

# Shire of Tammin

## SPECIAL COUNCIL MEETING

### MINUTES



#### Special Council Meeting Minutes

A Special Meeting of the Tammin Shire Council was held on Thursday 31 January 2019 in the Council Chambers, 1 Donnan Street Tammin commencing at 5:25pm, for the purpose of adopting the 2017/18 Annual Report.

Neville Hale  
**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**

**The Shire President declared the meeting open at 5:25pm.**

### **2. Record of Attendance, Apologies and Approved Leave of Absence**

#### **Record of attendances**

##### **Councillors**

Cr M. Greenwood	Shire President
Cr D. Thomson	Deputy President
Cr N. Caffell	Member
Cr T. Daniels	Member
Cr G. Batchelor	Member

##### **In attendance**

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager of Finance & Administration

#### **Apologies**

Nil

#### **On Leave of Absence**

Nil

#### **Declaration of Members and Officers Financial Interests**

Nil

### 3. Finance

#### 3.1 Shire of Tammin Annual Report 2017/18

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	11 <sup>th</sup> January 2019
<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>	Attachment Item 3.1.1 - Shire of Tammin - Audit Report 30.06.18 Attachment Item 3.1.2 - Shire of Tammin - Annual Financial Statements 30.06.18 Attachment Item 3.1.3 - Shire of Tammin - Management Letter 30.06.18 Attachment Item 3.1.4 – Shire of Tammin – Annual Report 30.06.18

#### **Proposal/Summary**

Council is requested to:

- a) accept the recommendations of the Audit Committee meeting held on 31<sup>st</sup> January 2019,
- b) accept the Annual Report for the 2017/18 Financial Year, and
- c) set a date for the holding of the Annual General Meeting of Electors.

#### **Background**

The Shire of Tammin has received the Audit Report for the 2017/18 financial year from the Auditor of General (Attachment Item 3.1.1).

Following the receipt of the Audit Report, the Shire's Audit Committee met at 4pm today, Thursday 31 January 2019. The committee is expected to recommend to Council the adoption of the Financial Statement (Attachment 3.1.2), Audit Report and Management Letter from Auditor of General for the 2017/18 financial year.

The Annual Report (Attachment 3.1.4), which includes the Annual Financial Statements and the Audit Report referred to above, is now submitted for acceptance by Council.

Having accepted the Annual Report, a date is to be set for the Annual General Meeting of Electors.

#### **Comment**

A copy of the Audit Committee agenda and the Annual Report has been circulated to Councillors.

#### **Statutory Environment**

##### **Local Government Act 1995**

##### **5.53. Annual reports**

- (1) *The local government is to prepare an annual report for each financial year.*

- (2) *The annual report is to contain —*
- (a) *a report from the mayor or president; and*
  - (b) *a report from the CEO; and*
  - [(c), (d)deleted]*
  - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
  - (f) *the financial report for the financial year; and*
  - (g) *such information as may be prescribed in relation to the payments made to employees; and*
  - (h) *the auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
  - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
  - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
    - (i) *the number of complaints recorded in the register of complaints; and*
    - (ii) *how the recorded complaints were dealt with; and*
    - (iii) *any other details that the regulations may require;*
  - and*
  - (i) *such other information as may be prescribed.*

**5.54. Acceptance of annual reports**

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

- (2) *If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.*

**5.55. Notice of annual reports**

*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.*

**5.55A. Publication of annual reports**

*The CEO is to publish the annual report on the local government’s official website within 14 days after the report has been accepted by the local government.*

**Local Government (Administration) Regulations 1996**

**19B. Information about numbers of certain employees to be included (Act s. 5.53(2)(g))**

*For the purposes of section 5.53(2)(g) the annual report of a local government for a financial year is to contain the following information —*

- (a) *the number of employees of the local government entitled to an annual salary of \$100 000 or more;*
- (b) *the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.*

#### **5.27. Electors' general meetings**

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

#### **Community Consultation**

Nil

#### **TSC 1/19 MOTION**

##### **That Council:**

- a) **Adopt the recommendations of the Audit Committee meeting held on 31<sup>st</sup> January 2019;**
- b) **Accept the 2017/18 Annual Report; and,**
- c) **Hold the Annual General Electors Meeting on Monday 18 February 2019 commencing at 6.00pm at the Shire of Tammin Lesser Hall, 3 Donnan Street, Tammin.**

**Moved: Cr Greenwood**

**Seconded: Cr Thomson**

**Vote: Absolute Majority**

**Carried: 5/0**

#### **4. Closure of meeting**

There being no further business the Shire President declared the meeting closed at 5:28pm.