



MINUTES

FINANCE AND AUDIT COMMITTEE MEETING

15 FEBRUARY 2023

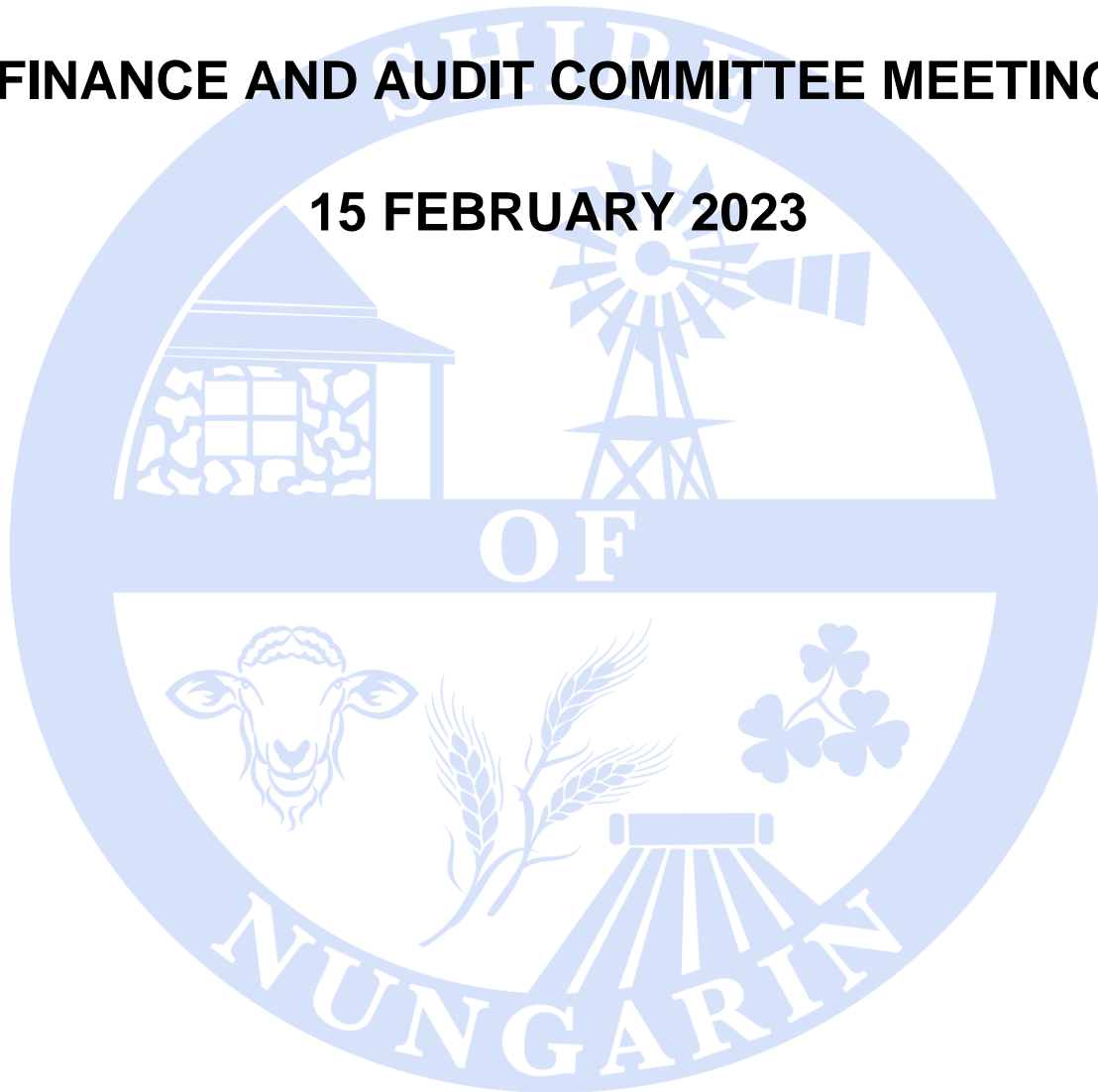


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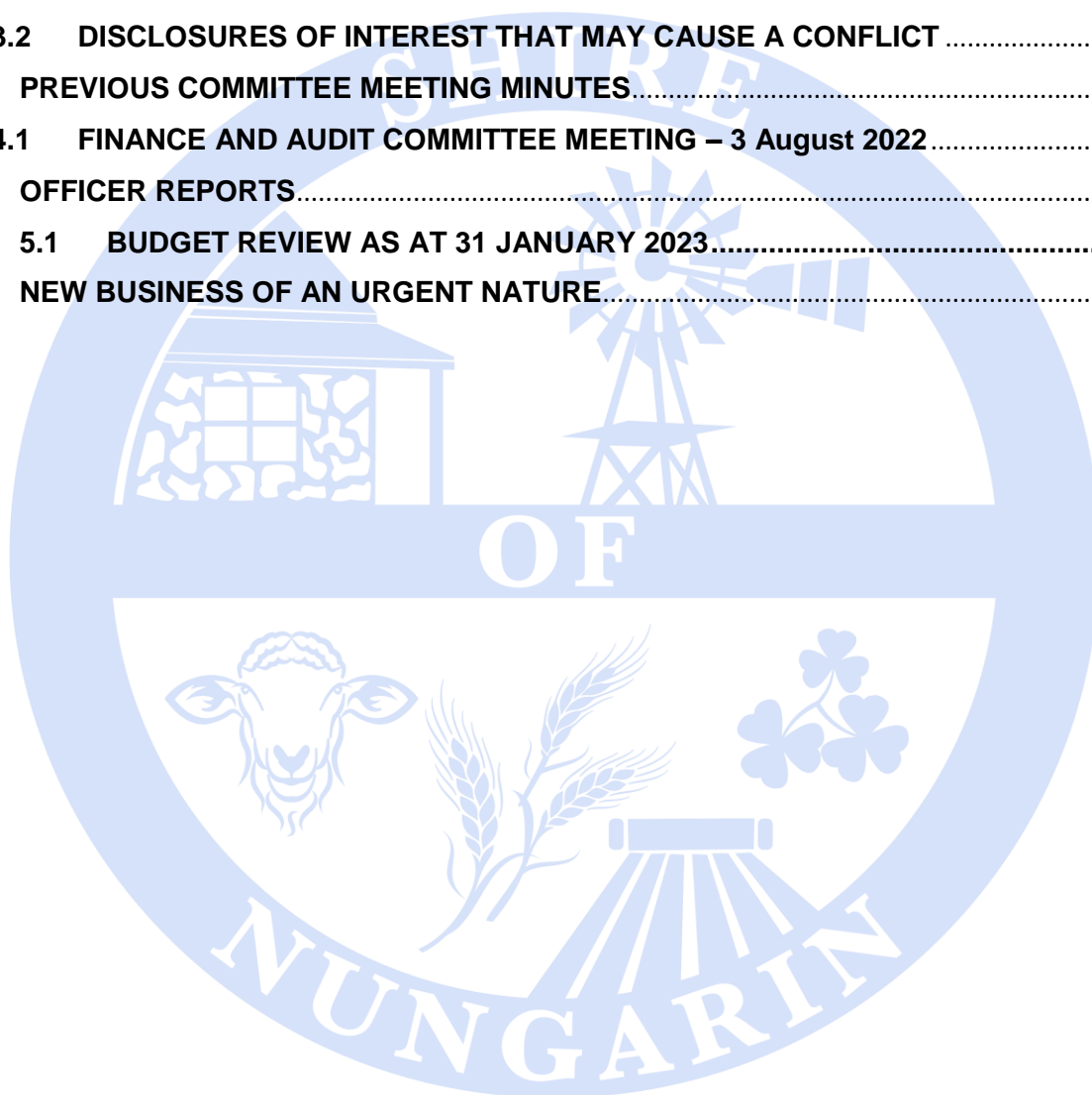
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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 3:00pm.

Affirmation of Civic Duty and Responsibility as Read

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Nungarin. We collectively declare 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 contribution of Elders past, present and future.

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors

Shire President	Cr P de Lacy
Deputy Shire President	Cr G Coumbe
Elected Member	Cr RE O'Connell
Elected Member	Cr K Dayman
Elected Member	Cr W Lee

Council Officers

Chief Executive Officer	Mr L Long
Manager Corporate Services	Mrs G McKay

Observers / Visitors

Nil

2.2 APOLOGIES

Elected Member	Cr M Caughey
Elected Member	Cr J Davis

3. DECLARATIONS OF INTEREST

3.1 FINANCIAL AND PROXIMITY INTEREST

Nil

3.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT

Nil

4. PREVIOUS COMMITTEE MEETING MINUTES

4.1 FINANCE AND AUDIT COMMITTEE MEETING – 3 August 2022

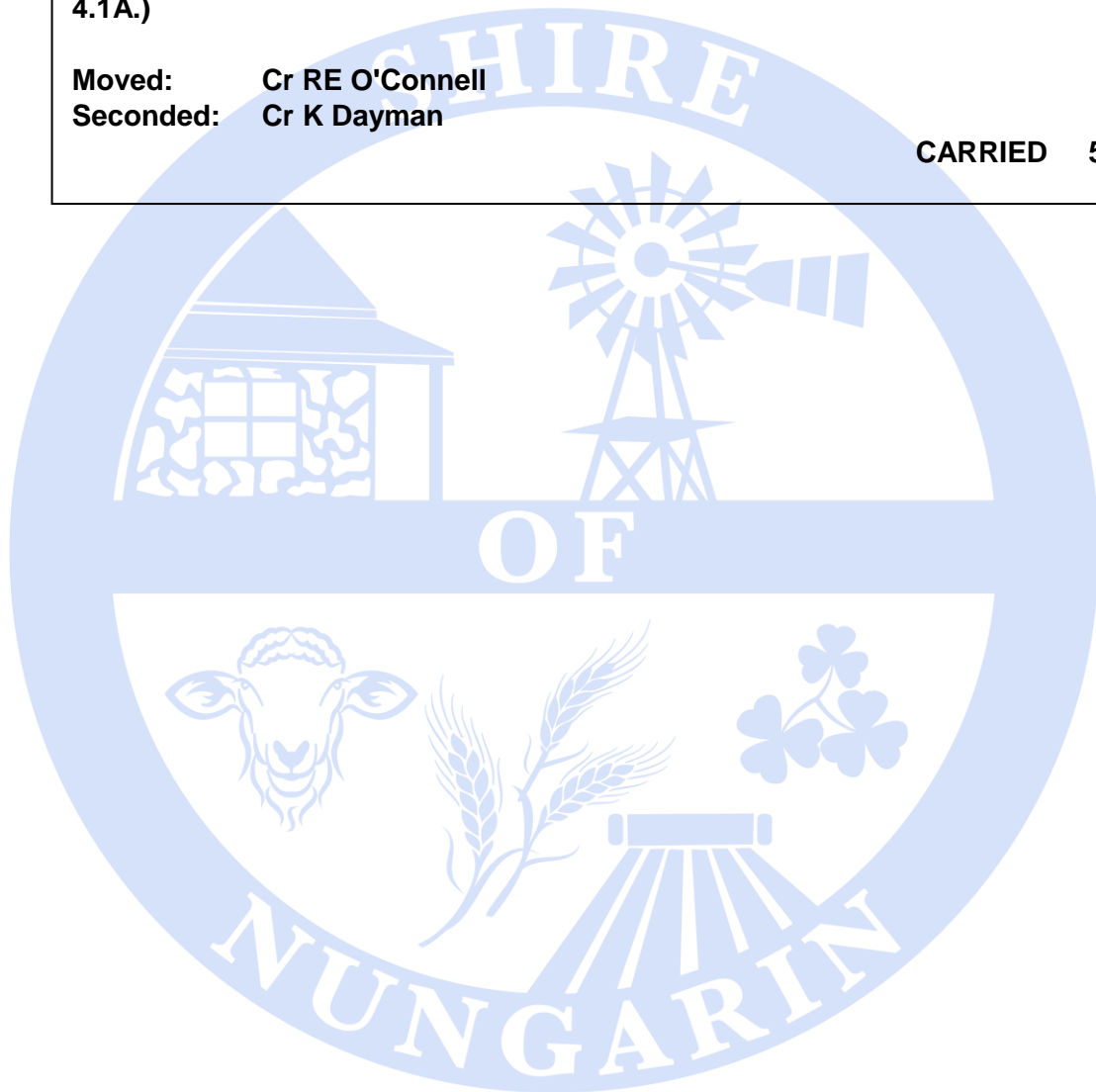
FINANCE AND AUDIT COMMITTEE RESOLUTION FAC1/02/23

That the Minutes of the Finance and Audit Committee Meeting held on 3 August 2022 be confirmed as being a true and accurate record (Attachment 4.1A.)

Moved: Cr RE O'Connell

Seconded: Cr K Dayman

CARRIED 5/0



5. OFFICER REPORTS

5.1 BUDGET REVIEW AS AT 31 JANUARY 2023	
File Ref:	10.1.12.3
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer Darren Long, Financial Consultant
Declaration of Interest:	Nil
Voting Requirements	Absolute Majority
Attachment Number:	5.1A – Budget Review Report

FINANCE AND AUDIT COMMITTEE RESOLUTION FAC2/2/23

That the Finance & Audit Committee Resolves to recommend Council:

1. Adopt the 2022/23 Annual Budget Review, as presented in Attachment 5.1A, and note that the estimate closing funds are based on current revenue and expenditure trends; and
2. Approve the following budget amendments as authorised expenditure:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
504203	Proceeds on Plant Asset Disposals – Increase of proceeds due to higher sale price anticipated for some plant items	(\$100,000)	(\$107,181)	(\$7,181)	
514502	Proceeds on Sale of Building Assets – Proceeds for sale of house not anticipated in budget.	\$0	(\$25,000)	(\$25,000)	
303115	Rates Written Off – Increase in write off of rates on properties acquired.	\$0	\$7,311		\$7,311
303210	Grants Commission General – Increase in General Purpose grant allocation for 2022/2023	(\$232,483)	(\$353,965)	(\$121,482)	
303235	Interest – Municipal Investments – Increase in interest earned on Municipal Funds invested.	(\$400)	(\$17,500)	(\$17,100)	
204108	Members Insurance Expenses – Increase in insurance premiums.	\$20,181	\$25,600		\$5,419
204113	Australia Day Function Expenses – Increase in function expenses – offset by grant received – see GL # 304102	\$500	\$15,540		\$15,040
204199	Members – Administration costs allocated – Increase in non-cash allocations due to	\$401,156	\$467,473		\$66,317

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	higher reallocation of administration expenses.				
304102	Government Grants – Grant for Australia Day function not anticipated	(\$0)	(\$15,909)	(\$15,909)	
204206	Admin Building Maintenance – Increase in wages and overheads allocations	\$24,528	\$33,273		\$8,745
204220	NEWROC Executive Expenses – Payment of Data Centre Access Fees to NEWROC Members – offset by reimbursement by wireless internet company	\$13,000	\$65,000		\$52,000
204225	Admin Legal expenses – Increase in legal expenses for disposal of properties.	\$20,000	\$30,000		\$10,000
204245	Civic Functions & Receptions Expenses – Increase in Christmas function expenses.	\$0	\$6,000		\$6,000
204245	Governance Admin Costs Recovered – Increase in non-cash admin expenses reallocated to other programs.	(\$814,531)	(\$880,442)	(\$65,911)	
304209	Governance – Legal costs recovered – Decrease in reimbursed legal expenses.	(\$15,000)	(\$4,500)		\$10,500
304220	NEWROC Reimbursements – Reimbursement of data centre access fees by wireless company	\$0	(\$60,000)	(\$60,000)	
305301	Emergency Serv ESL Grant Operating - Increase in funding for bushfire brigade.	(\$12,120)	(\$23,466)	(\$11,346)	
207102	PREV SRVCS - Contract Health Services – Trends indicate lower contract expenses.	\$20,000	\$15,000	(\$5,000)	
209301	Other Housing – Building Maintenance Lot 51 – Increase in materials costs for replacement leach drain and air conditioner.	\$12,110	\$24,631		\$12,521
309305	Other Housing Lot 61 First Avenue Rent – Decrease in rental income due to vacancy.	(\$5,356)	\$0		\$5,356
210102	Refuse Site Maintenance – Decrease in wages and overheads allocations.	\$36,500	\$278,100	(\$9,400)	
310101	Sanitation – Refuse Removal Charges – Increase in rubbish collection fees raised.	(\$12,650)	(\$18,450)	(\$5,800)	
310508	Community Amenities – Contribution Income – Contribution from CRC for building upgrades not	(\$0)	(\$70,000)	(\$70,000)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	anticipated in Budget – offset by increase in capital expenditure.				
310509	Community Amenities – Non Operating Grants – Contribution from Lotterywest for CRC building upgrades not anticipated in budget.	(\$0)	(\$250,000)	(\$250,000)	
211302	Oval Maintenance – Decrease in wages and overheads allocations.	\$29,400	\$23,107	(\$6,293)	
211303	Tennis Court Maintenance – Decrease in contractor expenses for electrical repairs.	\$52,050	\$35,450	(\$16,600)	
211306	Parks, Gardens & Reserves – Increase in wages, overheads and plant allocations.	\$8,850	\$15,000		\$6,150
211316	Building Maintenance Lot 188 Danberrin – Decrease in all expense areas due to property being sold.	\$12,060	\$885	(\$11,175)	
211604	Other Culture McCorry's Hotel – Decrease in wages and overheads allocations	\$26,951	\$19,296	(\$7,655)	
211605	Other Culture – Mangowine Homestead – Increase in wages and overheads allocations, and insurance premiums.	\$12,904	\$20,881		\$7,977
312102	Local Road Grant Income – increase in local road grant allocation.	(\$44,652)	(\$68,958)	(\$24,306)	
212201	Road Maintenance Expenses – Decrease in overheads and plant operation expenses. Increase in wages and road material expenses.	\$400,423	\$344,097	(\$56,326)	
312230	Main Roads Maintenance Grant - Increase in road maintenance grant allocation.	(\$80,373)	(\$89,727)	(\$9,354)	
213101	Noxious Weeds/Pest Plants – Decrease in expenses due to LAG project handed over to new local government to administer.	\$40,540	\$7,265	(\$33,275)	
313103	Government Grants LAG – Decrease in grant funding due to handing project over to new local government to administer.	(\$40,540)	(\$0)		\$40,540
313102	Skeleton Weed Vehicle Hire – Decrease in hire fees for vehicle.	(\$16,000)	(\$4,000)		\$12,000
214201	Works Manager Salaries – Decrease in salary allocations.	\$96,143	\$87,500	(\$8,643)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
214204	Public Works – Superannuation – Decrease in superannuation expenses	\$70,155	\$62,000	(\$8,155)	
214205	Public Works – Sick/Holiday Pay – Increase in annual leave taken by staff.	\$46,505	\$61,244		\$14,739
214206	Public Works – Insurance on Works – Decrease in insurance premiums	\$29,659	\$24,061	(\$5,598)	
214210	Public Works – Allowances – Decrease in adverse allowances paid.	\$38,722	\$24,001	(\$14,721)	
214299	Less Allocation of Public Works Overheads - Decrease in overheads allocated to jobs	(\$335,880)	(\$317,089)		\$18,791
214305	Fuels and Oils Expenses – Increase in fuel purchases	\$67,000	\$75,000		\$8,000
214399	Less Plant costs allocated to works – increase in plant expenses allocated to jobs	(\$200,472)	\$211,816)	(\$11,344)	
214401	Gross Salaries and Wages – Increase in total salaries and wages paid for year	\$863,000	\$931,932		\$68,932
214402	Less Salaries and Wages Allocation – Increase in salaries and wages allocated to jobs	(\$863,000)	(\$931,932)	(\$68,932)	
214405	Workers Compensation Expenses – Increase in workers compensation expenses paid	\$0	\$17,438		\$17,438
314401	Reimbursement – Workers Compensation – Increase in workers compensation reimbursements	\$0	(\$9,200)	(\$9,200)	
404101	Council Chambers Furniture – Decrease in furniture expenses	\$15,000	\$4,400	(\$10,600)	
405103	Bushfire Brigade – Final construction costs for building not invoiced in 2021-2022	\$14,671	\$100,637		\$85,966
410510	Post Office CRC Capital Expenditure – Increase in CRC upgrade project scope due to additional grant funds available.	\$100,000	\$420,000		\$320,000
413202	Caravan Park New Ablutions – Reallocation of budget from GL # 413206 to better reflect asset capitalisation type.	\$0	\$250,000		\$250,000
404201	CEO Vehicle Purchase – Acquisition cost under budget	\$72,000	\$63,911	(\$8,089)	
411336	Parks & Gardens Plant & Equipment – Increase in expenses due to replacement of reticulation pump.	\$9,000	\$21,823		\$12,823
412327	Traffic Counter Purchase – Increase for purchase of new traffic counters.	\$0	\$10,514		\$10,514

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
412326	Wheeled Loader Capital Expense – Decrease in purchase cost of loader	\$225,000	\$214,137	(\$10,863)	
412103	Road to Recovery – Creagh Rd Capital Expense – Increase in wages, overheads, plant and contractor expenses to complete project.	\$112,446	\$219,081		\$106,635
411205	Swimming Pool Filter Refurbishment – Increase in contractor cost to refurbish filter.	\$12,000	\$17,500		\$5,500
413206	Caravan Park Other Infrastructure – Reallocate budget allocation to GL # 413202 to better reflect asset capitalisation type.	\$250,000	\$0	(\$250,000)	
	Other Minor variations below the \$5,000 threshold			(\$56,911)	\$60,460
TOTAL				(\$1,292,169)	\$1,245,674
Net Adjustment to 2022/23 Budget				(\$46,495)	

Moved: Cr G Coumbe

Seconded: Cr W Lee

CARRIED BY ABSOLUTE MAJORITY 5/0

IN BRIEF

The purpose of this report is for Council to consider and adopt the Budget Review Report, with any amendments, for the period 1 July 2022 to 31 January 2023.

BACKGROUND

The review of an annual budget for a financial year must –

1. 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;
2. Consider the local government's financial position as at the date of the review; and
3. Review the outcomes for the end of that financial year that are forecast in the budget. Within 30 days after a council has decided, a copy of the review and council's determination is to be submitted to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2023, for the period ending 31 January 2023, 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 2023.

REPORT DETAIL

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.

Based on current trends, it is anticipated that a budget surplus of \$46,495 can be achieved as at 30 June 2023.

The following table details the proposed budget amendments:

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	Other Minor variations below the \$5,000 threshold			(\$56,911)	\$60,460
TOTAL				(\$1,292,169)	\$1,245,674
Net Adjustment to 2022/23 Budget				(\$46,495)	

Estimated closing funds in 2022-23 Adopted Budget

\$ 0

Plus net savings as detailed in table above

\$ 46,495

Net Estimated Closing Funds

\$ 46,495

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 – 2033

Focus Area	Our Organisation
Community Priority	Effective forward planning, and engagement with our community
Success Measurement	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

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.*

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic – (Impact on the Economy of the Shire and Region)

An Integrated Strategic Plan is a fundamental document which informs the preparation of the annual budget.

Social – (Quality of life to community and / or affected land owners)

The Integrated Strategic Plan, reflects what the community envisages for the future development within the Shire, and what is considered will improve the quality of life for the community.

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
High	Failure to manage the Councils ongoing expenditure and income against budget estimates would increase the risk of a negative impact on the end of year financial position, and would not comply with the relevant legislation.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

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 \$192,618;
2. an overall decrease in operating expenditure of \$11,502;
3. an overall increase in capital expenditure of \$515,942;
4. an overall increase in non-operating revenue of \$320,001;
5. an overall decrease in Proceeds on Sale of Assets of \$32,181 and
6. an increase in the opening surplus of \$4,973

Workforce

Nil

end

6. NEW BUSINESS OF AN URGENT NATURE

Nil

7. CLOSURE

The being no further business the meeting closed at 3:04pm

Presiding Member

Date

