



# **MINUTES**

**ORDINARY COUNCIL MEETING HELD ON  
THURSDAY 17 OCTOBER 2024 VIA VIDEO  
CONFERENCING**

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

Chairman declared the meeting open at 6.48pm.

**2. ATTENDANCE AND APOLOGIES****Councillors**

Cr David Bolt	Shire of Murray (Chairperson)
Cr Kerry Busby	City of Armadale
Cr Michelle Silver	City of Armadale
Cr Peter Abetz	City of Gosnells
Cr Ryan Burns	City of Mandurah
Cr Dave Schumacher	City of Mandurah
Cr Steve Lee	Shire of Murray
Cr Shaye Mack	Shire of Serpentine Jarrahdale
Cr Reece Jerrett	Shire of Serpentine Jarrahdale
Mayor Greg Milner	City of South Perth (to 6.56pm)

**Apologies**

Cr Glenn Dewhurst	City of Gosnells
Cr Blake D'Souza	City of South Perth

**RRC Officers**

John McNally	Chief Executive Officer
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**Member Council Officers**

Martyn Glover	Director Infrastructure	City of Gosnells
Kyle Boardman	Coordinator Waste Management	City of Mandurah
Alan Smith	Director Infrastructure Services	Shire of Murray
Darrell Monteiro	Manager Waste and Fleet	Shire of Serpentine Jarrahdale
Anita Amprimo	Director Infrastructure Services	City of South Perth

**Apologies - Member Council Officers**

Faried Jamodien	Executive Manager of Operations	Shire of Serpentine Jarrahdale
Maria Hulls	Manager Development and Sustainability	City of Gosnells
Matthew Hall	Director Works and Services	City of Mandurah
Gary Taylor	A/Executive Director Technical Services	City of Armadale

**3. DISCLOSURE OF INTEREST**

Nil

**4. ANNOUNCEMENTS BY THE CHAIR WITHOUT DISCUSSION**

- Chaired Ordinary Council Meeting 15 August 2024.
- A number of discussions with the CEO.

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Nil

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8. PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.1 Confirmation of the Minutes of the Ordinary Council Meeting 15 August 2024****MOVED ABETZ/LEE**

That the minutes of the meeting held on the 15 August 2024 be **CONFIRMED** as a true and correct record.

**CARRIED 10/0****10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**11. QUESTIONS WITHOUT NOTICE**

Nil

**12. ANNOUNCEMENTS OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**13. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**

Nil

**14. REPORTS OF OFFICERS****14.1 Payments for the Period 1 August 2024 to 30 September 2024****MOVED ABETZ/MACK**

Council **ENDORSE** the following list of payments covering the period 1 August 2024 to 30 September 2024.

**CARRIED 10/0**

*Mayor MILNER left the meeting at 6.56pm.*

**PAYMENT SUMMARY****August 2024**

Voucher Remittance No.	DATE	CREDITOR NAME	DETAILS	AMOUNT \$
007	01.08.24	R & Y Ruitenga	Accounting Services April to June 2024	3,960.00
008	02.08.24	Itomic Pty Ltd	Website Hosting – August 2024	61.60
009	02.08.24	ATO Super Clearing House	Super Guarantee & Salary Sacrifice – July 2024	2,196.94
010	07.08.24	Rivers Regional Council	Salaries	3,341.53
011	07.08.24	NextPhaze Business Solutions	Cloud file storage – August 2024	456.80
012	07.08.24	Australian Taxation Office	Business Activity Statement – April to June 2024	556.00
013	07.08.24	Australian Taxation Office	Payroll Tax – July 2024	1,860.00
014	07.08.24	Herbert Smith Freehills	Wte – legal advice	2,201.98
015	08.08.24	MYOB Pty Ltd	Accounting software – subscription – August 2024	141.00
016	21.08.24	Rivers Regional Council	Salaries	3,341.53

Voucher Remittance No.	DATE	CREDITOR NAME	DETAILS	AMOUNT \$
017	21.08.24	Itomic Pty Ltd	Website Hosting – September 2024	61.60
018	21.08.24	Heather Fletcher	Reimbursement – Printer Ink	52.00
019	31.08.24	National Australia Bank	Credit Card fee – August 2024	9.00
			<b>TOTAL FOR AUGUST</b>	<b>\$18,239.98</b>

**September 2024**

Voucher Remittance No.	DATE	CREDITOR NAME	DETAILS	AMOUNT \$
020	04.09.24	Rivers Regional Council	Salaries	3,341.53
021	04.09.24	Australian Taxation Office	Payroll Tax – August 2024	1,776.00
022	04.09.24	NextPhaze Business Solutions	Cloud file storage –September 2024	456.80
023	04.09.24	ATO Super Clearing House	Super Guarantee & Salary Sacrifice – August 2024	2,196.94
024	04.09.24	Herbert Smith Freehills	Wte – legal advice	2,750.00
025	09.09.24	MYOB Pty Ltd	Accounting software – subscription – September 2024	141.00
026	18.09.24	Rivers Regional Council	Salaries	3,341.53
027	30.09.24	National Australia Bank	Credit Card fee – September 2024	9.00
			<b>TOTAL FOR SEPTEMBER</b>	<b>\$14,012.80</b>

**14.2 Financial Report for the Period 1 August 2024 to 30 September 2024**

**MOVED ABETZ/MACK**

Council adopts the financial statements from 1 August 2024 to 30 September 2024 as follows:

**CARRIED 9/0**

**AUGUST**

**INCOME STATEMENT BY PROGRAM**

<b>YTD % is</b>	<b>17%</b>
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ACCOUNT DESCRIPTION	BUDGET 2024/25 \$	REVISED BUDGET 2024/25 \$	BUDGET YTD \$	ACTUAL YTD \$	YTD ACTUAL VARIANCE	ACTUAL TO BUDGET %
<b>Operating Revenue</b>						
General Purpose Funding	4,400	4,400	733	693	(5.44)%	15.8%
Governance	331,000	331,000	331,000	331,000	0.00%	100.0%
<b>Total Operating Revenue</b>	<b>335,400</b>	<b>335,400</b>	<b>331,733</b>	<b>331,693</b>	<b>(0.01)%</b>	<b>100.0%</b>
<b>Operating Expenditure</b>						
Governance	(331,000)	(331,000)	(31,000)	(30,230)	(2.48)%	9.1%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(31,000)</b>	<b>(30,230)</b>	<b>(2.48)%</b>	<b>9.1%</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>4,400</b>	<b>4,400</b>	<b>300,733</b>	<b>301,464</b>	<b>0.24%</b>	<b>100.2%</b>

**GENERAL PURPOSE INCOME**

<b>YTD % is</b>	<b>17%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b> Interest	4,400	4,400	693	16%
<b>Total Operating Revenue</b>	<b>4,400</b>	<b>4,400</b>	<b>693</b>	<b>16%</b>

**GOVERNANCE**

<b>YTD % is</b>	<b>17%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b> Contribution from Member Councils	331,000	331,000	331,000	100%
<b>Total Operating Revenue</b>	<b>331,000</b>	<b>331,000</b>	<b>331,000</b>	<b>100%</b>
<b>Operating Expenditure</b> Sitting Fees	(108,000)	(108,000)	0	0%
Administration Allocation	(223,000)	(223,000)	(30,230)	14%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(30,230)</b>	<b>9%</b>

**ADMINISTRATION**

<b>YTD % is</b>	<b>17%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b>				
Other Income	0	0	0	
<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenditure</b>				
Salaries and Wages	(120,000)	(120,000)	(17,067)	14%
Superannuation	(19,000)	(19,000)	(2,703)	14%
Leave Accruals	(10,000)	(10,000)	0	0%
Insurance - Workers Compensation	(1,600)	(1,600)	(900)	56%
Accounting and Audit Services	(43,600)	(43,600)	0	0%
Bank Fees	(300)	(300)	(38)	13%
Advertising	(500)	(500)	0	0%
Information Technology	(7,800)	(7,800)	(1,251)	16%
Insurance - Other	(12,000)	(12,000)	(6,269)	52%
Legal Services	(4,000)	(4,000)	(2,002)	50%
Other Office Expenses	(200)	(200)	0	0%
Consultants	(4,000)	(4,000)	0	0%
<b>Total Operating Expenditure</b>	<b>(223,000)</b>	<b>(223,000)</b>	<b>(30,230)</b>	<b>14%</b>

**FINANCIAL ACTIVITY**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL YTD \$</b>
<b>Closing Funds represented by:</b>	
<b>Current Assets</b>	
Cash	311,251
Reserve	0
Cash Management a/c Reserve Funds	268,994
Cash Management a/c Municipal Funds	80,877
Debtors/Accrued Income	110,429
<b>Total Current Assets</b>	<b>771,552</b>
<b>Current Liabilities</b>	
Creditors & Accounts payable	63,273
Leave Provisions	32,761
<b>Total Current Liabilities</b>	<b>96,034</b>
<b>Net Current Assets</b>	<b>675,518</b>
<b>Less:</b>	
Accumulated Surplus	105,060
Restricted assets	268,994
<b>Total Equity</b>	<b>374,054</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>301,464</b>
<b>FINANCIAL RATIOS IN RELATION TO YTD FIGURES</b>	
<b>CURRENT RATIO</b>	
Current Assets less Restricted Assets	502,558
Current Liabilities less Liabilities Associated with Restricted Current Assets	63,273
Current Ratio =	7.94
<b>DEBT RATIO</b>	
Total Liabilities	115,601
Total Assets	770,489
Debt Ratio =	0.1500
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>301,464</b>



**CONTRIBUTION SETTING STATEMENT**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>
<b>Operating Revenue</b>			
General Purpose Funding	4,400	4,400	693
<b>Total Operating Revenue</b>	<b>4,400</b>	<b>4,400</b>	<b>693</b>
<b><u>Less:</u></b>			
<b>Operating Expenditure</b>			
Governance	(331,000)	(331,000)	(30,230)
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(30,230)</b>
<b>NET OPERATING SURPLUS / (DEFICIT) BEFORE CONTRIBUTIONS</b>	<b>(326,600)</b>	<b>(326,600)</b>	<b>(29,536)</b>
<b><u>Less:</u></b>			
Transfer funds to Member Councils	(346,348)	(346,348)	0
<b><u>Plus:</u></b>			
Transfers from Reserves	268,993	268,993	0
<b><u>Plus:</u></b>			
Surplus Carry Fwd from Previous Yr	105,955	105,955	105,060
<b>Write Back:</b>			
Leave Entitlements Paid Out	(33,000)	(33,000)	
<b>Contributions from Member Councils</b>	<b>331,000</b>	<b>331,000</b>	<b>331,000</b>
<b>SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>406,524</b>
<b>Net Change in Assets Resulting from Operations</b>	<b>4,400</b>	<b>4,400</b>	<b>301,464</b>
<b>Transfer (to)/from Reserves (net)</b>	<b>(77,355)</b>	<b>(77,355)</b>	<b>0</b>
<b>Leave Entitlements Paid Out</b>	<b>(33,000)</b>	<b>(33,000)</b>	
<b>Surplus Brought Forward</b>	<b>105,955</b>	<b>105,955</b>	<b>105,060</b>
<b>SURPLUS</b>	<b>0</b>	<b>0</b>	<b>406,524</b>

**SEPTEMBER**

**INCOME STATEMENT BY PROGRAM**

<b>YTD % is</b>	<b>25%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>BUDGET YTD \$</b>	<b>ACTUAL \$</b>	<b>YTD ACTUAL VARIANCE %</b>	<b>ACTUAL TO BUDGET %</b>
<b>Operating Revenue</b>						
General Purpose Funding	4,400	4,400	1,100	1,035	(5.90)%	23.5%
Governance	331,000	331,000	331,000	331,000	0.00%	100.0%
<b>Total Operating Revenue</b>	<b>335,400</b>	<b>335,400</b>	<b>332,100</b>	<b>332,035</b>	<b>(0.02)%</b>	<b>100.0%</b>
<b>Operating Expenditure</b>						
Governance	(331,000)	(331,000)	(49,000)	(48,743)	(0.52)%	14.7%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(49,000)</b>	<b>(48,743)</b>	<b>(0.52)%</b>	<b>14.7%</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>4,400</b>	<b>4,400</b>	<b>283,100</b>	<b>283,292</b>	<b>0.07%</b>	<b>100.1%</b>

**GENERAL PURPOSE INCOME**

<b>YTD % is</b>	<b>25%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b> Interest	4,400	4,400	1,035	24%
<b>Total Operating Revenue</b>	<b>4,400</b>	<b>4,400</b>	<b>1,035</b>	<b>24%</b>

**GOVERNANCE**

<b>YTD % is</b>	<b>25%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b> Contribution from Member Councils	331,000	331,000	331,000	100%
<b>Total Operating Revenue</b>	<b>331,000</b>	<b>331,000</b>	<b>331,000</b>	<b>100%</b>
<b>Operating Expenditure</b> Sitting Fees	(108,000)	(108,000)	0	0%
Administration Allocation	(223,000)	(223,000)	(48,743)	22%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(48,743)</b>	<b>15%</b>

**ADMINISTRATION**

<b>YTD % is</b>	<b>25%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b>				
Other Income	0	0	0	
<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenditure</b>				
Salaries & Wages	(120,000)	(120,000)	(30,400)	25%
Superannuation	(19,000)	(19,000)	(4,822)	25%
Leave Accruals	(10,000)	(10,000)	0	0%
Insurance - Workers Compensation	(1,600)	(1,600)	(900)	56%
Accounting and Audit Services	(43,600)	(43,600)	0	0%
Bank Fees	(300)	(300)	(57)	19%
Advertising	(500)	(500)	0	0%
Information Technology	(7,800)	(7,800)	(1,794)	23%
Insurance - Other	(12,000)	(12,000)	(6,269)	52%
Legal Services	(4,000)	(4,000)	(4,502)	113%
Office Expenses	(200)	(200)	0	0%
Consultants	(4,000)	(4,000)	0	0%
<b>Total Operating Expenditure</b>	<b>(223,000)</b>	<b>(223,000)</b>	<b>(48,743)</b>	<b>22%</b>

**FINANCIAL ACTIVITY**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL YTD \$</b>
<b>Closing Funds represented by:</b>	
<b>Current Assets</b>	
Cash	406,595
Reserve	0
Cash Management a/c Reserve Funds	268,994
Cash Management a/c Municipal Funds	81,219
Debtors/Accrued Income	1,367
<b>Total Current Assets</b>	<b>758,175</b>
<b>Current Liabilities</b>	
Creditors & Accounts payable	68,068
Leave Provisions	32,761
<b>Total Current Liabilities</b>	<b>100,829</b>
<b>Net Current Assets</b>	<b>657,346</b>
<b>Less:</b>	
Accumulated Surplus	105,060
Restricted assets	268,994
<b>Total Equity</b>	<b>374,054</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>283,292</b>
<b>FINANCIAL RATIOS IN RELATION TO YTD FIGURES</b>	
<b>CURRENT RATIO</b>	
Current Assets less Restricted Assets	489,181
Current Liabilities less Liabilities Associated with Restricted Current Assets	68,068
Current Ratio =	7.19
<b>DEBT RATIO</b>	
Total Liabilities	120,092
Total Assets	756,808
Debt Ratio =	0.1587
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>283,292</b>

**CONTRIBUTION SETTING STATEMENT**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>
<b>Operating Revenue</b>			
General Purpose Funding	4,400	4,400	1,035
<b>Total Operating Revenue</b>	<b>4,400</b>	<b>4,400</b>	<b>1,035</b>
<b><u>Less:</u></b>			
<b>Operating Expenditure</b>			
Governance	(331,000)	(331,000)	(48,743)
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(48,743)</b>
<b>NET OPERATING SURPLUS / (DEFICIT) BEFORE CONTRIBUTIONS</b>	<b>(326,600)</b>	<b>(326,600)</b>	<b>(47,708)</b>
<b><u>Less:</u></b>			
Transfer funds to Member Councils	(346,348)	(346,348)	0
<b><u>Plus:</u></b>			
Transfers from Reserves	268,993	268,993	0
<b><u>Plus:</u></b>			
Surplus Carry Fwd from Previous Yr	105,955	105,955	105,060
<b>Write Back:</b>			
Leave Entitlements Paid Out	(33,000)	(33,000)	
<b>Contributions from Member Councils</b>	<b>331,000</b>	<b>331,000</b>	<b>331,000</b>
<b>SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>388,352</b>
<b>Net Change in Assets Resulting From Operations</b>	<b>4,400</b>	<b>4,400</b>	<b>283,292</b>
<b>Transfer (to)/from Reserves (net)</b>	<b>(77,355)</b>	<b>(77,355)</b>	<b>0</b>
<b>Leave Entitlements Paid Out</b>	<b>(33,000)</b>	<b>(33,000)</b>	
<b>Surplus Brought Forward</b>	<b>105,955</b>	<b>105,955</b>	<b>105,060</b>
<b>SURPLUS</b>	<b>0</b>	<b>0</b>	<b>388,352</b>

**14.3 CEO Report**

**MOVED BURNS/SCHMACHER**

**That:**

**The CEO'S report be RECEIVED.**

**CARRIED 9/0**

**14.4 Disability Access Inclusion Plan 2024 - 2025**

**MOVED ABETZ/MACK**

**That Council APPROVE the Disability Access and Inclusion Plan/Policy.**

**CARRIED 9/0**

**15. REPORTS OF COMMITTEES**

Nil

**16. REPORTS OF DELEGATES**

Nil

**17. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**18. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR BY DECISION OF THE MEETING**

Nil

**19. CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**20. ADVICE OF NEXT MEETING**

The next Ordinary Council Meeting will be on **Thursday 12 December 2024** at the **City of South Perth**.

**21. CLOSURE**

There being no further business the meeting closed at 7.03pm