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Shire of Perenjori  
MINUTES  
Finance Committee Meeting

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Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on Tuesday 19<sup>th</sup> February 2019 commenced at 5.00 pm.

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**19022 PRELIMINARIES**

<b>Officer Recommendation and Committee Decision – Item 19022</b>
<b>Moved: Cr L Smith</b> <span style="float: right;"><b>Seconded: Cr J Hirsch</b></span>
<b>That in the absence of Cr L Butler, Cr J Cunningham is nominated to chair the Finance Committee Meeting held 19<sup>th</sup> February 2019.</b>
<b>Carried: 5/0</b>

**19021.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

Cr J Cunningham declared the meeting open at 5.15 pm.

**19021.2 DISCLAIMER READING**

**19021.3 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

Cr J Cunningham – Chairperson

Cr L Smith

Cr J Hirsch

Paul Bawden – CEO

Joelene Dennis – MCDS

Apologies;

Cr L Butler

Cr K Pohl

**19021.4 NOTATIONS OF INTEREST**

**Financial Interest – Local Government Act S 5.60a**

**Proximity Interest – Local Government Act S 5.60b**

**Interest Affecting Impartiality – Local Government - Code of Conduct**

Nil.

**19021.5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**19021.6 CONFIRMATION OF MINUTES**

That the Minutes from the Finance Committee Meeting of the 18<sup>th</sup> December 2018 be confirmed as a true and correct record of that meeting.

**Officer Recommendation and Committee Decision – Item 19021.6**

Moved: Cr J Hirsch

Seconded: Cr L Smith

That Council accepts the Minutes from the Finance Committee Meeting of the 18<sup>th</sup> December 2018 as a true and correct record of that Meeting.

Carried: 5/0

**19022 FINANCE & ADMINISTRATION****19022.1 FINANCIAL STATEMENTS – DECEMBER 2018**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0081</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALLY BRYANT - SFO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>19<sup>TH</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>MONTHLY FINANCIAL REPORT</b>

**Executive Summary**

This item recommends that the Council accepts the Financial Activity Statement for the period ending 31<sup>st</sup> December 2018.

**Background**

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to the Council.

**Details**

Presented is the Financial Activity Statement Report for the period ending 31<sup>st</sup> December 2018.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program of Nature and Type) this provides the budget and actual income and expenditure for operating and non-recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
  - Note 1.- Significant Accounting Policies
  - Note 2. - Explanation of Material Variances
  - Note 3. – Net Current Funding Position
  - Note 4. – Cash & Investments

- Note 5. – Budget Amendments
- Note 6. – Receivables
- Note 7. – Cash Back Reserves
- Note 8. – Capital Disposals
- Note 9. – Rating Information
- Note 10. – Information on Borrowings
- Note 11. – Grant and Contributions
- Note 12.- Trust Fund
- Note 13.- Details of Capital Acquisition

### **Legal Compliance**

Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 states –

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
  - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing –
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) an explanation of each of the material variances referred to in sub regulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown –
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation 34 (2), are to be –
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in

accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states –

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - a. is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b. is authorised in advance by resolution; or
  - c. is authorised in advance by the mayor or president in an emergency.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Area 5: Investing in Councils Leadership

Goal: Strengthen the Shire’s position as an innovative, independent Local Government providing excellence in all areas of governance, management and leadership.

**Consultation**

Liaison with CEO, SFO, & MIS.

**Comment**

Nil.

**Voting Requirements – Simple Majority**

<b>Officers Recommendation – Item 19022.1</b>	
<b>Moved: Cr J Hirsch</b>	<b>Seconded: Cr L Smith</b>
<b>That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31<sup>st</sup> December 2018.</b>	
<b>Carried: 5/0</b>	

**19022.2 ACCOUNTS FOR PAYMENT – DECEMBER 2018**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>1306P</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>LIZ MARKHAM - AO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>ALLY BRYANT - SFO</b>
<b>REPORT DATE:</b>	<b>19<sup>TH</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>ACCOUNTS FOR PAYMENT</b>

**Executive Summary**

This item recommends that the Council confirms the payment of accounts for December 2018 as shown on the attached schedule.

**Background**

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- 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

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

**Legal Compliance**

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

## 6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

## 13. Lists of Accounts

(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.

(3) A list prepared under subregulation 34 (1) 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.

#### **Policy Implications**

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

#### **Financial Implications**

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

#### **Strategic Implications**

#### **Area 5: Investing in Councils Leadership**

*Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership*

#### **Consultation**

Accountant

#### **Comment**

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

#### **Voting Requirements – Simple Majority**

#### **Officers Recommendation and Committee Resolution – Item 19022.2**

Moved: Cr L Smith

Seconded: Cr J Hirsch

**That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31<sup>st</sup> December 2018 as attached to and forming part of this report.**

**Carried: 5/0**

<b>Municipal Account</b>	
EFT	\$290,010.00
Direct Debits	\$62,241.04
Cheques	\$23,258.40
Corporate MasterCard	\$3,131.51
Bank Fees	\$363.11
<b>Total</b>	<b>\$379,004.11</b>

Trust Account - Shire	
EFT	\$
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$</b>

Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$</b>

*Totalling \$379,004.11 from Municipal Account for the month ending 31<sup>st</sup> December 2018.*

### 19022.3 FINANCIAL STATEMENTS – JANUARY 2019

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0081</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALLY BRYANT - SFO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>19<sup>TH</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>MONTHLY FINANCIAL REPORT</b>

#### Executive Summary

This item recommends that the Council accepts the Financial Activity Statement for the period ending 31<sup>st</sup> January 2019.

#### Background

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to the Council.

#### Details

Presented is the Financial Activity Statement Report for the period ending 31<sup>st</sup> January 2019.

The following statements are presented to Council:



- Monthly Summary Information - Charts
- Statement of Financial Activity (Program of Nature and Type) this provides the budget and actual income and expenditure for operating and non-recurrent as well and the closing surplus to date. (FM Reg 34(1))
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- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
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  - Note 2. - Explanation of Material Variances
  - Note 3. – Net Current Funding Position
  - Note 4. – Cash & Investments
  - Note 5. – Budget Amendments
  - Note 6. – Receivables
  - Note 7. – Cash Back Reserves
  - Note 8. – Capital Disposals
  - Note 9. – Rating Information
  - Note 10. – Information on Borrowings
  - Note 11. – Grant and Contributions
  - Note 12.- Trust Fund
  - Note 13.- Details of Capital Acquisition

### **Legal Compliance**

Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 states –

- (6) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
  - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (7) Each statement of financial activity is to be accompanied by documents containing –
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

- (b) an explanation of each of the material variances referred to in sub regulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (8) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit
- (9) A statement of financial activity, and the accompanying documents referred to in sub regulation 34 (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (10) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states –

- (2) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - a. is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b. is authorised in advance by resolution; or
  - c. is authorised in advance by the mayor or president in an emergency.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Area 5: Investing in Councils Leadership

Goal: Strengthen the Shire’s position as an innovative, independent Local Government providing excellence in all areas of governance, management and leadership.

**Consultation**

Liaison with CEO, SFO, & MIS.

**Comment**

Nil.

**Voting Requirements – Simple Majority**

**Officers Recommendation and Committee Resolution – Item 19022.3**

Moved: Cr L Smith

Seconded: Cr J Hirsch

That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31<sup>st</sup> January 2019.

Carried: 5/0

**19022.4 ACCOUNTS FOR PAYMENT – JANUARY 2019**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>1306P</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>LIZ MARKHAM - AO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>ALLY BRYANT - SFO</b>
<b>REPORT DATE:</b>	<b>19<sup>TH</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>ACCOUNTS FOR PAYMENT</b>

**Executive Summary**

This item recommends that the Council confirms the payment of accounts for January 2018 as shown on the attached schedule.

**Background**

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- 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

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

**Legal Compliance**

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,



EFT	\$141,327.31
Direct Debits	\$72,035.67
Cheques	\$37,279.03
Corporate MasterCard	\$2,162.23
Bank Fees	\$241.29
<b>Total</b>	<b>\$253,042.53</b>

Trust Account - Shire	
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EFT	\$
Cheques	\$800.00
Bank Fees	\$
<b>Total</b>	<b>\$ 800.00</b>

Trust Account – Mt Gibson Public Benefit Funds	
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EFT	\$
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$</b>

*Totaling \$253,842.53 from Municipal and Trust Accounts for the month ending 31<sup>st</sup> January 2019.*

**19022.5 BANK SIGNATORIES**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PAUL BAWDEN - CEO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>19<sup>TH</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

**Executive Summary**

This item asks Council's endorsement to make an alteration to the Bank signatories by adding the new Chief Executive Officer (CEO) whilst removing the previous incumbent.

**Background**

It is a requirement for Council to endorse any alterations to the Bank signatories, with the minutes provided to Bankwest verifying such approvals. Two signatures are required on all bank transactions to ensure adequate securities are in place. The current signatures are:

- Acting CEO – Stephen Tindale
- MIS – Ken Markham
- MCDS – Joelene Dennis
- SFO – Alice Bryant
- President – Laurie Butler

The following changes are proposed to reflect the current employee situation:

- CEO – Paul Bawden
- MIS – Ken Markham
- MCDS – Joelene Dennis
- SFO – Alice Bryant
- President – Laurie Butler

**Statutory Environment**

Local Government (Financial) Regulations 1996

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Area 5: Investing in Councils Capacity – Our Leadership

*Goal: Strengthen the Shire's position as an innovative and proactive local Government providing excellence in all areas of governance, management and leadership.*

### **Risk Management**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Don't have sufficient choices in signatories to accommodate people being away.	Medium (Likelihood: likely, Consequence: Moderate)	Ensure signatories are changed asap to accommodate changes in staffing.

### **Consultation**

BankWest

### **Comment**

Nil

### **Voting Requirements – Simple Majority**

#### **Officers Recommendation – Item 19022.5**

**Moved: Cr J Hirsch**

**Seconded: Cr L Smith**

**That Council approves the removal of the previous Acting Chief Executive Officer – Stephen David Tindale as Bankwest signatory and adds the current Chief Executive Officer – Paul Reginald Bawden.**

**Carried: 5/0**

#### **19022.6 DRAFT BUDGET REVIEW 2018/19**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0339</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PAUL BAWDEN - CEO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>19<sup>TH</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>BUDGET REVIEW - FINANCIAL DOCUMENT</b>

### **Executive Summary**

Each Local Government is required to conduct a budget review between 1 January and 31 March each financial year. A budget review is a detailed comparison of the year to date actual results with the adopted budget and provides an opportunity to make necessary amendments.

### **Background**

The review has been carried out by senior staff responsible for budgets. The review has required a thorough investigation of all areas over several meetings to ensure expenditure and income stated will be as accurate as possible. The Council also needs to address any variations in actual and expected income and expenditure.

The Shire is required to provide a copy of the budget review to the Department of Local Government within 30 days after Council has made its determinations.

The more significant changes to income or expenditures are addressed in this report.

#### **Statutory Environment**

Local Government (Financial Management) Regulations 1996 Part 33A requires the Council to consider the review for the period from July to December of that financial year. The regulation also requires the Council to consider the local governments financial position, consider the options presented and decide whether or not to adopt the review as presented, any part of the review or any recommendations made in the review, and consider the outcomes that are forecast in the budget.

#### **Policy Implications**

Nil

#### **Financial Implications**

This review addresses budgetary implications for the remainder of this financial year.

#### **Strategic Implications**

To ensure that the Council is able to deliver expected services within its financial resources.

#### **Consultation**

MIS, MCDS, SFO

#### **Comment**

Annual budgets are by nature predictions of what will happen during the term of the budget. Though budgets are carefully prepared unexpected circumstances and external influences result in the need to review the proposed activities for the remainder of the financial year.

A detailed summary of the budgetary situation is contained in the attachment. This includes the income and expenditure as at the 31<sup>st</sup> December 2018, together with proposed variations to ensure that the Council achieves a balanced budget for the financial year.

The following key items are drawn to Councils attention:

- Grants Commission projected income higher than expected
- Employee expense – range of over and under outcomes that essentially balance
- Amendments made to include housing Allocation budget
- Consultant costs greater than expected – including additional support proposed for the development of an improved HR/Governance framework.
- Staff housing rent less than expected
- Refuse site maintenance greater than expected
- Planning Fees received greater than expected
- Community Buildings operational costs greater than expected
- Mt Gibson funding towards Shire infrastructure greater than expected
- Blues for the Bush net result being an increase in cost
- General roads maintenance expense is greater than expected
- No expenditure sought for Northeast Farming Future – Dry season
- Grant funding for the Caron dam not realised
- Standpipe income greater than projected
- Business Incubator income greater than expected



- Private Works income less than expected
- Plant expense greater than expected
- Workers compensation wages greater than expected, this is currently offset by an increase in reimbursement.

In summary while the budget was over expended during the first six months the proposed variations for the remainder of the year are expected to achieve a balanced result.

The detailed "Budget Review Report" providing information at the job level will be forwarded on the 18<sup>th</sup> February 2019.

#### Voting Requirements – Absolute Majority

#### **Officers Recommendation and Committee Resolution – Item 19022.6**

**Moved: Cr J Hirsch**

**Seconded: Cr L Smith**

**That the Committee recommends in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 Council:**

- 1. Adopts the statutory mid-year budget review for the financial year of 2018/2019.**
- 2. Provides a copy of the budget review to the Department of Local Government within 30 days of Council adoption.**

**Carried: 5/0**

#### **19023 GENERAL BUSINESS**

#### **19023.1 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN**

#### **19023.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

#### **19023.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

#### **19023.4 MATTERS BEHIND CLOSED DOORS**

#### **19023.5 DATE OF NEXT MEETING / MEETINGS**

The next Finance Committee Meeting is to be held Tuesday 19<sup>th</sup> March 2019 commencing at 5.00 pm.

#### **CLOSURE**

Cr J Cunningham declared the meeting closed at 6.50 pm.