at this time.

### **OFFICER COMMENT**

The budget review has been prepared to include the information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996, and the Australian Accounting Standards. Council adopted a 10% or \$5,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

In summary, based on current trends, it is anticipated that a small budget surplus can be achieved as at 30 June 2019 of \$18,257.

The following table details the proposed budget amendments:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
303210	Grants Commission General	(\$431,059)	(\$482,322)	(\$51,263)	
204103	Members of Council Election Exp	\$1,092	\$6,600		\$5,508
204214	Governance Advertising	\$7,562	\$2,500	(\$5,062)	
204216	Governance Computer Expenses	\$25,482	\$31,357		\$5,875
208104	Family Counsellor Salaries	\$0	\$134,330		\$134,330
208105	Family Counsellor Super	\$0	\$12,678		\$12,678
308101	Reimbursements - Wages	\$0	(\$149,455)	(\$149,455)	
209107	Aged Persons Acc - Maintenance	\$74,407	\$99,407		\$25,000
210302	Other Landcare Expenditure	\$47,650	\$39,925	(\$7,725)	
310301	Govt Grants - Landcare	(\$35,650)	(\$10,650)		\$25,000
211307	Other Recreation - Water	\$37,285	\$18,000	(\$19,285)	
211201	Swim Pool - Salaries	\$61,512	\$31,107	(\$30,405)	
312102	Grants Commission Local Rd	(\$131,492)	(\$140,673)	(\$9,181)	
212201	Road Maintenance Council	\$387,077	\$409,600		\$22,523
212212	Road Inventory Data Collection	\$0	\$21,831		\$21,831
312230	MRWA Direct Maintenance Grant	(\$42,502)	(\$69,078)	(\$26,576)	
214201	PWOH – Admin Salaries	\$91,212	\$126,306		\$35,094
214202	PWOH – Admin Super Allocated	\$8,550	\$0	(\$8,550)	
214206	PWOH – Insurance on Works	\$39,642	\$25,880	(\$13,762)	
214214	PWOH – Build Maint L73 First Ave	\$3,835	\$10,570		\$6,735
214299	PWOH – Less Allocation of Public Works Overheads	(\$343,366)	(\$366,389)	(\$23,023)	
214302	Parts & Repairs External	\$44,283	\$34,283	(\$10,000)	
214303	Tyres and Tubes	\$15,000	\$7,500	(\$7,500)	
214305	Fuels and Oils	\$55,000	\$60,000		\$5,000
214399	Plant Op – Less Allocated to Works	(\$174,718)	(\$162,218)		\$12,500
411319	Rec Centre Furniture & Equipment	\$8,000	\$3,000	(\$5,000)	
409309	Lot 188 Danberrin Capital Expenditure	\$7,000	\$0	(\$7,000)	
RRTR08	RRTR – Hodges Road	\$0	\$87,700		\$87,700
RRTR04	RRTR – Knungajin Road	\$0	\$103,297		\$103,297
RRTR50	RRTR – McCorry Road	\$0	\$45,504		\$45,504
RRTR51	RRTR – Creagh Road	\$0	\$29,160		\$29,160
RRTR52	RRTR – Dugdale Road	\$0	\$3,444		\$3,444
RRTR15	RRTR – Jolly Road	\$0	\$3,444		\$3,444
RRTR90	RRTR – Mitchell Terrace	\$0	\$8,573		\$8,573
RRTR53	RRTR – Benson Avenue	\$0	\$18,081		\$18,081
RRTR54	RRTR – Second Avenue	\$0	\$9,918		\$9,918
RRTR55	RRTR – Third Avenue	\$0	\$6,888		\$6,888
RRTR10	RRTR – Karomin Road	\$342,348	\$26,339	(\$316,009)	
	Surplus/Deficit Carried Forward	(\$1,042,000)	(\$1,012,714)		\$29,296
	Other Minor variations below the 10% or \$5,000 threshold			(\$61,193)	\$75,353
<b>TOTAL</b>				<b>(\$750,989)</b>	<b>\$732,732</b>
<b>Net Adjustment to 2018/19 Budget</b>				<b>(\$18,257)</b>	

Estimated closing funds in 2018-19 Adopted Budget	\$ 274
Plus net savings as detailed in table above	<u>\$18,257</u>
<b>Net Estimated Closing Funds</b>	<b><u>\$18,531</u></b>

Based on current revenue and expenditure trends, and projections as at 31 December 2018, it is estimated that there will be a small increase in closing funds as at 30 June 2019.

**OFFICER RECOMMENDATION/S – ITEM NO 8.5.6**

**That Council:**

- 1. Adopt the 2018/19 Annual Budget Review, as presented in Attachment 1, and note that the estimated closing funds are based on current revenue and expenditure trends; and**
- 2. Authorise the following budget amendments:**

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
303210	Grants Commission General	(\$431,059)	(\$482,322)	(\$51,263)	
204103	Members of Council Election Exp	\$1,092	\$6,600		\$5,508
204214	Governance Advertising	\$7,562	\$2,500	(\$5,062)	
204216	Governance Computer Expenses	\$25,482	\$31,357		\$5,875
208104	Family Counsellor Salaries	\$0	\$134,330		\$134,330
208105	Family Counsellor Super	\$0	\$12,678		\$12,678
308101	Reimbursements - Wages	\$0	(\$149,455)	(\$149,455)	
209107	Aged Persons Acc - Maintenance	\$74,407	\$99,407		\$25,000
210302	Other Landcare Expenditure	\$47,650	\$39,925	(\$7,725)	
310301	Govt Grants - Landcare	(\$35,650)	(\$10,650)		\$25,000
211307	Other Recreation - Water	\$37,285	\$18,000	(\$19,285)	
211201	Swim Pool - Salaries	\$61,512	\$31,107	(\$30,405)	
312102	Grants Commission Local Rd	(\$131,492)	(\$140,673)	(\$9,181)	
212201	Road Maintenance Council	\$387,077	\$409,600		\$22,523
212212	Road Inventory Data Collection	\$0	\$21,831		\$21,831
312230	MRWA Direct Maintenance Grant	(\$42,502)	(\$69,078)	(\$26,576)	
214201	PWOH – Admin Salaries	\$91,212	\$126,306		\$35,094
214202	PWOH – Admin Super Allocated	\$8,550	\$0	(\$8,550)	
214206	PWOH – Insurance on Works	\$39,642	\$25,880	(\$13,762)	
214214	PWOH – Build Maint L73 First Ave	\$3,835	\$10,570		\$6,735
214299	PWOH – Less Allocation of Public Works Overheads	(\$343,366)	(\$366,389)	(\$23,023)	
214302	Parts & Repairs External	\$44,283	\$34,283	(\$10,000)	
214303	Tyres and Tubes	\$15,000	\$7,500	(\$7,500)	
214305	Fuels and Oils	\$55,000	\$60,000		\$5,000
214399	Plant Op – Less Allocated to Works	(\$174,718)	(\$162,218)		\$12,500
411319	Rec Centre Furniture & Equipment	\$8,000	\$3,000	(\$5,000)	
409309	Lot 188 Danberrin Capital Expenditure	\$7,000	\$0	(\$7,000)	
RRTR08	RRTR – Hodges Road	\$0	\$87,700		\$87,700
RRTR04	RRTR – Knungajin Road	\$0	\$103,297		\$103,297
RRTR50	RRTR – McCorry Road	\$0	\$45,504		\$45,504

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
RRTR51	RRTR – Creagh Road	\$0	\$29,160		\$29,160
RRTR52	RRTR – Dugdale Road	\$0	\$3,444		\$3,444
RRTR15	RRTR – Jolly Road	\$0	\$3,444		\$3,444
RRTR90	RRTR – Mitchell Terrace	\$0	\$8,573		\$8,573
RRTR53	RRTR – Benson Avenue	\$0	\$18,081		\$18,081
RRTR54	RRTR – Second Avenue	\$0	\$9,918		\$9,918
RRTR55	RRTR – Third Avenue	\$0	\$6,888		\$6,888
RRTR10	RRTR – Karomin Road	\$342,348	\$26,339	(\$316,009)	
	Surplus/Deficit Carried Forward	(\$1,042,000)	(\$1,012,714)		\$29,296
	Other Minor variations below the 10% or \$5,000 threshold			(\$61,193)	\$75,353
<b>TOTAL</b>				<b>(\$750,989)</b>	<b>\$732,732</b>
<b>Net Adjustment to 2018/19 Budget</b>				<b>(\$18,257)</b>	

**9. DELEGATES REPORTS**

*(Elected members who are delegates to other Forums may present a verbal or written report)*

**10. NEW BUSINESS OF AN URGENT NATURE**

10.1 RFT 18/19-1 Supply of Sealing Works and RRG Program Change

**11. MOTIONS ON NOTICE**

*(Automatically sent back to Administration for consideration at the next Council meeting)*

**12. CONFIDENTIAL ITEMS OF BUSINESS**

Nil

**13. CLOSURE**

There being no further business the meeting closed at            pm.

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date