



SPECIAL COUNCIL MEETING MINUTES

Tuesday, 17th January 2012

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- NOTE:**
- a) **The Council Committee Minutes Item numbers may be out of sequence. Please refer to Section 10 of the Agenda – Information Report - Committee Decisions Under Delegated Authority for these items.**
 - b) **Declaration of Councillors and Officers Interest is made at the time the item is discussed.**

MINUTES OF THE SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, 6 PATERSON STREET, MUNDIJONG ON TUESDAY 17TH JANUARY 2012. THE PRESIDING MEMBER DECLARED THE MEETING OPEN AT 2.00PM AND WELCOMED COUNCILLORS AND STAFF.

1. ATTENDANCES & APOLOGIES (including Leave of Absence):

IN ATTENDANCE:

COUNCILLORS: B MoorePresiding Member
M Harris
C Randall
M Ricketts
D Atwell
G Wilson
J Kirkpatrick

OFFICERS: Ms J AbbissChief Executive Officer
Mrs S van AswegenDirector Strategic Community Planning
Mr U StriepeActing Director Engineering
Mr J Robertson Acting Director Development Services
Ms P KursarMinute Secretary

APOLOGIES: Cr S Piipponen
Cr B Urban
Mr A Hart

Members of the Public - 0
Members of the Press - 0

2. PUBLIC QUESTION TIME:

Nil

3. PUBLIC STATEMENT TIME:

Nil

4. PETITIONS & DEPUTATIONS:

Nil

5. DECLARATION OF COUNCILLORS AND OFFICERS INTEREST:

Nil

6. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN:

SCM015/1/12 ANNUAL REPORT 2010/2011 (A1926)	
Proponent:	Serpentine Jarrahdale Shire
Owner:	
Officer:	Joanne Abbiss - Chief Executive Officer
Signatures Author:	
Senior Officer:	Not applicable
Date of Report	14 December 2011
Previously	Nil
Disclosure of Interest	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the Local Government Act
Delegation	Council

In Brief
It is recommended that Council accepts the 2010/2011 Shire of Serpentine Jarrahdale Annual Report.

Background

The Local Government Act 1995 (the Act) requires the Annual Report to be adopted by Council no later than 31 December after that financial year or no later than 2 months after the auditors report becomes available.

Local governments are to prepare an annual report for each financial year. This annual report is to contain:-

1. A report from the Mayor or President.
2. A report from the Chief Executive Officer (CEO).
3. An overview of the Plan for the Future of the district including major initiatives that are proposed to commence or to continue in the next financial year.
4. The financial report for the financial year.
5. Such information as may be prescribed in relation to payments made to employees.
6. The auditor's report for the financial year.
7. A matter on which a report must be made under section 29(2) of the Disability Services Act 1993.

Statutory Environment:

Section 5.53 of the Local Government Act 1995 requires local governments to prepare an annual report for each financial year and stipulates the format of the report. Section 5.54 states that this report is to be accepted by the local government no later than 31 December each year unless the auditor's report is not available.

Section 7.2 of the Local Government Act 1995 states that "*the accounts and financial statements of a local government for each financial year are to be audited by an auditor appointed by the local government.*"

Section 7.9 (1) of the Act states "*An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as*

may be prescribed, to prepare a report thereon and forward a copy of the report to –

- a) The Mayor or President,*
- b) The CEO of the local government, and*
- c) The Minister.”*

Policy Implications: Work Procedure WCSP2 – Elector Meetings (Annual).

Financial Implications: A budget provision has been made in the 2011/2012 budget to accommodate the costs associated with the annual report costs.

Strategic Implications: The Annual Report provides a comprehensive account of the Shire’s performance against its Plan for the Future 2009-2014.

Community Consultation:

Section 5.55 of the Local Government Act 1995 states that *“the CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.”*

Comments

The audit was undertaken during the week commencing 3rd October 2011.

At the completion of the audit, UHY Haines Norton advises that there was one non-compliance issue that have been identified and that was the following;

1. Content of Rates and Instalment Notices

The rates and instalment notices issued for the 2010/2011 financial year did not include a brief statement stating that if at the due date of the first instalment, any rates from the previous year remain unpaid, the payment of rates or service charges on land may not be made by instalments.

Recommendation: This has been rectified in the 2011/2012 rates and instalment notices.

UHY Haines Norton has advised that there are two management issues in their Management Report for the financial year ended 30 June 2011. The points brought to Councils attention are below;

1. Tender Register

The decision to invite tenders was not recorded in some instances.

Recommendation: Shire officers are aware of the oversight and in the future will be diligent in completing the tender register in full.

2. Outstanding Rates Ratio

The ratio trend has been upwards over the past three years. Ideally, this should be below 5% at 30 June in any given year (at 30 June 2011 the ratio was 6.7%).

Recommendation: Shire officers to discuss at December 2011 Policy Forum with Council the current debt collection policy and the length of debt recovery Council are willing to enter into.

The Audit Committee meeting was held on 15 November 2011 to consider the signed audit report and financial statements. The Audit Partner from UHY Haines Norton was present at this meeting to answer any Audit Committee questions in relation to the audit. The Committee's recommendation to Council was adopted at the Ordinary Council Meeting on 19 December 2011.

AC001/11/11 Officer Recommended Resolution:

That the Audit Committee;

1. *Adopt the Independent Audit Report and the Concise Independent Audit Report from UHY Haines Norton for the financial year ended 30 June 2011.*
2. *Receive the Management Report.*
3. *Receive the Audited Financial Report and the Concise Audited Financial Report for the Shire of Serpentine Jarrahdale for the financial year ended 30 June 2011.*
4. *Adopt that the Annual Report will include the Concise Financial Report and will provide access to the public for the Full Financial Report in person, or via the website.*

CARRIED 5/0

The concise audit report and concise financial statements are included in the Annual Report.

A copy of the Annual Report is with the electronic attachments marked [SCM015.1/1/12](#).

In order to meet the requirements of the Local Government Act 1995, the annual electors meeting must be held within 56 days of the adoption of the annual report. Should the annual report be accepted by the Council at their special meeting of 17 January 2012 the annual electors meeting would need to be held before the 13 March 2012.

It is anticipated that the annual electors meeting will be held in the Council Chambers, Shire Administration Building, 6 Paterson Street, Mundijong, on 6 March 2012 commencing at 7.00pm, with the planned order of business being as follows:

1. Receiving of the annual report
2. Receiving of the annual financial statements
3. Reading of the auditors' report
4. General business

The annual elector's meeting will be advertised to the community in the Examiner newspaper as well as through community notice boards in the New Year. The public will be asked to provide questions in writing at least forty-eight (48) hours before the meeting to enable questions to be answered fully and without delay.

Copies of the annual report including the concise financial statement for the period ending 30 June 2011 will be able to be obtained from the Shire's Administration Centre in Mundijong or by telephoning 9526 1111.

Voting Requirements: ABSOLUTE MAJORITY

SCM015/1/12 COUNCIL DECISION/Officer Recommended Resolution:

Moved Cr Kirkpatrick, seconded Cr Harris
The 2010/2011 Annual Report for the Serpentine Jarrahdale Shire as provided at Attachment SCM015.1/1/12 be accepted.
CARRIED 7/0

7. URGENT BUSINESS:

Nil

8. CLOSURE:

There being no further business, the meeting closed at 2.15pm

I certify that these minutes were confirmed at the
Ordinary Council Meeting held on 23 January 2012

.....
Presiding Member

.....
Date