



# SHIRE OF WAGIN

## SPECIAL COUNCIL MEETING

Agenda  
22 July 2014

**6.30pm Start**

President and Councillors

An Ordinary meeting of Council is called for Tuesday 22<sup>nd</sup> July 2014 commencing at 6.30pm in the Shire of Wagin Council Chamber, 2 Arthur Road Wagin.



**P R Webster**  
**CHIEF EXECUTIVE OFFICER**

16<sup>th</sup> July 2014

# Contents

<b>1. OPENING</b>	
<b>2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	
<b>3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	
<b>4. PUBLIC QUESTION TIME</b>	
<b>5. APPLICATION FOR LEAVE OF ABSENCE</b>	
<b>6. PUBLIC FORUM (PETITION/DEPUTATIONS/PRESENTATIONS)</b>	
Council conducts open Council Meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the purpose of their address as precisely as possible. A maximum of 15 minutes is allocated for public forum. The length of time an individual can speak will be determined at the President's discretion.	
<b>7. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS</b>	
Note: That, under Section 5.65 of the Local Government Act 1995, care should be exercised by all Councillors to ensure that a "financial interest" is declared and that they refrain from voting on any matters which are considered that may come within the ambit of the act.	
<b>8. REPORT OF OFFICERS</b> .....	<b>4</b>
8.1 ADOPTION OF 2014/2015 BUDGET AND SETTING OF RATE LEVELS .....	4
8.2 ISSUING OF COUNCIL PURCHASE ORDERS POLICY .....	8
8.3 REPORTING MONTHLY VARIANCES.....	10
8.4 CHEQUE SIGNING POLICY .....	12
<b>9. CLOSURE</b>	

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wagin. The Shire of Wagin warns that anyone who has any application lodged with the Shire of Wagin must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

## **8. REPORT OF OFFICERS**

### **8.1 ADOPTION OF 2014/2015 BUDGET AND SETTING OF RATE LEVELS**

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance and Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 July 2014
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FNC 3/1
ATTACHMENTS:	Under Separate Cover

#### **BRIEF SUMMARY:**

The 2014/2015 budget is presented to Council for Adoption and setting of rating levels.

#### **BACKGROUND:**

The 2014/2015 budget has been prepared following on from the Budget workshop and Draft Budget meeting held on 15<sup>th</sup> July 2014 where a draft was considered.

#### **COMMENT:**

Further to the Budget workshop and Draft Budget meeting all changes have been incorporated into this document along with all committed projects not complete as at 30 June 2014. The 2014/2015 Budget has been prepared to include a 5% increase in the rate in the dollar.

A balanced budget with an anticipated surplus of \$0 at year end has been prepared and has been converted to the required statutory format for final adoption.

The following recommendations are required for Council to formally adopt the 2014/2015 Budget.

#### **CONSULTATION/COMMUNICATION:**

Council Members

#### **STATUTORY/Legal IMPLICATIONS:**

Local Government Act 1995, s6.2 – Council must adopt a Budget in the form and manner prescribed by 31<sup>st</sup> August 2014.

Local Government Financial Management Regulations 1996

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

The adoption of budget will enable Council to operate financially.

**STRATEGIC IMPLICATIONS:**

Councils Strategic Plan was the key document when formulating the budget.

**VOTING REQUIREMENTS:**

Absolute Majority

**Rate in Dollar and Minimum Rates**

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council impose the following Rates and Charges

Rate Type	Minimum Rate \$	Rate in \$
GRV	500.00	0.1180
UV	500.00	0.0073

Absolute Majority

**Rate Discount**

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council offer a discount of 5% applicable to current year rates only to ratepayers upon full payment of all current rates including any arrears by no later than 5.00pm Wednesday 10<sup>th</sup> September 2014.

Absolute Majority

**Due Date for Payment and Instalments**

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council offer both two instalment options and four instalment options and that Council set the instalment payment dates as

First Instalment: 10<sup>th</sup> September 2014 - both options  
Second Instalment: 10<sup>th</sup> November 2014 – four Instalments only  
Second & Third Instalments: 12<sup>th</sup> January 2014 – both options  
Fourth Instalment: 12<sup>th</sup> March 2014 – four instalments only

Absolute Majority

### **Interest & Instalment Charges**

#### **OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council adopt the following charges and interest rates in relation to rate debtors in the 2014/2015 Budget.

- i. Interest on overdue rates and general debtors – 11%
- ii. Interest on rate instalment payments – 5.5%
- iii. Instalment administration fee (per instalment) - \$5
- iv. Penalty interest will be calculated on all outstanding rates after 10<sup>th</sup> September 2014.

Absolute Majority

### **Rubbish Service Charges**

#### **OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council set rubbish service charges for both domestic and commercial services at \$260.00 per service for the 2014/2015 year.

Absolute Majority

### **Rates Concessions**

#### **OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council make provision in the 2014/2015 Budget concession on the CWA Hall rates and refuse, Waratah Lodge refuse charges, Wagin St John's Ambulance refuse charges and Wagin Care and Share refuse charges.

Absolute Majority

### **Schedule of Fees and Charges**

#### **OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council adopt the Schedule of Fees and Charges as presented in the 2014/2015 Budget.

Absolute Majority

## Councillor's Sitting Fees and Allowances

### OFFICERS RECOMMENDATION

Moved: Cr.

Seconded: Cr.

That Councillor's Sitting Fees and allowances be set as per the following for 2014/2015.

Ordinary Council Meeting per Attendance	\$100
Ordinary Council Meeting per Attendance (President)	\$200
Special Meeting per Attendance	\$100
Committee Meeting per Attendance	\$50
Committee Meeting per Attendance (President)	\$100
Presidents Allowance	\$9,000
Deputy Presidents Allowance	\$2,250
Travel Reimbursement per Km	.90¢
Childcare Reimbursement per Hour (reimbursed up to)	\$25
Communication Allowance	\$500
Absolute Majority	

## Budget Adoption

### OFFICERS RECOMMENDATION

Moved: Cr.

Seconded: Cr.

That Council adopt the 2014/2015 Budget as presented.

Absolute Majority

## 8.2 ISSUING OF COUNCIL PURCHASE ORDERS POLICY

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance and Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 July 2014
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FNC 3/1
ATTACHMENTS:	Policy 7 – Issuing of Council Purchase Orders

### BRIEF SUMMARY:

### BACKGROUND:

Proposing updated policy and delegation in relation to Issuing of Council Purchase Orders

### COMMENT:

The following employees to be given authority to issue purchase orders on Council's behalf:

Title	Name	Current Delegation Limit	Proposed Delegation Limit
CEO	Peter Webster	\$40,000 & Above	\$60,000 & Above
Manager Finance & Corporate Services	Kylie Caley	Up to \$39,999	Up to \$59,999
Manager of Community and Recreation Services	Carolyn Webster	Up to \$39,999	Up to \$59,999
Manager of Works	Allen Hicks	Up to \$39,999	Up to \$59,999
Building Maintenance Officer	Andrew Taylor	Up to \$1,000	Up to \$5,000
Town Maintenance Person	Mark Swinfield	Up to \$1,000	Up to \$2,500
Executive Assistant	Debbie Thompson	Nil	Up to \$2,500
Library Officer	Stephanie Dimmock	Nil	Up to \$500
Community Development Officer	Sue Dowson	Nil	Up to \$2,500
Wagin Swimming Pool Manager	Jennifer Bannerman	Nil	Up to \$1,000

### CONSULTATION/COMMUNICATION:

CEO

### STATUTORY/Legal IMPLICATIONS:

Local Government Act 1995

Australian Accounting Standards

### POLICY IMPLICATIONS:

Shire of Wagin Policy Manual



**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That the updated policy for Issuing of Council Purchase Orders be endorsed and that the following employees are given authority to issue purchase orders on Councils behalf.

CEO	Peter Webster	\$40,000 & Above	\$60,000 & Above
Manager Finance & Corporate Services	Kylie Caley	Up to \$39,999	Up to \$59,999
Manager of Community and Recreation Services	Carolyn Webster	Up to \$39,999	Up to \$59,999
Manager of Works	Allen Hicks	Up to \$39,999	Up to \$59,999
Building Maintenance Officer	Andrew Taylor	Up to \$1,000	Up to \$5,000
Town Maintenance Person	Mark Swinfield	Up to \$1,000	Up to \$2,500
Executive Assistant	Debbie Thompson	Nil	Up to \$2,500
Library Officer	Stephanie Dimmock	Nil	Up to \$500
Community Development Officer	Sue Dowson	Nil	Up to \$2,500
Wagin Swimming Pool Manager	Jennifer Bannerman	Nil	Up to \$1,000

### 8.3 REPORTING MONTHLY VARIANCES

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	
AUTHOR OF REPORT:	Manager Finance and Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 <sup>th</sup> July 2014
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Nil

#### BRIEF SUMMARY:

Council, each financial year, is required to adopt a percentage and/or value in reporting material variances in monthly financial reporting.

#### BACKGROUND:

Financial Management Regulations 34 relating to the preparation of monthly financial reports to Council, states each financial year, a local government is to adopt a percentage or value, calculated in accordance with ASS 5, to be used in statements or financial activity for reporting material variances.

Council, for the last three financial years opted for reporting on material variances in value only, this value was set at \$20,000.

#### COMMENT:

The reporting of variances is done on the differences between the actual figures and the monthly budget for each program. The monthly budget is estimated and is often not achieved due to unforeseen events or delays. It is therefore sensible to make this reporting simple by selecting an amount and set this amount to \$20,000.

#### CONSULTATION/COMMUNICATION:

N/A

#### STATUTORY/Legal IMPLICATIONS:

Financial Management Regulation 34

#### POLICY IMPLICATIONS:

Nil

#### FINANCIAL IMPLICATIONS:

Nil

#### STRATEGIC IMPLICATIONS:

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council;

Adopt a material variance of +/- \$20,000 by program from the base figure for the financial year 2014/2015 and report these variances by way of supporting note in the 'Monthly Statement of Financial Activity'.

## 8.4 CHEQUE SIGNING POLICY

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance and Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 July 2014
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FNC 3/1
ATTACHMENTS:	Policy 8 – Cheque Signing Policy

### BRIEF SUMMARY:

Staff are proposing to change the cheque signing policy to state that Council require two signatories to endorse payments on their behalf rather than one.

The aim of this is to provide Council with effective security and efficient risk management.

### CONSULTATION/COMMUNICATION:

CEO

### STATUTORY/Legal IMPLICATIONS:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards

### POLICY IMPLICATIONS:

Shire of Wagin Policy Manual

### FINANCIAL IMPLICATIONS:

Nil

### STRATEGIC IMPLICATIONS:

Nil

### VOTING REQUIREMENTS:

Absolute Majority

### OFFICERS RECOMMENDATION

Moved: Cr.

Seconded: Cr.

That the updated policy for cheque signing, be endorsed and that all authorisations require both the Chief Executive Officer and Manager of Finance and Corporate Services.

<b>Policy Type:</b>	Finance
<b>Date Adopted:</b>	

<b>Policy No:</b>	<b>8</b>
<b>Date Last Reviewed:</b>	18 Dec 2012 – Minute #2078

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. Local Government Act 1995 (As Amended) – Section 6.10.</li> <li>2. Australian Accounting Standards</li> </ol>

<b>Legal (Subsidiary):</b>

<b>Delegation of Authority Applicable</b>
No

<b>Delegation No.</b>

## ADOPTED POLICY

<b>Title:</b>	<b>8. Cheque Signing Policy</b>
<b>Objective:</b>	<p>Wagin Shire Council cheques issued from the Municipal, Trust, or Reserve accounts or by direct debit require endorsement by way of two signatories:</p> <ol style="list-style-type: none"> <li>1) The Chief Executive Officer &amp; Manager of Finance and Corporate Services</li> <li>2) any person appointed to act in the Chief Executive Officer or Manager of Finance and Corporate Services</li> </ol> <p>Payment of salaries and wages shall be authorised by both the Chief Executive Officer and the Manager of Finance and Corporate Services. In the event that both officers are unavailable the Finance Officer of payroll may authorise the payment of salaries and wages with the Chief Executive Officer or Manager of Finance and Corporate Services to review the transfer on their return.</p> <p>A list of all payments made shall be presented to Council at the following ordinary meeting in accordance with the Local Government (Financial Management) Regulations 1996.</p>