



## **EAST PILBARA SHIRE COUNCIL**

# **AGENDA**

## **AUDIT COMMITTEE MEETING**

**NOTICE IS HEREBY GIVEN** that an  
Audit Committee Meeting of the Council will be held,  
in the Meeting Room, Newman  
8:00 am, Thursday, 18th July, 2013.

**Allen Cooper**  
**CHIEF EXECUTIVE OFFICER**

THE HEART  
OF THE  
PILBARA



## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

## WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: \_\_\_\_\_  
Allen Cooper  
Chief Executive Officer

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

**2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

**2.1 ATTENDANCES**

Cr Anita Grace Deputy Shire President

Cr Doug Stead

Cr Shane Carter

Ms Angela McDonald Mgr Finance and  
Administration

**2.2 APOLOGIES**

**2.3 LEAVE OF ABSENCE**

**3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

**4 PUBLIC QUESTION TIME**

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

**7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

**7.1 CONFIRMATION OF MINUTES**

**OFFICER 'S RECOMMENDATION:**

THAT the minutes of the Audit Committee meeting held at Newman on 7th March 2013, be confirmed as a true and correct record of proceedings.

**8 MEMBERS REPORT**

**8.1 ITEMS FOR RECOMMENDATION**

Nil

## 9 OFFICER'S REPORTS

### 9.1 MONTHLY FINANCIAL STATEMENTS – FEBRUARY 2013

Attachments:	<a href="#">Council monthly reports.pdf</a>
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Angela McDonald Manager Finance and Administration
Proposed Meeting Date:	18-JUL-2013
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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#### REPORT PURPOSE

To provide Councillors with a monthly financial statement on the operations of Council.

#### BACKGROUND

The attached ten page report details the financial activities of the Council for the period 1<sup>st</sup> July 2012 to 28 February 2013 of the 2012/2013 financial year.

There are 4 sections of the monthly report:

1. An operating statement comparing income and expenditure to the adopted budget for each function of Council.
2. A more detailed schedule which breaks the operating statement down into the various operational sections and departments of Council.
3. A schedule detailing all expenditure for the year to date for individual capital items.
4. A statement of cash flows.

#### COMMENTS/OPTIONS/DISCUSSIONS

The Manager of Finance and Administration will provide an overview and explanation as required of how to interpret the financial statements at the meeting.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

Part 6 - Financial Management (Division 3 - Reporting on activities and finance) 6.4. Financial report (pg 211)

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Regulation 34(1) of the Local Government (Financial Management) Regulations states that:

*“A local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*

- a) annual budget estimates ....”*
- 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 (a) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

#### **POLICY IMPLICATIONS**

Complies with Council’s Accounting Policies as per the current Policy Manual.

#### **PLAN FOR FUTURE OF THE DISTRICT**

Nil

#### **FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

#### **VOTING REQUIREMENTS**

Simple

#### **OFFICER’S RECOMMENDATION**

**THAT the monthly financial statements for the period 1 July 2012 to 28 February 2013 of the 2012/2013 financial year as presented be received.**

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## 9.2 MONTHLY FINANCIAL STATEMENTS – MARCH 2013

<b>Attachments:</b>	<a href="#">Council monthly reports.pdf</a>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton</b> Deputy Chief Executive Officer
<b>Author:</b>	<b>Ms Angela McDonald</b> Manager Finance and Administration
<b>Proposed Meeting Date:</b>	<b>18-JUL-13</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### REPORT PURPOSE

To provide Councillors with a monthly financial statement on the operations of Council.

### BACKGROUND

The attached ten page report details the financial activities of the Council for the period 1<sup>st</sup> July 2012 to 31<sup>st</sup> March 2013 of the 2012/2013 financial year.

There are 4 sections of the monthly report:

1. An operating statement comparing income and expenditure to the adopted budget for each function of Council.
2. A more detailed schedule which breaks the operating statement down into the various operational sections and departments of Council.
3. A schedule detailing all expenditure for the year to date for individual capital items.
4. A statement of cash flows.

### COMMENTS/OPTIONS/DISCUSSIONS

The Manager of Finance and Administration will provide an overview and explanation as required of how to interpret the financial statements at the meeting.

### STATUTORY IMPLICATIONS/REQUIREMENTS

Part 6 - Financial Management (Division 3 - Reporting on activities and finance) 6.4. Financial report (pg 211)

Regulation 34(1) of the Local Government (Financial Management) Regulations states that:

*“A local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*

- a) annual budget estimates ....”*
- 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 (a) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

### **POLICY IMPLICATIONS**

Complies with Council’s Accounting Policies as per the current Policy Manual.

### **PLAN FOR FUTURE OF THE DISTRICT**

Nil

### **FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

### **VOTING REQUIREMENTS**

Simple

### **OFFICER’S RECOMMENDATION**

**THAT the monthly financial statements for the period 1 July 2012 to 31 March 2013 of the 2012/2013 financial year as presented be received.**



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### 9.3 MONTHLY FINANCIAL STATEMENTS – APRIL 2013

<b>Attachments:</b>	<a href="#">Council monthly reports.pdf</a>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton</b> Deputy Chief Executive Officer
<b>Author:</b>	<b>Ms Angela McDonald</b> Manager Finance and Administration
<b>Proposed Meeting Date:</b>	<b>18-JUL-13</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

To provide Councillors with a monthly financial statement on the operations of Council.

#### BACKGROUND

The attached ten page report details the financial activities of the Council for the period 1<sup>st</sup> July 2012 to 30<sup>th</sup> April 2013 of the 2012/2013 financial year.

There are 4 sections of the monthly report:

1. An operating statement comparing income and expenditure to the adopted budget for each function of Council.
2. A more detailed schedule which breaks the operating statement down into the various operational sections and departments of Council.
3. A schedule detailing all expenditure for the year to date for individual capital items.
4. A statement of cash flows.

#### COMMENTS/OPTIONS/DISCUSSIONS

The Manager of Finance and Administration will provide an overview and explanation as required of how to interpret the financial statements at the meeting.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

Part 6 - Financial Management (Division 3 - Reporting on activities and finance) 6.4. Financial report (pg 211)

Regulation 34(1) of the Local Government (Financial Management) Regulations states that:

*“A local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*

- a) annual budget estimates ....”*
- 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 (a) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

**POLICY IMPLICATIONS**

Complies with Council’s Accounting Policies as per the current Policy Manual.

**PLAN FOR FUTURE OF THE DISTRICT**

Nil

**FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

**VOTING REQUIREMENTS**

Simple

**OFFICER’S RECOMMENDATION**

**THAT the monthly financial statements for the period 1 July 2012 to 30 April 2013 of the 2012/2013 financial year as presented be received.**

- 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL**
- 12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**
- 13 GENERAL BUSINESS**
- 14 DATE OF NEXT MEETING**  
10<sup>th</sup> October 2013
- 15 CLOSURE**