

Shire of Tammin  
ORDINARY COUNCIL MEETING  
Tuesday December 13<sup>th</sup>, 2016

Minutes

**NOTICE OF MEETING**

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Tuesday December 13<sup>th</sup>, 2016** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:03pm**.



Peter Naylor  
Chief Executive Officer

**MISSION STATEMENT**

***"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"***

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## **AGENDA**

### **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 5:03pm.

### **2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

#### **Attendance:**

Cr S Uppill	Shire President
Cr C Crane	Deputy President
Cr G Batchelor	Member
Cr P Bell	Member
Cr M Greenwood	Member
Cr D Thomson	Member
Peter Naylor	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration (to 5:15pm)
Greg Stephens	Works Supervisor

### **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

#### **MIN 87/16 MOTION**

**That Leave of Absence be granted to Cr Scott Uppill for the Ordinary Meeting of Council to be held on Thursday 23<sup>rd</sup> February 2017.**

**Moved: Cr Thomson**

**Seconded: Cr Batchelor**

**Simple Majority Required**

**Carried: 5/0**

### **6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

Item 10.3 The Chief Executive Officer, Manager Finance & Administration, and Works Supervisor.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 ORDINARY COUNCIL MEETING MINUTES - (27<sup>th</sup> October 2016)**

**MIN 88/16 MOTION**

**That the Minutes of the Ordinary Council meeting held on 27<sup>th</sup> October 2016 be confirmed as a true record of proceedings.**

**Moved: Cr Uppill**

**Seconded: Cr Thomson**

**Vote: Simple Majority**

**Carried: 6/0**

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION**

## 10. AGENDA ITEMS

### 10.1 List of Payments – October 2016 and November 2016

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	8 December 2016
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	4 Pages

#### BACKGROUND

Accounts paid for October 2016 is listed totaling:

Cheque numbers	6643-6645	3,008.41
Direct debit payments	01/10- 31/10/2016	7,340.71
Licensing transfers	01/10- 31/10/2016	5,670.05
Bank fees	01/10- 31/10/2016	214.08
VISA payments	01/10- 31/10/2016	694.95
EFT payments	EFT 994- 1053	23,2709.43
Salaries and Wages	01/10- 31/10/2016	43,158.10
<b>Total payments</b>	<b>01/10- 31/10/2016</b>	<b>292,795.73</b>

Accounts paid for November 2016 is listed totaling:

Cheque numbers	6646	39.48
Direct debit payments	01/11- 30/11/2016	6,618.82
Licensing transfers	01/11- 30/11/2016	10,102.25
Bank fees	01/11- 30/11/2016	259.33
VISA payments	01/11- 30/11/2016	950.57
EFT payments	EFT 766-825	137,083.44
Salaries and Wages	01/11- 30/11/2016	43,859.92
<b>Total payments</b>	<b>01/11- 30/11/2016</b>	<b>198,913.81</b>

#### COMMENT

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### STATUTORY ENVIRONMENT

See attached reference point 14

**STRATEGIC PLAN IMPLICATIONS**

Nil

**FUTURE PLAN IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**MIN 89/16 MOTION**

That the list of payments made for October 2016 be endorsed as follows:

<b>Cheque numbers</b>	<b>6643-6645</b>	<b>3,008.41</b>
<b>Direct debit payments</b>	<b>01/10- 31/10/2016</b>	<b>7,340.71</b>
<b>Licensing transfers</b>	<b>01/10- 31/10/2016</b>	<b>5,670.05</b>
<b>Bank fees</b>	<b>01/10- 31/10/2016</b>	<b>214.08</b>
<b>VISA payments</b>	<b>01/10- 31/10/2016</b>	<b>694.95</b>
<b>EFT payments</b>	<b>EFT 994- 1053</b>	<b>232,709.43</b>
<b>Salaries and Wages</b>	<b>01/10- 31/10/2016</b>	<b>43,158.10</b>
<b>Total payments</b>	<b>01/10- 31/10/2016</b>	<b>292,795.73</b>

That the list of payments made for November 2016 be endorsed as follows:

<b>Cheque numbers</b>	<b>6646</b>	<b>39.48</b>
<b>Direct debit payments</b>	<b>01/11- 30/11/2016</b>	<b>6,618.82</b>
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<b>Bank fees</b>	<b>01/11- 30/11/2016</b>	<b>259.33</b>
<b>VISA payments</b>	<b>01/11- 30/11/2016</b>	<b>950.57</b>
<b>EFT payments</b>	<b>EFT 766-825</b>	<b>137,083.44</b>
<b>Salaries and Wages</b>	<b>01/11- 30/11/2016</b>	<b>43,859.92</b>
<b>Total payments</b>	<b>01/11- 30/11/2016</b>	<b>198,913.81</b>

**Moved: Cr Bell**

**Seconded: Cr Crane**

**Simple Majority Required**

**Carried: 6/0**

## 10.2 Financial Report to 31 October 2016 and 30 November 2016

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	8 December 2016
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	14 Pages

### BACKGROUND

The Monthly Financial Reports to 31 October 2016 and 30 November 2016 are attached.

### COMMENT

The Financial Reports have been prepared in the format requested by Council.

The effect of the Council's Policy decision on reporting variances is shown in the far right column – being the calculated variance between the YTD Actual Column and the YTD Budget column figures where the variance is greater than 10% and \$5,000.

### FINANCIAL IMPLICATIONS

No significant implications.

### POLICY IMPLICATIONS

Council resolved (Item 5 – 15 August 2013) that in accordance with section 34(5) of the Local Government (Financial Management) Regulations 1996 a variance percentage of 10% and \$5,000 be adopted for reporting material variances.

### STATUTORY ENVIRONMENT

See attached reference point 15

### STRATEGIC PLAN IMPLICATIONS

Nil

### FUTURE PLAN IMPLICATIONS

Nil

## COMMUNITY CONSULTATION

Nil

### **MIN 90/16 MOTION**

**That the Financial Reports for period 31 October 2016 and 30 November 2016 be received.**

**Moved: Cr Thomson**

**Seconded: Cr Bell**

**Simple Majority Required**

**Carried: 6/0**



### 10.3 Shire of Tammin Credit Card

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	5 <sup>th</sup> December 2016
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Yes
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### **Declaration of Interest**

The Chief Executive Officer, Manager Finance & Administration, and Works Supervisor declare a Financial Interest.

#### **Proposal / Summary**

For Council to consider issuing the Manager Finance & Administration (MFA) and Works Supervisor (WS) with a shire credit card with a credit limit of \$5,000 each.

#### **Background**

The Chief Executive Officer currently has a credit card with a limit of \$20,000, most months the amount of limit required is usually less than half.

At present any small day-to-day items are purchased by the MFA and WS by providing the CEO credit card details over the phone, or alternatively paid for by the officer and then reimbursed through creditors.

#### **Comment**

As the credit limit of the Chief Executives Officers' (CEO) credit card rarely reaches the total credit limit, and rather than continuing with the aforementioned practice, the best solution would be to provide the MFA and WS with a credit card with a small credit limit.

This could be effected by utilising some of the credit limit from the CEO's credit card and spread the total credit limit over the new credit cards, thereby not requiring a higher credit limit and remaining within the limit as per the Budget.

#### **Statutory Environment**

Nil

**Policy Implications**

Nil, however Credit Card Policy to be prepared for Council consideration.

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Community Consultation**

Nil

**MIN 91/16 MOTION**

**That Council:**

**Approves the issue of a Shire of Tammin National Australia Bank Credit Card to the Manager Finance & Administration and the Works Supervisor, with a \$5,000 limit each, and reduce the Chief Executive Officer Credit Card limit from \$20,000 to \$10,000 to maintain the total credit limit within the Budgeted amount of \$20,000.**

**Moved: Cr Crane**

**Seconded: Cr Batchelor**

**Vote: Simple Majority**

**Carried: 6/0**

5:15pm      Kelsey Pryer left the meeting

## 10.4 Integrated Planning and Reporting Requirements

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	8 <sup>th</sup> December 2016
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM51
<b>Attachment/s:</b>	Nil

### Proposal/Summary

For Council to consider presenting a proposal to the Wheatbelt Development Commission (and / or other State Government Agencies) to be approached to assist Wheatbelt Local Governments with the Integrated Planning and Reporting requirements.

### Background

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. All Local Governments were required to have their first suite of IPR documents in place by 1 July 2013.

The IPR suite of documents included:

- Strategic Community Plan;
- Corporate Business Plan;
- Asset Management Plan;
- Workforce Plan; and
- Long Term Financial Plan.

In essence the IPR was designed as a process to:

- Articulate the community's vision, outcomes and priorities; and
- Allocate resources to achieve the vision, striking a considered balance between aspirations and affordability.

The initial preparation of the plans was phased in a gradual basis as the framework and guidelines were developed by the Department of Local Government & Communities.

The unfortunate scenario however existed that almost as soon as the plans were adopted they became null and void due to the demise of the Royalties for Regions Country Local Government Fund, the freeze placed on the indexation of the Local Government Financial Assistance Grants (by the Commonwealth Government) and the freeze placed on the indexation of the State to Local Government Roads Agreement (by the State Government).

As required under the legislation, a desktop review of the Strategic Community Plan and the Corporate Business Plan was undertaken in April 2016 and endorsed by Council.

A full Review of all of the IPR plans is required by June 2017.

### Comment

The Wheatbelt Development Commission (WDC), Regional Development Australia Wheatbelt (RDAB), and Department of Sport & Recreation (DSR) prepare a number of

Wheatbelt Regional Plans. These documents along with the Local Government IPR Plans basically identify the same strategic goals for every local government in the Wheatbelt.

For example the Liveable Communities section of the Wheatbelt Regional Investment Blueprint Roadmap for Growth, prepared by the WDC, includes:

- **Goal:** Diverse, safe, healthy and resilient communities where services and infrastructure reflect the needs and aspirations of residents.
- **Priority1:** Connected settlements – support economic growth and offer multiple liveability options.
- **Priority 2:** Service Delivery Reform – collaborative strategies ensure health, education, aged and youth / children’s services reflect the needs of current and future Wheatbelt residents.
- **Priority 3:** Community Amenity – contribute to community well-being and liveability and create economic opportunity.

It seems that to avoid a great deal of duplication and to save time with our valuable resources the WDC, RDAW and / or DSR could be engaged to work in a closer liaison with local governments to carry out an overall strategic plan for the wheatbelt communities, which includes community consultation, and preparation of an overarching strategic plan with an addendum added for each LG independently.

An additional benefit to this process could be that if the many projects identified within each LG area can be prioritised it would enable the Local Governments to work more confidently with their community organisations to apply for grant funding, when their project/s are due, and receive that funding.

## **Consultation**

Wendy Newman, Chief Executive Officer, Wheatbelt Development Commission  
Juliet Grist, Executive Officer, Regional Development Australia Wheatbelt  
Jennifer Collins, Manager Wheatbelt, Department Sport & Recreation

## **Statutory Implications**

### **Local Government Act 1995**

#### **5.56. Planning for the future**

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

### **Local Government (Administration) Regulations 1996**

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to—*

- (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

*[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]*

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*

**Policy Implications**

Nil

**Financial Implications**

To be determined.

**Strategic Implications**

Social: Building a Sense of Community

- Our community will be inclusive and inviting; a place where all people, young and old, are accepted and valued.
- Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.
- Our diverse community has access to services within their local area.

Built Environment: Enhanced Lifestyle Choices

- Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.
- Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.

Recommendation

That Council approaches the Wheatbelt Development Commission, Department of Sport & Recreation and Regional Development Australia Wheatbelt with a view to:

1. Streamlining the strategic planning processes for the Wheatbelt; and
2. Working in collaboration for the preparation of the Integrated Planning and Reporting requirements for the local governments in the Wheatbelt.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_/\_\_

**MIN 92/16 MOTION**

**That the matter be deferred until the Ordinary Meeting of Council to be held on Thursday 23<sup>rd</sup> February 2017.**

**Moved: Cr Batchelor**

**Seconded: Cr Bell**

**Vote – Simple majority**

**Carried: 5/1**

## 10.5 Works Supervisors Report

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Works Supervisor
<b>Date:</b>	8 <sup>th</sup> December 2016
<b>Author:</b>	Greg Stephens
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

For Council to receive the Works Supervisors Reports.

<b>URBAN - TAMMIN</b>	
Various Streets	Routine Maintenance program
	Clean, Patch Footpaths Pot hole patching Trim encroaching trees on footpaths
<b>UNSEALED ROADS NETWORK</b>	
Unsealed Roads	General Inspections Grade sections Turon Road
<b>SEALED ROAD NETWORK</b>	
Sealed Roads	General Inspections Pot hole patching
<b>PARKS AND OPEN SPACE AREAS - Gardens, Parks, Ovals and Village.</b>	
Freason Park	General clean up Reticulation repairs
Memorial Park	General maintenance, Mowing Weed control ongoing
Heritage Park	General clean up General maintenance Weed control ongoing
Reserves, Open Areas	General clean up General maintenance, Mowing, Slashing Weed control ongoing
Tamma Village	General clean up General maintenance, Mowing Weed control ongoing Reticulation repairs
Kadjiny Kep	General clean up General maintenance, Mowing Weed control ongoing
Tammin Oval (Donnan Park)	General clean up General maintenance, Mowing Weed control ongoing Preparation for Junior and senior cricket
<b>BUILDING MAINTENANCE</b>	
All Buildings	General Maintenance as required

Tamma Village	Replace air conditioner Unit 2
Staff housing	Repairs to T.V reception 12 Russell Street Retaining wall at rear of 14 Russell Street Rear window & door security screens 20 Ridley Street.
Admin, and Hall buildings	Air conditioning some in need of repairs, Contractor engaged to carry out repairs, not urgent. (Still to be done).
<b>PUBLIC CONVENIENCES</b>	
Public Ablution Block 1 (behind Admin)	Cleaned Mondays, Wednesdays and Fridays
Public Ablution Block 1 (at Oval)	Cleaned Mondays, Wednesdays and Fridays
<b>WASTE SITE TAMMIN</b>	
General waste area's	Weekly waste pushed up and covered
Surrounds	Start vegetation control (Summer poison weeds)
Recycling	<p>Bulk Bins at Roadhouse and Waste site.</p> <p>Recycling Site to be relocated from Roadhouse to an alternative site (to be determined), with the area to be set up so it will be easy for all to use, .</p> <p>The move to be effected following public notice period whereby notices will be sent to all residents within the shire as well as a notice in the Tammin Tabloid.</p> <p>The shed will also be removed and used at one of the newly built Shire houses in Nottage Way Tammin.</p> <p>Reasons for the move to the new site are mainly</p> <ol style="list-style-type: none"> <li>1. The recycling area is on private property and the bins are the responsibility of the Shire.</li> <li>2. There is no written agreement between the Shire and the Puma Roadhouse to have the site there.</li> <li>3. There may be issues if there is an accident/incident at the site in regards to liability and insurance.</li> </ol>
<b>WATER AND SEWER</b>	
Oval Water System	General repairs and maintenance
Donnan Park - Change Room and public toilets	General repairs and maintenance Cleaned Mondays, Wednesdays and Fridays (and after events).
Caravan/RV Dump Point Tammin PUMA Roadhouse	<p>The proposed dump point to be installed at the Tammin Puma Roadhouse is partly in progress, the unit was obtained some months ago.</p> <ol style="list-style-type: none"> <li>1. The site has been inspected.</li> <li>2. 2 licensed plumbers have looked at the dump point and site.</li> </ol>



	<p>3. Quotations received to carry out the works.</p> <p>4. Environmental Health Officer needs to inspect the site. (Awaiting site meeting &amp; inspection).</p> <p>5. Department of Health fee to be submitted once daily flows in litres and supply copies of any approvals issued/designs have been calculated.</p> <p>Once all the paper work, inspections, meetings have been finalised we then can possibly proceed with the installation of the Caravan/RV Dump Point.</p>
<b>Town Blocks and Fire Breaks around Town</b>	
Fire Control	Slash blocks Private Works. Tidy up areas around the town (mow/slash)
<b>Vandalism</b>	
	NIL

**MIN 93/16 MOTION**

**That Council notes and receives the Works Supervisors Report.**

**Moved: Cr Thomson**

**Seconded: Cr Greenwood**

**Vote – Simple majority**

**Carried: 6/0**

**11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**13 CLOSURE OF MEETING**

There being no further meeting the meeting was closed at 5:48pm

## 14 REFERENCES

### 6 **DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

*The Local Government Act (Section 5.60 – 5.62) provides that it is the Councillor's obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.*

*The Act provides that the interest may be declared in writing to the CEO prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.*

*The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.*

*A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.*

### 7.1 **STATUTORY ENVIRONMENT**

*Section 5.22(2) of the Local Government Act provides that minutes of all meetings to be kept and submitted to the next full Council meeting for confirmation.*

#### 11.1 List of Financial Payments Reference -**STATUTORY ENVIRONMENT**

*Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that:*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name;*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;**and*
  - (b) *the date of the meeting of the Council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
  - (a) *presented to the Council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

#### 11.2 **Financial Report Reference - STATUTORY ENVIRONMENT**

*Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a Statement of Financial Activity to be prepared each month, which is to contain the following details:*

- (a) *annual budget estimates;*
- (b) *budget estimates to the end of the month;*
- (c) *actual amount of expenditure and revenue;*
- (d) *material variances between comparable amounts in (b) and (c) above; and*
- (e) *the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).*

*The Statement is to be accompanied by:*

- (a) *explanation of the composition of net current assets, less committed assets and restricted assets;*
- (b) *explanation of the material variances; and*
- (c) *such other information considered relevant by the local government.*