

Ordinary Council Meeting

Minutes for 27 May 2013

CONFIRMED



**shire of
kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

1.1 The Chairman opened the meeting at 6.36pm and welcomed Councillors, Staff, Press and Members of the Public Gallery.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Margaret Thomas	North Ward
Simon Di Rosso	North Ward
Noreen Townsend	South West Ward
Allan Morton	(Deputy Shire President) (Chairman) South West Ward
Geoff Stallard	South East Ward
Frank Lindsey	South East Ward
John Giardina	South East Ward
Martyn Cresswell	North West Ward
Bob Emery	North West Ward
Dylan O'Connor	North West Ward

Members of Staff

Rhonda Hardy	Director Corporate & Community Services
Darrell Forrest	Manager Governance
Sam Assaad	Manager Infrastructure Operations
Andrew Fowler-Tutt	Manager Development Services
Nicole O'Neil	Coordinator Public Relations
Meri Comber	Governance Officer

Members of the Public 2

Members of the Press 1

2.2 Apologies

Councillors

Justin Whitten	South West Ward
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Staff

Clayton Higham	Acting Chief Executive Officer
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2.3 Leave of Absence Previously Approved

Sue Bilich	(Shire President) North Ward
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3.0 PUBLIC QUESTION TIME

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of Council. For the purposes of Minuting, these questions and answers are summarised.

3.1 Nil.

4.0 PETITIONS/DEPUTATIONS

4.1 Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 RESOLVED OCM 54/3013

That Council grant leave of absence to Cr Thomas for the period 6 to 21 June 2013 inclusive. This period covers the Development & Infrastructure Services Committee Meeting on 10 June 2013 and the Corporate & Community Services Committee Meeting on 17 June 2013.

That Council grant leave of absence to Cr Noreen Townsend for the period 5 to 15 June 2013 inclusive as she is travelling overseas. This period covers the Development & Infrastructure Services Committee Meeting on 10 June 2013.

Moved: **Cr Martyn Cresswell**

Seconded: **Cr Bob Emery**

Vote: **CARRIED UNANIMOUSLY (10/0)**

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 RESOLVED OCM 55/2013

That the Minutes of the Ordinary Council Meeting held on 22 April 2013 are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (10/0)**

6.2 RESOLVED OCM 56/2013

That the Minutes of the Special Council Meeting held on 13 May 2013 are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Martyn Cresswell**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (10/0)**

7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

7.1 The Deputy Shire President reported that in State Parliament the Minister for Local Government has confirmed that there will be no immediate change with respect to the scheduling of local government elections and elections will therefore be held in October 2013.

8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

8.1 **C&C 37. Confidential Item – Men’s Shed Services** - Provided under separate cover.

Reason for Confidentiality – *Local Government Act 1995*: Section 5.23 (2) (a) “a matter affecting an employee or employees”.

9.0 DISCLOSURE OF INTERESTS

9.1 Disclosure of Financial and Proximity Interests

- a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*.)

9.1.1 Nil.

9.2 Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

9.1.2 Cr Noreen Townsend disclosed an Interest Affecting Impartiality for Item10.3.9 (C&C 37) Confidential Item – Provision of Services to Men’s Sheds, as she is a Member and Committee Secretary of the Foothills Men’s Shed.

9.1.3 Cr Allan Morton disclosed an Interest Affecting Impartiality for Item10.3.9 (C&C 37) Confidential Item – Provision of Services to Men’s Sheds as he is a Member of the Foothills Men’s Shed.

10.0 REPORTS TO COUNCIL

Please Note: declaration of financial/conflict of interests to be recorded prior to dealing with each item.

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

10.1 Audit and Risk Committee Report

10.1.1 Adoption of Audit and Risk Committee Report

RESOLVED OCM 57/2013

Voting Requirements: Simple Majority

That the recommendations A&R 07, A&R 09 Point 1. and A&R 10 contained in the Audit and Risk Committee Report of 6 May 2013 be adopted by Council en bloc.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (10/0)**

10.1.2 A&R 07 Debtor Write-Off April 2013

EN BLOC RESOLUTION OCM 57/2013

That Council:

1. Authorises the write off of library debts totalling \$21,555.15 as detailed in (Attachment 1).
2. Authorises the write off of Sundry Debts totalling \$725.25 as detailed in (Attachment 2).

10.1.3 A&R 09 Review of Policies and Procedures

EN BLOC RESOLUTION OCM 57/2013

That Council:

1. (i) Adopts the following new Council Policies:
 - Payment and Reimbursement of Expense Policy (Attachment 2)
 - Travel Policy (Attachment 3)
 - Whistle-blower Policy (Attachment 4)
- (ii) Notes the Management procedures for each of these policies.

10.1.4 A&R 10 Responses to Department of Local Government Findings and Recommendations on the Forensic Audit Investigation

EN BLOC RESOLUTION OCM 57/2013

That Council:

1. Notes the action taken to address the Department of Local Government Recommendations.
2. Authorises the Acting Chief Executive Officer to advise the Director General of the Department of Local Government that the issues, findings and recommendation following the Forensic Audit Investigation Report received by the Department have been addressed.

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

10.2 Development & Infrastructure Services Committee Report

10.2.1 Adoption of Development & Infrastructure Services Committee Report

RESOLVED OCM 58/2013

Voting Requirements: Simple Majority

That the recommendations D&I 24 to D&I 29 inclusive, contained in the Development & Infrastructure Services Committee Report of 13 May 2013, except withdrawn item D&I 27, be adopted by Council en bloc.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (10/0)**

10.2.2 D&I 24 Lot 88 (1) Hewson Place, Maida Vale – Application to Keep More Than Two Dogs

EN BLOC RESOLUTION OCM 58/2013

That Council:

1. Pursuant to Clause 3.2 of the Shire of Kalamunda Dogs Local Law 2010 made under Section 26(3) of the *Dog Act 1976*, grant the exemption to the application of Lot 88 (1) Hewson Place, Maida Vale to keep three dogs on this property.

10.2.3 D&I 25 Modification to the Canning Location 311 Structure Plan – Lot 32 (10) Kiev Court, Lesmurdie

EN BLOC RESOLUTION OCM 58/2013

That Council:

1. Adopts the proposed modification to the Canning Location 311 Structure Plan to facilitate the subdivision of Lot 32 (10) Kiev Court, Lesmurdie, into 2 lots (Attachment 2).
2. Forwards the modified Canning Location 311 Structure Plan to the WA Planning Commission for endorsement.

10.2.4 D&I 26 Canning Road and Welshpool Road East Consideration to Transfer Responsibility to Main Roads WA

EN BLOC RESOLUTION OCM 58/2013

That Council:

1. Authorises the Acting Chief Executive Officer to write to Main Roads WA:
 - Requesting consideration of the transfer of Canning Road from Welshpool Road East to the South Boundary of the Shire.
 - Requesting consideration of the transfer of Welshpool Road East from Canning Road to Hale Road.
2. Authorises the Acting Chief Executive Officer to write to the City of Armadale requesting Council endorsement for the transfer of Canning Road from Local Government responsibility back to Main Roads WA.

10.2.5 D&I 28 Consideration of Tenders – Provision of General Tree Services (RFT-1304)

EN BLOC RESOLUTION OCM 58/2013

That Council:

1. Accepts the recommendation of the Tender Assessment Panel to appoint
 - MPK Tree Management as the primary contractor and
 - Beaver Tree Services as the secondary contractorfor the Provision of General Tree Services, for a period of two years with the opportunity for one 12 month extension.

2. The cost of the service will be in accordance with the following schedules

Schedule of Rates A - Tree Pruning

		MPK Tree Management	Beaver Tree Services
Item	Pruning Requirement per Tree	Price Per Tree	Price Per Tree
1	Side Prune	\$40.00	\$150.00
2	Under Prune	\$28.00	\$30.00
3	Canopy Thinning	\$280.00	\$340.00

Schedule of Rates B - Tree Removal

Item	Tree Height	Price Per Tree	Price Per Tree
1	0 – 3.00	\$90.00	\$50.00
2	3.1m – 6.00m	\$130.00	\$170.00
3	6.1m – 9.00m	\$290.00	\$370.00
4	9.00m – 14m	\$480.00	\$620.00

Schedule of Rates C – Stump Grinding

Item	Stump Diameter	Price Per Stump	Price Per Stump
1	Up to 500mm Diameter	\$65.00	\$50.00
2	501mm – 750mm Diameter	\$80.00	\$80.00
3	751mm – 1000mm Diameter	\$110.00	\$100.00
4	1000mm plus Diameter	\$150.00	\$130.00

Schedule of Rates D – Specialised Works by request of Principle

Item	Specialised Works	Price Per Hour	Price Per Hour
1	3 men, truck, chipper and 16mtr Picker	\$275.00	\$380.00
2	3 men, truck, chipper and 24mtr Picker	\$360.00	\$420.00
Item	Specialised Works	Price Per Day	Price Per Day
3	3 men, truck, chipper and 16mtr Picker	\$2,200.00	\$2,900.00
4	3 men, truck, chipper and 24mtr Picker	\$2,500.00	\$3,400.00
Item	Specialised Works	Price Per Hour	Price Per Hour
5	3 men, truck and chipper	\$260.00	\$300.00

Schedule of Rates E – Emergency Callout & Make Safe & Clean-up

Item	Make Safe /Remove	Price Per Hour	Price Per Hour
1	Make Safe	\$340.00	\$230.00
2	Clean-up	\$260.00	\$230.00

3. The contract price is fixed for a period of 12 months with CPI (Australia) adjusted annually.

10.2.6 D&I 29 Consideration of Tenders – Provision of Footpath Sweeping Services (RFT-1305)

EN BLOC RESOLUTION OCM 58/2013

That Council:

1. Accepts the recommendation of the Tender Assessment Panel to appoint Enviro Sweep as the preferred tenderer for the Provision of Footpath Sweeping Services, for a period of three years with the opportunity for two 12 month extensions.
2. Accepts the cost of supply is in accordance with the following schedule.

<i>Type</i>	<i>Requirement</i>	<i>Price</i>
1.	Paths	\$138,480.00
2.	Car Parks	\$64,560.00
3.	Road Islands and Roundabouts	\$8,400.00
4.	Additional Paths per km per sweep	\$45.00
5.	Public Holiday Call Outs Per Hour	\$145.00
6.	Weekend Call Outs Per Hour	\$135.00
7.	Weekday Call Outs M-F 7.00am - 5.00pm	\$115.00

3. The contract price basis is fixed price for the first 12 months with CPI (Australia) adjusted annually.

For Separate Consideration

Item D&I 27 was withdrawn as Councillors requested further information at the Development & Infrastructure Services Committee Meeting.

10.2.7 D&I 27 Proposed Closure of Portion of Road Reserve – Adjacent to Lot 196 Adelaide Street, Hazelmere

RESOLVED OCM 59/2013

Voting Requirements: Simple Majority

That Council:

1. Resolves not to proceed with the closure of part of Adelaide Street on the basis that there is insufficient evidence of a community benefit to the closure.

Moved: **Cr Martyn Cresswell**

Seconded: **Cr John Giardina**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Cr Noreen Townsend and Cr Allan Morton disclosed an Interest Affecting Impartiality with regard to Item 37, Confidential Item – Provision of Services to Men's Sheds.

10.3 Corporate & Community Services Committee Report

10.3.1 Adoption of Corporate & Community Services Committee Report

Voting Requirements: Simple Majority

RESOLVED OCM 60/2013

That the recommendations C&C 27 to C&C 37 inclusive, contained in the Corporate & Community Services Committee Report of 20 May 2013, except withdrawn items C&C 32, C&C 34 and C&C 35, be adopted by Council en bloc.

Moved: **Cr Noreen Townsend**

Seconded: **Cr Martyn Cresswell**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Prior to the en bloc vote a Councillor asked for confirmation that the Draft Governance Framework assigns a separation of responsibility between the Council in policy making and the staff in policy implementation; and that all policy making must be in accordance with State and Commonwealth legislation.

This was confirmed by the Manager Governance and he noted that this will be reemphasised from next month when a report will be tabled to up-date policies. It is necessary to comply with legislation; we currently have a Shire Policy which is against the law and needs to be revoked.

10.3.2 C&C 27 Debtors and Creditors Reports for the Period Ended 30 April 2013

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Receives the list of creditors paid during the period 26 June to 26 July 2012 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the list of creditors paid during the period 03 April to 24 April 2013 (Attachment 3) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the list of payments made from the Trust Accounts in April 2013 as noted in point 9 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

10.3.3 C&C 28 Rates Debtors Report for the Period Ended 30 April 2013

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Receives the rates debtors report for the period ended 30 April 2013 (Attachment 1).

10.3.4 C&C 29 Quarterly Progress Report – January to March 2013

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Receives the Quarterly interplan Progress Report for January to March 2013.

10.3.5 C&C 30 Community Care – Quarterly Report – March 2013

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Receives the Community Care Quarterly Report – March 2013.

10.3.6 C&C 31 Adoption of Draft Governance Framework

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Adopts the Shire of Kalamunda Draft Governance Framework (Attachment 1).
2. Requests the Governance Framework be used to form the basis of future inductions for new councillors of the Shire of Kalamunda.

10.3.7 C&C 33 Budget 2012/2013 – Differential Rates

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. In line with the ten year Long Term Financial Plan approve that the rate in the dollar and minimum rates advertised in the public notice for the rating categories will be as follows:

Category/Levy	Rate in \$	Min Rate \$
General GRV	0.057378	755
Industrial GRV	0.067267	850
Commercial GRV	0.063064	800
Vacant GRV	0.080000	755
General UV	0.002731	755
Commercial UV	0.003002	800
Waste Avoidance and Resource Recovery Levy (All Categories)	0.002500	

10.3.8 C&C 36 Community Safety & Crime Prevention Plan 2013-2018

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Endorses the Community Safety & Crime Prevention Plan 2013 – 2018 for the purposes of inviting public comment over a period of 30 days.

Cr Noreen Townsend and Cr Allan Morton disclosed an Interest Affecting Impartiality with regard to Item 37, Confidential Item – Provision of Services to Men's Sheds.

10.3.9 C&C 37 Confidential Item –Provision of Services to Men's Sheds

EN BLOC RESOLUTION OCM 60/2013

That Council:

1. Request the Acting Chief Executive Officer to undertake discussions with representatives of both Men's Sheds, in conjunction with the Ward Councillors during 2013/14 with consideration to:
 - Short-term shared access of Men's Shed Boss
 - Proposed Capital Plans and Developments, including expectations of and from Shire
 - Proposed phased staffing withdrawal plan of Men's Shed Boss service with a view toward becoming self-managed Men's Shed in two to three years.
2. Receive a report in relation to the above in April 2014 to enable Council to make informed decisions on the future of Men's Sheds within the 2014/15 budget deliberation process.

For Separate Consideration

Item C&C 32 was withdrawn as an absolute majority is required.

10.3.10 C&C 32 Review of Delegations

RESOLVED OCM 61/2013

Voting Requirements: Absolute Majority

That Council:

1. Notes the review of the Delegation Register.
2. Approves the Delegations to the Chief Executive Officer and other staff as contained in (Attachment 1), except LGA 2, Tenders and Expressions of Interest and LGA 8, Investment of Surplus Funds.
3. Approves the Delegations to the Chief Executive Officer LGA 2, Tenders and Expressions of Interest and LGA 8, Investment of Surplus Funds as per (Attachments 2 and 3) respectively.

Moved: **Cr Martyn Cresswell**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (10/0)**

Item C&C 34 was withdrawn as an absolute majority is required.

10.3.11 C&C 34 Hartfield Park Advisory Committee – Nominations for Membership

RESOLVED OCM 62/2013

Voting Requirements: Absolute Majority

That Council:

1. Appoints Kevin Adams, representing Kalamunda Rugby Club, as a member of the Hartfield Park Advisory Committee.
2. Appoints Rex West, representing Forrestfield Flyers Tee-ball Club, as a member of the Hartfield Park Advisory Committee.

Moved: **Cr Noreen Townsend**

Seconded: **Cr Martyn Cresswell**

Vote: **CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (10/0)**

Item C&C 35 was withdrawn as a Councillor requested further information at the Corporate & Community Services Committee Meeting.

10.3.12 C&C 35 Chaplaincy Service Provision in Schools Located in the Hills and Foothills

RESOLVED OCM 63/2013

Voting Requirements: Simple Majority

That Council:

1. Continues to support the provision of Chaplaincy Services in Schools located in the Hills and Foothills to the value of \$20,500 subject to approval through the 2013/2014 budget deliberation process.
2. Endorses the development of a three year formal agreement between the Shire of Kalamunda and YouthCARE to ensure clarity regarding expectations, service delivery, outcomes and reporting requirements.
3. Advise YouthCARE that unless a three year agreement is established by March 2014 the Shire will not confirm funding for the schools chaplaincy program beyond July 2014.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (10/0)**

10.4 CHIEF EXECUTIVE OFFICER REPORTS

10.4.1 Monthly Financial Statements to 30 April 2013

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A
Attachment 1	Draft Statements of Financial Activity for the ten months to 30 April 2013 incorporating the following: <ul style="list-style-type: none">• Statement of Comprehensive Income by Program• Statement of Comprehensive Income by Nature and Type• Statement of Cash Flow and Notes• Statement of Financial Position• Statement of Financial Activity (Nature or Type)• Statement of Financial Activity (Statutory Reporting Program)• Net Current Funding Position, note to financial statement• Statement of Changes in Equity• Reserves – Cash/Investment Backed – note to financial statement• Investment Schedule – note to financial statement

PURPOSE

1. To provide Council with financial reports on the activity of the Shire of Kalamunda with indications of performance against adopted budget.

BACKGROUND

2. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirement of the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* (Regulation 34).

DETAILS

3. The *Local Government Act 1995* requires Council to adopt a percentage or value to be used in reporting variances against Budget. Council has adopted the reportable variances of 5% or \$5,000 whichever is greater.
4. The adopted percentage on value is applied at Program level and where applicable for the commentary and detail is provided.

Financial Commentary

Statement of Comprehensive Income by Nature and Type for the Ten Months to 30 April 2013

5. This Statement reveals a net result of a surplus of \$4,963,333 against revised budget for the same period of \$3,987,615.

Revenue

6. Total Revenue is under budget by \$165,325. This is made up as follows:
- Rates are over budget by \$74,433. A significant reason for the variance is as a result of back rates applied to a property in the Airport area. Year-end projections are now within reach as there are the ex-gratia rates for the Dampier Bunbury gas pipeline to be received. This payment is normally received in March, but has been delayed as the Shire is waiting on a valuation coming from Landgate. An approximate amount of \$120,000 is expected.
 - Operating Grants and Subsidies and Contributions, Reimbursements and Donations are under budget by \$51,768. This is principally due to amounts received on reimbursements for insurance claims and parks and reserves, both difficult to predict from a timing perspective.
 - Fees and Charges variance is under budget with a variance of \$182,616 coming from:
 - Income due from the Gym fees and sale of goods at Hartfield Park were down by \$45,040 due to the upgrade of the equipment resulting in the lower patronage and closure for some days to facilitate change over.
 - Fees from hire of various reserves amounting to \$22,111 which is due to change in use with the new sporting codes taking over the use the reserves for which billing is done later in the year.
 - Infrastructure supervision and private works income is down by \$32,312. This is due to a lower demand for services.
 - Fees due from the operator of the Kalamunda Water Park of \$67,210 due to a change in reporting results to the Shire which is deemed a timing difference.
 - Community Hall reimbursement income is down by \$27,586 mainly due to timing differences.
 - Interest earnings are under budget by \$9,156. The cash rate remains at an ultra-low rate of 3% which is impacting on the Shire's potential to obtain good investment rates on surplus funds. Deposit rates are now averaging between 4% - 4.3%. The outlook does not look promising as economic conditions remain stagnant and the Reserve Bank of Australia (RBA) is looking at reducing the cash rate by a further 25 basis points in May 2013.

7. Other revenue is slightly over budget by \$3,782 which is within the budget variance threshold of \$5,000. Most “other revenues” comprise of various fines and penalties which are difficult to predict.

Expenditure

8. Total expenses are under revised budget with a variance of \$976,427. The significant variances within the individual categories are as follows:
- “Employment Costs” are well under budget by \$555,860 due to some vacant positions in various business units.
 - “Materials and Contracts” is under budget by \$189,432 largely due to:
 - Project related expenditure for example, HACC Services are down by \$283,476 as client service demand is lower than envisaged.
 - Election expenses related to the community poll currently under way. This is a timing issue which will be resolved when the West Australian Electoral Commission bills the Shire for its services. A favourable variance of \$90,906 is being reported for the month.
 - Delays on various maintenance jobs across infrastructure and buildings.
 - IT Equipment Hire is also under by \$109,983 which is a timing issue.
 - Utilities were slightly under by \$25,656 which is a consequence of late billing from Synergy and therefore primarily a timing difference.
 - Insurance expense savings by \$18,855. With all insurance costs now incurred, this amount is regarded as a true saving.
 - Other expenditure is higher than budget by \$83,221 coming from project related costs and are due to timing differences and donations in kind to Clubs of \$35,000, again due to change of sporting codes which is counted as a timing issue.
9. The interest expense is lower than budget by \$67,335 which is due to the timing difference between accounting treatments of interest accrued on a time elapsed basis and the budget which is based on actual payment basis in accordance with the debenture schedule.
10. Depreciation, although a non-cash cost, is tracking slightly under budget, reporting a small variance of \$36,068 or 0.4% of the total depreciation budget. The category most affected is Building depreciation.

Non-Operating Grants

11. Non-Operating Grants are over budget by \$304,701. This component is made up of various infrastructure projects which are underway. It should be noted that the Abernethy Road project has had delays and grant monies received will now be carried forward to 2013/2014. Roads to Recovery project grant monies in excess of \$450,000 is due in May 2013 and Federal Assistance Grants Scheme money worth in excess of \$1 million.

Profit on Asset Disposals

12. There were no additional properties disposed of in the month of April. The variance of \$117,654 is principally a timing issue. Expressions of Interest are currently being called for the three lots on Lewis Road and Lot 501 Booralie Way.

Statement of Comprehensive Income by Program for the Ten Months to 30 April 2013

13. The overall result comments are as above and generally each Program is within accepted budget except for Education & Welfare, Recreation and Culture and Transport. These are principally due to timing differences.

Rate Setting Statement for the Ten Months to 30 April 2013

14. This Statement compares the actual to date with the Revised Budget.
15. The results to 30 April 2013 reveal a surplus of \$7,020,918. This was mainly made up of:
- Overall income excluding rates is under budget by \$357,412 with the bulk of the variance coming from fees and charges and profit on sale of land assets as explained above.
 - Expenditure is \$953,995 lower with the main variance in employment costs and materials and contracts. These have been commented on in point 8 of this report.
 - Rates generation is over budget and the variance of \$74,433 is a timing difference related to receipt of ex-gratia rates as explained above in point 6.
 - There was deferred capital works of approximately \$4,369,354. Principal areas of variance:
 - Edney Road/Cygnnet Court development.
 - Completion of the Amenities building at the Operations Centre.
 - Various projects related to Parks and Ovals and Carparks.

These projects will need to be reviewed closely and a project deferred will only be carried forward into 2013/2014 if they have grant funding attached to it. Projects that are entirely Shire funded will be re-budgeted in the following year if Council approves.

16. The current balance of \$7,020,918 is above the budget set at \$5,540,674 due to project based activities reflected above still in progress. This will be balanced by 30 June 2013.

Investments as at 30 April 2013

17. A total of \$25 million is in term deposits or online saving accounts. This represents a net decrease of \$1.1 million in cash deposits which can be related to reducing rates collection and significant increase in payment of creditors in the month of March.

The above is made of:

- Municipal Funds \$8,979,185
 - Reserve Funds \$4,866,193
 - Trust Monies \$11,224,957 (includes amounts for Public Open Space of \$2,245,772)
18. Average interest rates on term deposits have dropped as indicated previously by a cumulative 100 basis points with investment rates dropping to 4% from 4.3%. Reserve Bank of Australia (RBA) has not changed its cash rate from 3% with a negative outlook in the coming months. The cash rate is under review by the RBA after announcements in Japan and Europe which may force it to react rather than remain in a holding pattern.
19. All deposits complied with the Investment Policy requirements and are no longer than 120 days.

Statement of Financial Position as at 30 April 2013

20. Net Current Assets (Current Assets less Current Liabilities) are in positive territory by \$15.73 million mainly due to the rates generation which includes billings for Rates, Bin Services and Pool Inspection fees. The cash position has reduced slightly but is still showing a healthy balance of \$13.56 million. It is projected that this balance will now start falling as the rate of payments to creditors will outstrip outstanding collections.
21. Trade and other receivables comprise of rates and sundry debtors totalling \$2.95 million outstanding.
- The rates balance has reduced by a significant amount from \$2.05 million to \$1.45 million however this rate will slow down as we get to the final collectable amounts. This represents a collection rate of 96.05% to date. Debt collection strategies will be rigorously enforced to assist in collections.
22. Sundry debtors have increased by \$83,798 to \$270,133 outstanding. Of the outstanding balance \$128,425 represents current debtors. The main overdue debtors are:
- Lesmurdie Tennis Club \$28,218.60 – contribution to the extension of the Club rooms. The Shire is currently negotiating with the Club for the payment of this debt.
 - Forrestfield United Soccer Club \$19,277.51 - Loan instalments, reserve hire and operational expenses. Fortnightly direct debit of \$1200.00 in place. Meetings have been held with the club committee members to determine a payment programme which is acceptable to both parties.
 - Bronzewing Investments \$11,416 – purchase of plants. Monthly instalments negotiated. Final instalment outstanding – discussions to be held with debtor.
23. Fixed Assets have reduced by \$2,851,795 after depreciation due to the delay in works with the budget not having being approved till August.

24. Provisions for annual and long service leave are currently stable at \$1.98 million with no significant difference from March 2013. The long term goal is to bring this liability down to a more manageable level than what it is currently.
25. Long term borrowings are at \$7.58 million with the inclusion of two new loans last year:
- Kalamunda Water Park at \$3 million made up of two loans of \$1.85 million and \$1.15 million.

STATUTORY AND LEGAL IMPLICATIONS

26. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require that we present a monthly financial activity statement.

POLICY IMPLICATIONS

27. Nil.

PUBLIC CONSULTATION/COMMUNICATION

28. Nil.

FINANCIAL IMPLICATIONS

29. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

30. *Shire of Kalamunda Strategic Community Plan to 2023*
Strategy 6.8.4 Provide effective financial services to support the Shire's Operations and to meet sustainability planning, reporting and accountability requirements.

Sustainability Implications

Social Implications

31. Nil.

Economic Implications

32. Nil.

Environmental Implications

33. Nil.

OFFICER COMMENT

34. The Shire's financial accounts as at 30 April 2013 demonstrated the Shire has managed its budget and financial resources effectively. The Shire can expect a satisfactory year end result.

RESOLVED OCM 64/2013

Voting Requirements: Simple Majority

That Council:

1. Receives the monthly financial statements for the ten months to 30 April 2013, which comprises:
- Statement of Comprehensive Income by Program.
 - Statement of Comprehensive Income by Nature and Type.
 - Statement of Cash Flow and Notes.
 - Statement of Financial Position.
 - Statement of Financial Activity (Nature or Type).
 - Statement of Financial Activity (Statutory Reporting Program).
 - Net Current Funding Position, note to financial statement.
 - Statement of Changes in Equity.
 - Reserves – Cash/Investment Backed - note to financial statement.
 - Investment Schedule – note to financial statement.

Moved: **Cr Martyn Cresswell**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

**SHIRE OF KALAMUNDA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE 10 MONTHS TO 30 APRIL 2013**

	30/04/2013 Actual \$	30/04/2013 Budget \$	2012-13 Budget \$	30/04/2012 Actual \$
REVENUE				
Governance	11,172	13,627	16,266	3,183
General Purpose Funding	27,486,956	27,935,232	29,255,335	25,742,275
Law, Order, Public Safety	346,864	335,110	371,391	298,366
Health	98,987	87,528	102,217	83,155
Education and Welfare	3,448,022	3,031,296	3,612,536	3,445,525
Community Amenities	8,971,691	9,126,901	11,033,930	10,547,886
Recreation and Culture	1,381,804	1,775,530	2,269,877	1,872,065
Transport	1,397,287	908,793	1,393,049	3,450,360
Economic Services	532,921	544,246	635,668	533,897
Other Property and Services	389,711	285,430	340,867	380,194
	<u>44,065,415</u>	<u>44,043,693</u>	<u>49,031,137</u>	<u>46,356,907</u>
EXPENSES EXCLUDING FINANCE COSTS				
Governance	(2,202,059)	(2,212,895)	(2,629,163)	(2,137,807)
General Purpose Funding	(601,259)	(592,343)	(709,911)	(578,744)
Law, Order, Public Safety	(1,266,579)	(1,310,614)	(1,560,530)	(1,200,741)
Health	(710,371)	(744,375)	(886,869)	(644,836)
Education and Welfare	(2,850,504)	(3,398,179)	(4,057,815)	(3,032,639)
Community Amenities	(8,690,290)	(8,755,496)	(10,507,763)	(8,324,845)
Recreation & Culture	(13,663,859)	(14,219,254)	(16,921,362)	(13,933,861)
Transport	(6,252,112)	(6,567,472)	(7,881,146)	(6,278,994)
Economic Services	(644,560)	(697,670)	(833,589)	(460,521)
Other Property and Services	(1,799,995)	(1,069,951)	(1,148,346)	(859,898)
	<u>(38,681,588)</u>	<u>(39,568,249)</u>	<u>(47,136,494)</u>	<u>(37,452,886)</u>
FINANCE COSTS				
Other Property and Services	(420,494)	(487,829)	(511,688)	(413,085)
	(420,494)	(487,829)	(511,688)	(413,085)
NET RESULT	4,963,333	3,987,615	1,382,954	8,490,937
Other Comprehensive Income				
	0	0	0	0
Total Other Comprehensive Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME	<u><u>4,963,333</u></u>	<u><u>3,987,615</u></u>	<u><u>1,382,954</u></u>	<u><u>8,490,937</u></u>

SHIRE OF KALAMUNDA
STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE
FOR THE 10 MONTHS TO 30 APRIL 2013

	30/04/2013 Actual \$	30/04/2013 Budget \$	2012/2013 Budget \$	30/04/2012 Actual \$
REVENUE				
Rates	25,881,445	25,807,012	25,943,920	23,698,263
Operating Grants and Subsidies	4,065,331	4,152,624	5,712,287	4,507,190
Contributions, Reimbursements and Donations	549,482	513,957	719,395	813,963
Fees and Charges	9,828,604	10,011,220	10,615,487	9,577,327
Interest Earnings	643,690	652,846	845,961	701,728
Other Revenue	55,022	51,240	61,500	34,301
	<u>41,023,574</u>	<u>41,188,899</u>	<u>43,898,550</u>	<u>39,332,772</u>
EXPENSES				
Employee Costs	(15,830,855)	(16,386,715)	(19,492,695)	(16,364,359)
Materials and Contracts	(12,062,761)	(12,252,193)	(14,650,844)	(10,878,290)
Utility Charges	(1,970,343)	(1,995,999)	(2,402,497)	(1,500,109)
Depreciation on Non-Current Assets	(7,867,632)	(7,903,700)	(9,484,714)	(7,729,300)
Interest Expenses	(420,494)	(487,829)	(511,688)	(413,085)
Insurance Expenses	(576,931)	(595,786)	(596,479)	(475,054)
Other Expenditure	(302,229)	(385,450)	(460,860)	(493,988)
	<u>(39,031,245)</u>	<u>(40,007,672)</u>	<u>(47,599,777)</u>	<u>(37,854,186)</u>
	1,992,329	1,181,227	(3,701,227)	1,478,585
Non-Operating Grants, Subsidies and Contributions	1,677,256	1,372,555	1,872,310	3,710,818
Increase/(Decrease) in Equity EMRC				
Profit on Asset Disposals	1,364,585	1,482,239	3,260,277	3,313,317
Loss on Asset Disposal	(70,837)	(48,406)	(48,406)	(11,784)
	<u>(70,837)</u>	<u>(48,406)</u>	<u>(48,406)</u>	<u>(11,784)</u>
NET RESULT	4,963,333	3,987,615	1,382,954	8,490,937
Other Comprehensive Income	0	0	0	0
Total Other Comprehensive Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME	<u>4,963,333</u>	<u>3,987,615</u>	<u>1,382,954</u>	<u>8,490,937</u>

**SHIRE OF KALAMUNDA
STATEMENT OF CASH FLOWS
For the 10 Months to 30 April 2013**

	NOTE	30/04/2013 Actual \$	2012/13 Budget \$	30/06/2012 Actual \$
Cash Flows From Operating Activities				
Receipts				
Rates		25,493,591	25,713,030	23,967,967
Operating Grants and Subsidies		4,065,332	5,621,043	3,840,609
Contributions, Reimbursements and Donations		549,482	677,840	3,611,252
Fees and Charges		9,786,131	10,123,538	12,775,204
Interest Earnings		643,690	768,937	818,407
Goods and Services Tax		2,122,167	1,682,449	1,072,958
Other Revenue		55,022	91,906	41,877
		<u>42,715,414</u>	<u>44,678,743</u>	<u>46,128,275</u>
Payments				
Employee Costs		(16,000,525)	(19,301,666)	(19,424,462)
Materials and Contracts		(14,367,063)	(13,704,645)	(14,825,441)
Utility Charges		(1,970,344)	(2,401,131)	(2,041,258)
Insurance Expenses		(576,931)	(596,479)	(488,355)
Interest Expenses		(352,361)	(511,688)	(458,401)
Goods and Services Tax		(770,684)	(1,508,891)	(3,100,375)
Other Expenditure		(302,229)	(293,258)	(668,307)
		<u>(34,340,136)</u>	<u>(38,317,758)</u>	<u>(41,006,600)</u>
Net Cash Provided By (Used In)				
Operating Activities	(b)	<u>8,375,278</u>	<u>6,360,985</u>	<u>5,121,675</u>
Cash Flows from Investing Activities				
Payments for Development of Land Held for Resale		(54,100)	(3,306,250)	(1,692,326)
Payments for Purchase of Property, Plant & Equipment		(1,924,259)	(3,042,524)	(6,310,787)
Payments for Construction of Infrastructure		(3,384,278)	(5,316,297)	(7,208,058)
Non-Operating Grants, Subsidies and Contributions used for the Development of Assets		1,677,256	1,872,310	5,082,718
Proceeds from Sale of Land		1,868,703	4,536,491	6,665,917
Proceeds from Sale of Plant & Equipment		261,592	285,391	105,329
Net Cash Provided By (Used In)				
Investing Activities		(1,555,086)	(4,970,879)	(3,357,207)
Cash Flows from Financing Activities				
Repayment of Debentures		(527,265)	(559,442)	(487,253)
Capital Contributions Repayments		0	(41,667)	0
Proceeds from Self Supporting Loans		54,111	59,537	55,901
Advance to Clubs		0	(19,680)	0
Overdraft Funding Utilised		0	0	0

Overdraft Funding	0	0	0
Proceeds from New Debentures	0	19,680	3,000,000
Net Cash Provided By (Used In)			
Financing Activities	(473,154)	(541,572)	2,568,648
Net Increase (Decrease) in Cash Held	6,347,037	848,534	4,333,116
Cash at Beginning of Year	7,209,398	7,209,398	2,876,281
Cash and Cash Equivalents at the End of the Year	(a) <u>13,556,435</u>	<u>8,057,932</u>	<u>7,209,398</u>
Cash and Cash Equivalents	13,556,435		
Bank Overdraft	<u>0</u>		
	<u>13,556,435</u>		

SHIRE OF KALAMUNDA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
For the 10 Months to 30 April 2013

NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:

	30/04/2013	30/06/2012
	\$	\$
Cash and Cash Equivalents	13,556,435	8,179,373
Overdraft Funding		(969,975)
	<u>13,556,435</u>	<u>7,209,398</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	4,963,333	7,658,250
Depreciation	7,867,632	9,314,073
(Profit)/Loss on Sale of Asset	(1,293,748)	(4,035,142)
(Increase)/Decrease in Receivables	(430,327)	2,498,153
(Increase)/Decrease in Inventories	41,531	(1,012,343)
Increase/(Decrease) in Payables	(2,498,749)	932,286
Increase/(Decrease) in GST	1,351,483	(2,027,417)
Increase/(Decrease) in Employee Provisions	51,380	260,855
Non Cash Contribution (EMRC)	0	(2,485,321)
Grants/Contributions for the Development of Assets	(1,677,256)	(5,981,718)
Net Cash from Operating Activities	<u>8,375,278</u>	<u>5,121,675</u>

**(c) Undrawn Borrowing Facilities
Credit Standby Arrangements**

Bank Overdraft limit	1,500,000
Bank Overdraft at Balance Date	0

**SHIRE OF KALAMUNDA
STATEMENT OF FINANCIAL POSITION
AS AT 30 APRIL 2013**

NOTE	Actual YTD 30/04/2013 \$	Actual 30/06/2012 \$
CURRENT ASSETS		
Cash and Cash Equivalents	13,556,435	8,179,373
Trade and Other Receivables	1,874,554	2,753,854
Inventories	159,744	201,275
Land Held for Resale	135,949	625,695
Trust	0	0
TOTAL CURRENT ASSETS	<u>15,726,682</u>	<u>11,760,197</u>
NON-CURRENT ASSETS		
Other Receivables	972,089	1,026,201
Land Held for Resale	284,660	284,660
Shares in Other Equities	13,420,932	13,420,932
Property, Plant and Equipment Infrastructure	<u>160,156,278</u> <u>155,616,324</u>	<u>162,280,977</u> <u>156,343,420</u>
TOTAL NON-CURRENT ASSETS	<u>330,450,283</u>	<u>333,356,190</u>
TOTAL ASSETS	<u>346,176,965</u>	<u>345,116,387</u>
CURRENT LIABILITIES		
Bank Overdraft	0	969,975
Trade and Other Payables	3,632,084	6,088,978
Borrowings	559,442	559,442
Provisions	<u>1,987,105</u>	<u>1,935,725</u>
TOTAL CURRENT LIABILITIES	<u>6,178,631</u>	<u>9,554,120</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	7,582,785	8,110,051
Provisions	<u>385,274</u>	<u>385,274</u>
TOTAL NON-CURRENT LIABILITIES	<u>7,968,059</u>	<u>8,495,325</u>
TOTAL LIABILITIES	<u>14,146,690</u>	<u>18,049,445</u>
NET ASSETS	<u>332,030,275</u>	<u>327,066,942</u>
EQUITY		
Retained Surplus	197,486,454	194,723,847
Reserves - Cash/Investment Backed	4,878,192	2,677,466
Reserves - Asset Revaluation	<u>129,665,629</u>	<u>129,665,629</u>
TOTAL EQUITY	<u>332,030,275</u>	<u>327,066,942</u>

SHIRE OF KALAMUNDA
STATEMENT OF FINANCIAL ACTIVITY (NATURE OR TYPE)
FOR THE 10 MONTHS TO 30 APRIL 2013

	Actual 30/04/2013 \$	Budget YTD 2012-13 \$	Budget 2012-13 \$	Variance \$	Variance %
OPERATING REVENUES					
Operating Grants and Subsidies	4,065,331	4,152,624	5,712,287	(87,293)	(2.10%)
Contributions, Reimbursements and Donations	549,482	513,957	719,395	35,525	6.91%
Profit on Asset Disposals	1,364,585	1,482,239	3,260,277	(117,654)	(7.94%)
Fees and Charges	9,828,604	10,011,220	10,615,487	(182,616)	(1.82%)
Interest Earnings	643,690	652,846	845,961	(9,156)	(1.40%)
Other Revenue	55,022	51,240	61,500	3,782	7.38%
Total (Excluding Rates)	16,506,714	16,864,126	21,214,907	(357,412)	(2.12%)
OPERATING EXPENSES					
Employee Costs	(15,830,855)	(16,386,715)	(19,492,695)	555,860	(3.39%)
Materials and Contracts	(12,062,761)	(12,252,193)	(14,650,844)	189,431	(1.55%)
Utility Charges	(1,970,343)	(1,995,999)	(2,402,497)	25,656	(1.29%)
Depreciation on Non-Current Assets	(7,867,632)	(7,903,700)	(9,484,714)	36,068	(0.46%)
Interest Expenses	(420,494)	(487,829)	(511,688)	67,335	(13.80%)
Insurance Expenses	(576,931)	(595,786)	(596,479)	18,855	(3.16%)
Loss on Asset Disposal	(70,837)	(48,406)	(48,406)	(22,431)	46.34%
Other Expenditure	(302,229)	(385,450)	(460,860)	83,221	(21.59%)
Total	(39,102,082)	(40,056,077)	(47,648,183)	953,996	(2.38%)
Funding Balance Adjustment					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	(1,364,585)	(1,482,239)	(3,260,277)	117,654	(7.94%)
(Profit)/Loss on Asset Disposals	70,837	48,406	48,406	22,431	46.34%
Depreciation and Amortisation on Assets	7,867,632	7,903,700	9,484,714	(36,068)	(0.46%)
Movement in Employee Benefit Provisions	51,380	0	0	51,380	
Total	6,625,264	6,469,867	6,272,843	155,396	2.40%
Net Operating Result Excluding Rates	(15,970,106)	(16,722,084)	(20,160,433)	751,981	(4.50%)
CAPITAL REVENUES					
Non-Operating Grants, Subsidies and Contributions	1,677,256	1,372,555	1,872,310	304,701	22.20%
Proceeds from Disposal of Land	1,868,703	3,229,193	4,036,491	(1,360,490)	(42.13%)
Proceeds from Disposal of Assets	261,592	228,313	285,391	33,279	14.58%
Proceeds from New Debentures	0	16,400	19,680	(16,400)	(100.00%)
Self-Supporting Loan Principal Income	54,111	54,111	59,537	-	0.00%
Overdraft Funds Utilised	0	0	0	0	
Transfers from Reserves (Restricted Assets)	141,000	4,718,020	5,661,652	(4,577,020)	(97.01%)
Total	4,002,662	9,618,592	11,935,061	(5,615,930)	(58.39%)

SHIRE OF KALAMUNDA
STATEMENT OF FINANCIAL ACTIVITY (NATURE OR TYPE)
FOR THE 10 MONTHS TO 30 APRIL 2013

	Actual 30/04/2013 \$	Budget YTD 2012-13 \$	Budget 2012-13 \$	Variance \$	Variance %
CAPITAL EXPENDITURE					
Purchase Land Held for Resale	(201,118)	(2,755,190)	(3,306,250)	2,554,072	(92.70%)
Purchase Land and Buildings	(1,133,340)	(1,563,240)	(1,876,373)	429,900	(27.50%)
Purchase Infrastructure Assets - Roads	(2,275,336)	(2,469,000)	(2,963,762)	193,664	(7.84%)
Purchase Infrastructure Assets - Drainage	(379,083)	(402,480)	(483,165)	23,397	(5.81%)
Purchase Infrastructure Assets - Parks and Ovals	(222,057)	(795,120)	(954,531)	573,063	(72.07%)
Purchase Infrastructure Assets - Footpaths	(281,932)	(296,760)	(356,368)	14,828	(5.00%)
Purchase Infrastructure Assets - Special Works	(225,870)	(465,260)	(558,471)	239,390	(51.45%)
Purchase Plant and Equipment	(515,584)	(698,890)	(838,685)	183,306	(26.23%)
Purchase Furniture and Equipment	(128,317)	(286,048)	(342,860)	157,731	(55.14%)
Capital Contributions and Grants Owing	0	0	(41,667)	0	
Repayment of Debentures	(527,265)	(527,265)	(559,442)	(0)	0.00%
Overdraft Funds (Repayment)	(969,975)	(971,739)	(971,739)	1,764	(0.18%)
Advances to Clubs	0	0	(19,680)	0	
Transfers to Reserves (Restricted Assets)	(2,341,726)	(4,240,373)	(5,034,854)	1,898,647	(44.78%)
Total	<u>(9,201,603)</u>	<u>(15,471,365)</u>	<u>(18,307,847)</u>	<u>6,269,761</u>	<u>(40.52%)</u>
Rate Revenue	25,881,445	25,807,012	25,943,920	74,433	0.29%
Opening Funding Surplus (Deficit)	<u>2,308,520</u>	<u>2,308,520</u>	<u>2,308,520</u>	0	0.00%
Closing Funding Surplus (Deficit)	<u>7,020,918</u>	<u>5,540,674</u>	<u>1,719,220</u>	<u>1,480,243</u>	<u>26.72%</u>

SHIRE OF KALAMUNDA
STATEMENT OF FINANCIAL ACTIVITY
(STATUTORY REPORTING PROGRAM)
FOR THE 10 MONTHS TO 30 APRIL 2013

	Actual 30/04/2013 \$	Budget YTD 2012-13 \$	Budget 2012-13 \$	Variance \$	Variance %
REVENUE					
Governance	11,172	13,627	16,266	(2,455)	(18.01%)
General Purpose Funding	1,605,510	2,128,220	3,311,415	(522,710)	(24.56%)
Law, Order, Public Safety	346,864	335,110	371,391	11,754	3.51%
Health	98,987	87,528	102,217	11,459	13.09%
Education and Welfare	3,448,022	3,031,296	3,612,536	416,726	13.75%
Community Amenities	8,971,691	9,126,901	11,033,930	(155,210)	(1.70%)
Recreation and Culture	1,381,804	1,775,530	2,269,877	(393,726)	(22.18%)
Transport	1,397,287	908,793	1,393,049	488,494	53.75%
Economic Services	532,921	544,246	635,668	(11,325)	(2.08%)
Other Property and Services	389,711	285,430	340,867	104,281	36.53%
Total (Excluding Rates)	<u>18,183,969</u>	<u>18,236,681</u>	<u>23,087,217</u>	<u>(52,711)</u>	<u>(0.29%)</u>
EXPENSES					
Governance	(2,202,059)	(2,212,895)	(2,629,163)	10,836	(0.49%)
General Purpose Funding	(601,259)	(592,343)	(709,911)	(8,916)	1.51%
Law, Order, Public Safety	(1,266,579)	(1,310,614)	(1,560,530)	44,035	(3.36%)
Health	(710,371)	(744,375)	(886,869)	34,004	(4.57%)
Education and Welfare	(2,850,504)	(3,398,179)	(4,057,815)	547,675	(16.12%)
Community Amenities	(8,690,290)	(8,755,496)	(10,507,763)	65,206	(0.74%)
Recreation & Culture	(13,663,859)	(14,219,254)	(16,921,362)	555,395	(3.91%)
Transport	(6,252,112)	(6,567,472)	(7,881,146)	315,360	(4.80%)
Economic Services	(644,560)	(697,670)	(833,589)	53,111	(7.61%)
Other Property and Services	(2,220,489)	(1,557,780)	(1,660,034)	(662,710)	42.54%
Total	<u>(39,102,082)</u>	<u>(40,056,077)</u>	<u>(47,648,183)</u>	<u>953,996</u>	<u>(2.38%)</u>
Funding Balance Adjustment					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	(1,364,585)	(1,482,239)	(3,260,277)	117,654	(7.94%)
(Profit)/Loss on Asset Disposals	70,837	48,406	48,406	22,431	46.34%
Depreciation and Amortisation on Assets	7,867,632	7,903,700	9,484,714	(36,068)	(0.46%)
Movement in Employee Benefit Provisions	51,380	0	0	51,380	
	<u>6,625,264</u>	<u>6,469,867</u>	<u>6,272,843</u>	<u>155,396</u>	
Net Operating Result Excluding Rates	<u>(14,292,849)</u>	<u>(15,349,529)</u>	<u>(18,288,123)</u>	<u>1,056,680</u>	<u>(6.88%)</u>

**SHIRE OF KALAMUNDA
STATEMENT OF FINANCIAL ACTIVITY
(STATUTORY REPORTING PROGRAM)
FOR THE 10 MONTHS TO 30 APRIL 2013**

	Actual 30/04/2013 \$	Budget YTD 2012-13 \$	Budget 2012-13 \$	Variance \$	Variance %
CAPITAL REVENUES					
Proceeds from Disposal of Assets	261,592	228,313	285,391	33,279	14.58%
Proceeds from Disposal of Land	1,868,703	3,229,193	4,036,491	(1,360,490)	(42.13%)
Proceeds from New Debentures	0	16,400	19,680	(16,400)	(100.00%)
Self-Supporting Loan Principal Income	54,111	54,111	59,537	0	0.00%
Overdraft Funds Utilised	0	0	0	0	
Transfers from Reserves (Restricted Assets)	141,000	4,718,020	5,661,652	(4,577,020)	(97.01%)
Total	<u>2,325,406</u>	<u>8,246,037</u>	<u>10,062,751</u>	<u>(5,920,631)</u>	
CAPITAL EXPENSES					
Purchase Land Held for Resale	(201,118)	(2,755,190)	(3,306,250)	2,554,072	(92.70%)
Purchase Land and Buildings	(1,133,340)	(1,563,240)	(1,876,373)	429,900	(27.50%)
Purchase Infrastructure Assets - Roads	(2,275,336)	(2,469,000)	(2,963,762)	193,664	(7.84%)
Purchase Infrastructure Assets - Drainage	(379,083)	(402,480)	(483,165)	23,397	(5.81%)
Purchase Infrastructure Assets - Parks and Ovals	(222,057)	(795,120)	(954,531)	573,063	(72.07%)
Purchase Infrastructure Assets - Footpaths	(281,932)	(296,760)	(356,368)	14,828	(5.00%)
Purchase Infrastructure Assets - Special Works	(225,870)	(465,260)	(558,471)	239,390	(51.45%)
Purchase Plant and Equipment	(515,584)	(698,890)	(838,685)	183,306	(26.23%)
Purchase Furniture and Equipment	(128,317)	(286,048)	(342,860)	157,731	(55.14%)
Capital Contributions and Grants Owing	0	0	(41,667)	0	
Repayment of Debentures	(527,265)	(527,265)	(559,442)	(0)	0.00%
Overdraft Funds (Repayment)	(969,975)	(971,739)	(971,739)	1,764	(0.18%)
Advances to Clubs	0	0	(19,680)	0	
Transfers to Reserves (Restricted Assets)	(2,341,726)	(4,240,373)	(5,034,854)	1,898,647	(44.78%)
Total	<u>(9,201,603)</u>	<u>(15,471,365)</u>	<u>(18,307,847)</u>	<u>6,269,761</u>	
Rate Revenue	25,881,445	25,807,012	25,943,920	74,433	0.29%
Opening Funding Surplus (Deficit)	2,308,520	2,308,520	2,308,520	0	0.00%
Closing Funding Surplus (Deficit)	<u>7,020,918</u>	<u>5,540,674</u>	<u>1,719,220</u>	<u>1,480,244</u>	26.72%

SHIRE OF KALAMUNDA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
For the 10 Months to 30 April 2013

NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)
2012-13

	30/04/2013	Last Period
	\$	\$
Current Assets		
Cash Unrestricted	8,678,243	9,684,797
Cash at Bank - Reserves (Restricted)	4,878,193	4,866,194
Receivables - Rates and Rubbish	1,188,433	2,308,611
Receivables -Other	626,584	580,142
Inventories	159,744	160,453
(* exclude loan receivable)	15,531,197	17,600,197
Less: Current Liabilities		
Overdraft	0	0
Payables	(3,632,085)	(2,967,193)
Provisions	(1,987,105)	(1,998,756)
(* exclude loan payable)	(5,619,190)	(4,965,948)
Net Current Asset Position	9,912,007	12,634,249
Add:		
Provision for Long Service Leave	591,817	600,099
Provision for Annual Leave	1,395,288	1,398,657
Interest Bearing Liabilities accrued	0	0
Less:		
Restricted Cash (Reserves)	(4,878,194)	(4,866,194)
Net Current Funding Position	7,020,918	9,766,811

Disclosure Note:

Closing Funds for 2012-13 is \$18969869. This is made up of:

Unspent operating Grants received in 2011-12

Unspent capital Grants received in 2011-12

Unutilised Loan Portion - major plant

Capital Projects carry overs

Balance made up of Municipal Surplus

7,020,918

9,766,811

**SHIRE OF KALAMUNDA
STATEMENT OF CHANGES IN EQUITY
AS AT 30 APRIL 2013**

	RETAINED SURPLUS \$	RESERVES CASH/ INVESTMENT BACKED \$	ASSET REVALUATION RESERVE\$	TOTAL EQUITY \$
Balance as at 1 July 2011	187,014,762	2,728,298	129,875,629	319,618,689
Net Result	7,658,253	0	0	7,658,253
Total Other Comprehensive Income	0	0	(210,000)	(210,000)
Transfer from/(to) Reserves	50,832	(50,832)	0	0
Transfer to Trust	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Balance as at 30 June 2012	194,723,847	2,677,466	129,665,629	327,066,942
Net Result	4,963,333	0	0	4,963,333
Transfer from/(to) Reserves	(2,200,726)	2,200,726	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Balance as at 30 April 2013	<u>197,486,454</u>	<u>4,878,192</u>	<u>129,665,629</u>	<u>332,030,275</u>

**SHIRE OF KALAMUNDA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 30 APRIL 2013**

RESERVES - CASH/INVESTMENT BACKED

	Actual 30/4/2013 \$	Budget 30/6/2013 \$	Original Budget 30/6/2012 \$
(a) Land and Property			
Opening Balance	1,653,467	1,653,467	1,653,745
Interest Earned	73,326	65,000	47,559
Amount Set Aside / Transfer to Reserve	1,607,221	4,237,770	4,979,115
Amount Used / Transfer from Reserve	0	(5,220,739)	(1,648,439)
	<u>3,334,014</u>	<u>735,498</u>	<u>5,031,980</u>
(b) Waste Management			
Opening Balance	151,513	151,513	151,540
Interest Earned	3,934	2,836	4,358
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>155,447</u>	<u>154,349</u>	<u>155,898</u>
(c) EDP - IT Equipment			
Opening Balance	11,977	11,977	11,979
Interest Earned	1,903	226	344
Amount Set Aside / Transfer to Reserve	268,463	268,463	268,463
Amount Used / Transfer from Reserve	(45,000)	(158,000)	0
	<u>237,343</u>	<u>122,666</u>	<u>280,786</u>
(d) Local Government Elections			
Opening Balance	28,725	28,725	28,737
Interest Earned	744	538	826
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	(29,263)	0
	<u>29,469</u>	<u>0</u>	<u>29,563</u>
(e) Long Service Leave			
Opening Balance	70,744	70,744	70,750
Interest Earned	1,835	1,322	2,035
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>72,579</u>	<u>72,066</u>	<u>72,785</u>

RESERVES - CASH/INVESTMENT BACKED

	Actual 30/4/2013 \$	Budget 30/6/2013 \$	Original Budget 30/6/2012 \$
(f) Plant and Equipment			
Opening Balance	27,432	27,432	27,436
Interest Earned	713	514	789
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>28,145</u>	<u>27,946</u>	<u>28,225</u>
(g) Stirk Park Reserve			
Opening Balance	23,926	23,926	23,951
Interest Earned	619	447	689
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>24,545</u>	<u>24,373</u>	<u>24,640</u>
(h) HACC			
Opening Balance	129,951	129,951	129,956
Interest Earned	5,952	2,432	3,737
Amount Set Aside / Transfer to Reserve	362,657	362,657	0
Amount Used / Transfer from Reserve	0	(58,514)	0
	<u>498,560</u>	<u>436,526</u>	<u>133,693</u>
(i) Forresterfield Industrial Area			
Opening Balance	157,853	157,853	157,874
Interest Earned	3,810	2,952	4,540
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	(40,000)	(83,000)	(107,000)
	<u>121,663</u>	<u>77,805</u>	<u>55,414</u>
(j) Insurance Contingency			
Opening Balance	159,382	159,382	159,409
Interest Earned	4,134	2,980	4,584
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>163,516</u>	<u>162,362</u>	<u>163,993</u>
(k) Light Plant			
Opening Balance	32,361	32,361	32,383
Interest Earned	840	606	931
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>33,201</u>	<u>32,967</u>	<u>33,314</u>

RESERVES - CASH/INVESTMENT BACKED

	Actual 30/4/2013 \$	Budget 30/6/2013 \$	Original Budget 30/6/2012 \$
(l) Revaluation			
Opening Balance	132,001	132,001	132,006
Interest Earned	3,428	2,471	3,796
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>135,429</u>	<u>134,472</u>	<u>135,802</u>
(m) Nominated Employee Leave Provisions			
Opening Balance	23,550	23,551	23,554
Interest Earned	612	440	677
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>24,162</u>	<u>23,991</u>	<u>24,231</u>
(n) Unexpended Capital Works and Specific Purpose Grants			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
(o) Environmental Reserve			
Opening Balance	74,583	74,583	74,146
Interest Earned	1,535	1,393	2,132
Amount Set Aside / Transfer to Reserve	0	81,807	100,532
Amount Used / Transfer from Reserve	(56,000)	(112,136)	(76,045)
	<u>20,118</u>	<u>45,647</u>	<u>100,765</u>
TOTAL CASH BACKED RESERVES	<u>4,878,192</u>	<u>2,050,668</u>	<u>6,271,089</u>

**SHIRE OF KALAMUNDA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 30 APRIL 2013**

RESERVES - CASH/INVESTMENT BACKED

SUMMARY

	Actual YTD 2012/2013 \$	Budget 2012/2013 \$	Orig. Budget 2011/2012 \$
Opening Balance	2,677,466	2,677,466	2,677,466
Transfer from Accumulated Surplus - Interest	103,385	84,157	76,997
Transfer from Accumulated Surplus	2,238,341	4,950,697	5,348,110
Transfer to Accumulated Surplus	<u>(141,000)</u>	<u>(5,661,652)</u>	<u>(1,831,484)</u>
Closing Balance	<u>4,878,192</u>	<u>2,050,668</u>	<u>6,271,089</u>

Shire of Kalamunda Investments as at 30/04/2013

		<u>Fund</u>	<u>Amount</u>
<u>Municipal Cash at Bank</u>			
SOK - MOW	ANZ-Meals on Wheels	Municipal	\$4,046.59
SOK - KHACC	Bank West-Home and Community Care	Municipal	\$28,884.43
SOK	Commonwealth Chequing Account	Municipal	\$206,478.03
SOK	Commonwealth Savings Account	Municipal	\$3,358,036.62
SOK	Commonwealth CIP	Municipal	\$0.00
SOK	Commonwealth Savings Account (Health)	Municipal	\$0.00
SOK	Commonwealth Savings Account (Trybooking)	Municipal	\$0.00
SOK	Commonwealth Overdraft \$1,500,000 GFL	Municipal	\$0.00
			<u>\$3,597,445.67</u>

Cash Investments

<u>Invest #</u>	<u>Bank</u>	<u>Term</u>	<u>Interest Rate %</u>	<u>Weighted Int Rate</u>	<u>Maturity</u>	<u>Fund</u>	<u>Amount</u>
9075	ING	120	4.30%	0.3501%	6/6/13	Municipal	\$1,240,650.99
9081	NAB	90	4.27%	0.5754%	23/7/13	Municipal	\$2,053,382.40
9083	NAB	90	4.27%	0.2877%	23/8/13	Municipal	\$1,026,691.21
9086	Bendigo	90	4.34%	0.2881%	7/5/13	Municipal	\$1,011,544.11
							<u>\$5,332,268.71</u>

Cash Backed Reserves

SOK	Commonwealth Bank Savings Account	Reserve	\$4,866,193.92
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Trust Funds

Shire of Kalamunda-BCITF, BRB, Unclaimed Monies		Trust	\$48,863.17
			<u>\$48,863.17</u>

Cell 9 Scheme Contributions

CELL9 TD2	NAB	120	4.31%	0.3208%	28/5/13	Trust	\$1,134,354.10
CELL9 TD5	Westpac	90	4.40%	0.3282%	10/6/13	Trust	\$1,136,842.69
CELL9 TD6	Bendigo	90	4.30%	0.3144%	2/5/13	Trust	\$1,114,170.09
CELL9 TD7	Bendigo	90	4.30%	0.3144%	2/5/13	Trust	\$1,114,170.09
CELL9 TD8	ANZ	90	4.00%	0.2846%	28/7/13	Trust	\$1,084,192.00
CELL9 TD9	ING	120	4.29%	0.3010%	11/6/13	Trust	\$1,069,058.11
CELL9 TD10	Westpac	92	4.37%	0.2971%	10/6/13	Trust	\$1,036,101.87
CELL9 TD11	Bendigo	90	4.35%	0.2854%	29/7/13	Trust	\$1,000,000.00
Cell 9 Cheque Account							\$3,068.55
Cell 9 Online Saver							\$287,227.62

Public Open Space Funds

POS	NAB	120	4.30%	0.3437%	13/8/13	Trust	\$1,218,100.84	
	Commonwealth	At						
POS	Cash at Bank	Call						\$1,027,672.03
							<u>\$2,245,772.87</u>	

Total Funds

\$25,069,729.46

SUMMARY OF FUNDS

Municipal	\$8,929,714.38
Reserves	\$4,866,193.92
Trust	\$11,273,821.16
Total Funds	<u>\$25,069,729.46</u>

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Nil.

12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

12.1 Cr Geoff Stallard – Western Power Infrastructure

Q. I notice the monthly accounts include an amount of \$125,000+ each month which I understand is mainly for street lighting. I am told Western Power has a stockpile of old lighting that must be used before more efficient lighting can be used. Could the Shire assist in the purchasing of an LED light for each light as it blows if Western Power cannot supply them?

A. Director Corporate & Community Services notes this is a problem experienced by all local governments and would probably be best dealt with via WALGA; she will contact WALGA and report her findings back to Council.

The Manager Infrastructure Operations clarified that 60-80% of the charge is in relation to depreciation for the infrastructure (lines, poles and fittings). Should the Shire wish to make changes they would be responsible for paying outstanding amounts on the existing infrastructure and then the cost of new fittings. When changing to LED lighting the fittings also require changing not just the bulbs.

12.2 Cr Dylan O'Connor – Problems at the Zig Zag Scenic Drive

Q. Could Council please have an up-date with regard to what has progressed with regard to the Zig Zag Scenic Drive?

A. Director Corporate & Community Services noted that there is a team working on this project. The realignment of the road and car parks is listed in the budget so if approved these can be progressed. A researcher is currently investigating the cost for a security service; the Seniors Officer is researching access for the aged or people with a disability and how this can best be achieved. The team are also looking at whether it is possible to close the road to vehicles. A number of reports will come forward to Council from July onwards.

12.3 Cr Di Rosso – Rocks around Kostera Oval

Q. In reference to the answer given to my previous question. Is it the case that the community are not allowed to have access to the section of Kostera Oval along Cotherstone Road? If community members can go along there then I don't quite accept that it is the school's duty of care that is at stake; I query whether the Shire has duty of care with respect to those rocks – which is more or less a rock rubble mixture and it is not possible to safely walk over them without potentially being injured. This is a risk to the community as even if they can't go there the reality is that they do.

A. The Manager Infrastructure Operation noted that this parcel of land is under the control of the Department of Education, so they do primarily have duty of care. He will approach the school with regard to improving their method of restricting access and let Council know the outcome.

13.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.1 Proposed Closure of Portion of Road Reserve – Adjacent to Lot 196 Adelaide Street, Hazelmere – Questions from D&I Services Committee, 13 May 2013

Q. Councillors asked if a noise management plan had been considered and how many trucks use this road each day?

A. Shire staff consider that a noise management plan may not provide any useful outcomes, as these assessments need to be focussed on specific site and activity to allow opportunities to formulate controls. In this case, the subject site is located in an area bounded by bushland on the south, Roe Highway on the east and industrial land on the north and west, so site noise would have minimum impact on residential properties. The majority of noise that impacts on residential areas is due to vehicle movements along Adelaide Street and includes both truck movements and light vehicles.

Shire staff undertook a traffic data collection between 17 and 23 May 2013 at two locations in Adelaide Street. In summary, a large proportion of vehicles using the section between Larwood Crescent and the subject site are heavy vehicles (37.6%). In comparison the percentage of heavy vehicles at Stirling Crescent was significantly lower (8.4%). The number of heavy vehicles at both locations was 157 and 779 respectively (ie the site generated around 20% of the heavy vehicle traffic in Adelaide Street).

At the Stirling Crescent end, heavy vehicles travelled at a much lower speed than light vehicles (38/47kmh) whilst at the Larwood Crescent end truck speeds were higher (40/37kmh). This confirms the perception of a speed issue from the site. The percentage of trucks exceeding the speed limit at the Larwood Crescent end of Adelaide Street was also significant (10.2%).

13.2 Cr Noreen Townsend - Letter to Minister Day

Q. Following the response, *It is understood by the Acting Chief Executive Officer that this will be the subject of discussions between the Shire President and Minister Day*, to the question I raised regarding sending a letter to Minister Day, have the discussions taken place?

A. A meeting date of 31 May 2013 has been set for discussions between Minister Day and the Shire President.

13.3 Cr Simon Di Rosso, Rocks Around Kostera Oval, Oval Locks and "No-Dog" Signs

Q. Following the response, *This issue is within the controls of the Education Department; however, the Shire of Kalamunda will raise your concerns with the school*, to the questions I raised regarding the above three subjects, has the school been contacted?

A. These issues raised are within the control of the Education Department. The Principal was contacted and provided the following response in regard to the placement of rocks, locking of the gates at Kostera Oval and the "No Dog" signs.

“The Principal of Kalamunda Senior High School is very concerned regarding the frequency of community members walking onto the oval (DoE side) and interrupting classes on a daily basis.

The school’s duty of care is to provide a barrier to deter people from walking through the oval and encourage people to walk around.”

In regard to Jorgensen Park and other ovals, the Shire has a master key system that allows specific control of access to parks. As the keys are controlled, the replacement of locks can take some time.

Cr Di Rosso further queried the rocks around Kostera Oval and asked an additional question which is recorded under Point 13 of these Minutes.

13.4 Cr John Giardina – Questions Received by Email 15 May 2013

Q1. If the Shire had a major breakdown and did not have power, what would be the estimate costs to send staff home?

A1. There are many intangibles to consider and it is therefore difficult to provide a definitive answer. Whilst it is estimated that the salaries for all staff in the Administration Centre amount to \$30,000-\$32,000 for a day, there would be expected to be no loss of production as staff would catch up on work in the ensuing days.

Q2. What is the total power load required in the Administration Building?

A2. A specific figure cannot be provided without the advice of an appropriately qualified Electrical Engineer. In an emergency situation action would be taken to minimise power usage and therefore it could be assumed that good quality generators in a 200kVA to 320kVA range would handle the task. Estimates for generators of this size are between \$45,000 and \$52,000.

In addition to this there would be significant installation costs and annual maintenance costs for a generator of this size.

Q3. How much is the cost of a generator that was capable of powering the Administration Building?

A3. See answer for Question 2 above.

Q4. Councillors were told that ancillary electrical work to get the 80kw generator up and running was needed. What will be the costs for that work?

A4. The current estimate is \$3,000.

Q5. Why weren’t Councillors told that an emergency generator was being hired whilst the generator on order was delivered?

A5. This is considered a day to day operational management issue and as such it was not considered vital to provide this information to councillors. The cost for a 10 day hire was \$379 (ex GST).

Cr John Giardina noted that he was not happy with the responses he had received with regard to the above questions, particularly Point 5.

14.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14.1 Nil.

15.0 MEETING CLOSED TO THE PUBLIC

15.1 Nil.

16.0 CLOSURE

16.1 There being no further business, the Chairman declared the meeting closed at 7.05pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____
Chairman

Dated this _____ day of _____ 2013