



Shire of
Serpentine
Jarrahdale

Special Council Meeting Minutes

**Wednesday, 25 November 2015
6.00pm**

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NOTE: a) **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 Wednesday 25 November 2015. The Shire President declared the meeting open at 6.00pm and welcomed Councillors and staff.

1. Attendances and apologies (including leave of absence):

In Attendance:

Councillors: J Erren Presiding Member
S Piipponen
D Atwell
K Ellis
S Hawkins
M Rich
J See
B Urban

Officers: Mr R Gorbunow Chief Executive Officer
Mr A Hart Director Corporate and Community
Mr G Allan Director Engineering
Ms K Peddie Executive Assistant to the CEO (Minute Taker)

Leave of Absence: Nil

Apologies: Cr D Gossage

Observers: Nil

Members of the Public – Nil

Members of the Press – Nil

2. Public Question Time:

Nil

3. Public Statement Time:

Nil

4. Petitions and Deputations:

Nil

5. Declaration of Councillors and Officers Interest:

Nil

6. Receipts of Minutes or Reports and Consideration for Recommendations:

Nil

7. Motions of Which Notice has been Given:

SCM005/11/15 Annual Report 2014/2015 (SJ1014)	
Author:	Narelle Thompson – Communications Officer
Senior Officer/s:	Richard Gorbunow, Chief Executive Officer
Date of Report:	16 November 2015
Disclosure of Officers Interest:	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

Introduction:

In accordance with section 5.54 of the Local Government Act 1995 (the Act) the Annual Report is to be adopted by Council no later than 31 December after that financial year, or no later than two months after the auditor's report becomes available. The purpose of this report is to progress adoption of the Annual Report 2014-2015.

Background:

The Annual Report has been prepared in-house based on the achievements of the year 2014-2015.

Community / Stakeholder 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.”

Comment:

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;
3. An overview of the Strategic Community Plan 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; and
7. A matter on which a report must be made under section 29(2) of the Disability Services Act 1993.
8. Details of entries made under section 5.121 during the financial year in the register of complaints,

The Audit Committee meeting was held on 26 October 2015 to consider the signed audit report and financial statements. The Audit Committee Meeting resolution was:

*“AC006/10/15 AUDIT COMMITTEE DECISION / Officer Recommendation:
Moved Cr Hawkins, seconded Cr See*

That the Audit Committee:

1. *Adopt the Independent Audit Report and the Concise Independent Audit Report from Moore Stephens for the financial year ended 30 June 2015.*
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 2015.*
4. *Adopt that the Annual Report will include the Concise Financial Report and that the full Financial Report will be available to the public, in person, or via the website.*

CARRIED 5/0”

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

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 a Special Council Meeting on 25 November 2015 the annual electors meeting would need to be held prior to 19 January 2016.

It is anticipated that the annual electors meeting will be held in the Council Chambers at the Shire Administration Building, 6 Paterson Street, Mundijong at a date yet to be determined.

The annual elector’s meeting will be advertised to the community in local newspapers as well as through community notice boards. The public will be asked to provide questions in writing at least 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 2015 will be able to be obtained from the Shire’s Administration Centre in Mundijong or by telephoning 9526 1111.

Attachments:

- [SCM005.1/11/15](#) – Draft Annual Report 2014 / 2015

Alignment with our Strategic Community Plan:

Governance and Leadership Progressive Organisation
1.2.4 Provide robust reporting that is relevant, transparent and easily accessible by staff and the community.
1.2.6 Comply with all legislative and statutory requirements

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.”*

Financial Implications:

A budget provision has been made in the 2015/2016 budget to accommodate the costs associated with the annual report costs.

Voting Requirements: Absolute Majority**SCM005/11/15 COUNCIL DECISION / Officer Recommendation:****Moved Cr Hawkins, seconded Cr Piipponen****That Council accept the 2014-2015 Annual Report for the Shire of Serpentine Jarrahdale as provided at attachment SCM005.1/11/15, in accordance with section 5.54 of the Local Government Act.****CARRIED 5/3**

8 Urgent Business:

Nil

9. Closure:

There being no further business the Presiding Member declared the meeting closed at 6.13pm.

I certify that these minutes were confirmed at the
Ordinary Council Meeting held on 7 December 2015

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Presiding Member

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Date