



Date: 19 November 2020

To: Shire President
All Councillors

ORDINARY COUNCIL MEETING NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Nungarin will be held in the Council Chambers on 16 December 2020 at 3.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in cursive script that reads "Long".

**LEONARD LONG
CHIEF EXECUTIVE OFFICER**

PUBLIC QUESTION TIME

1. The order of business allows for a Public Question time at the beginning of the Meeting.
2. If you wish to ask a Question about an Agenda Item before it is considered then it is recommended to be made at the Public Question Time at Item 4 on the Agenda Notice Paper in accordance with Council's Procedures and Guidelines for Public Question Time.
3. The visual or vocal recording of Council meeting proceedings is expressly prohibited, unless the prior approval of the Council has been given.



TABLE OF CONTENTS

1. **DECLARATION OF OPENING.....4**

2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE4**

 2.1 **ATTENDANCE4**

 2.2 **APOLOGIES4**

 2.3 **REQUEST FOR LEAVE OF ABSENCE.....4**

3. **DEPUTATIONS AND PETITIONS.....4**

 3.1 **DEPUTATIONS4**

 3.2 **PETITIONS.....4**

4. **PUBLIC QUESTION TIME5**

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

 4.2 **PUBLIC QUESTION TIME5**

5. **DECLARATIONS OF INTEREST5**

 5.2 **FINANCIAL AND PROXIMITY INTEREST5**

 5.3 **DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT5**

6. **ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION).....5**

7. **CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES5**

 7.1 **ORDINARY COUNCIL MEETING - 18 NOVEMBER 20205**

8. **CHIEF EXECUTIVE OFFICER REPORTS6**

 8.1 **URBAN PLANNING6**

 8.2 **INFRASTRUCTURE.....6**

 8.2.1 **Dilapidation report on Council Owned Building.....6**

 8.2.2 **RECREATION GROUND STATUS REPORT12**

 8.2.3 **ROADS REPORT14**

 8.3 **COMMUNITY DEVELOPMENT.....16**

 8.4 **MANAGEMENT / GOVERNANCE / POLICY16**

 8.4.1 **Governance Review Status16**

 8.4.2 **Budget Amendment – Purchase of Synergy Records Keeping and Purchase Order
Modules.....21**

 8.4.3 **Annual Review of the Delegation of Authority Register24**

 2020/2124

 8.5 **CORPORATE29**

 8.5.2 **Listing of Payments for the Month of NOVEMBER 202031**

 8.5.3 **Monthly Statement of Financial Activity for the Period ENDING 30 NOVEMBER 2020
.....34**

9. **DELEGATES REPORTS.....36**

10. **NEW BUSINESS OF AN URGENT NATURE36**

11. **CONFIDENTIAL ITEMS OF BUSINESS36**

12. **CLOSURE36**



AGENDA

1. DECLARATION OF OPENING

Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision medium (or any combination of the mediums) when open to the public. However, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by a Councillor.

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Nungarin. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability.

Acknowledgment of Traditional Custodians

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Njaki Njaki Nyoongar people, and recognise the contributions of Elders past, present and future.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCE

Shire President	Cr P de Lacy
Deputy Shire President	Cr G Coumbe
Elected Member	Cr RE O'Connell
Elected Member	Cr K Dayman
Elected Member	Cr J Davis
Elected Member	Cr W Lee
Elected Member	Cr R Mizia
Chief Executive Officer	Mr L Long
Manager Works and Services	Mr A Richardson

2.2 APOLOGIES

2.3 REQUEST FOR LEAVE OF ABSENCE

3. DEPUTATIONS AND PETITIONS

3.1 DEPUTATIONS

3.2 PETITIONS



4. PUBLIC QUESTION TIME

- a. Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.
- b. During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.
- c. Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.
- d. All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.
- e. The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask questions will be given two minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**4.2 PUBLIC QUESTION TIME****5. DECLARATIONS OF INTEREST****5.2 FINANCIAL AND PROXIMITY INTEREST****5.3 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT****6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)****7. CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES****7.1 ORDINARY COUNCIL MEETING - 18 NOVEMBER 2020****RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held on 18 November 2020 be confirmed as being a true and correct record of proceedings.

Moved:

Seconded:

CARRIED / REFUSED /



8. CHIEF EXECUTIVE OFFICER REPORTS**8.1 URBAN PLANNING****8.2 INFRASTRUCTURE**

8.2.1 DILAPIDATION REPORT ON COUNCIL OWNED BUILDING	
File Ref:	101174, 111140, 111203, 112020
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, CEO
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Appendix 8.2.1A – McCorry’s Hotel Appendix 8.2.1B – Post Office Appendix 8.2.1C – Nungarin Hall Appendix 8.2.1D – Memorial Hall Appendix 8.2.1E – Recreation Centre

RECOMMENDATION

That Council;

1. Notes the critical issues identified in the dilapidation reports (Appendix 8.2.1A – 8.2.1E).
2. Requests the Chief Executive Officer to provide regular updates on the repair of the critical issues identified.

Moved:

Seconded:

CARRIED / REFUSED /

IN BRIEF

- The Shire in June 2020 received dilapidation reports for various buildings from RSA Consulting Engineers.
- The reports have highlighted some major defects.

BACKGROUND

The Shire engaged RSA Consulting Engineers to undertake structural inspections and provide a report on the following Council owned buildings:

- McCorry’s Hotel (Appendix 8.2.1A)
- Nungarin Post Office (Appendix 8.2.1B)
- Nungarin Hall (Appendix 8.2.1C)
- Memorial Hall (Appendix 8.2.1D)
- Recreation Centre (Appendix 8.2.1E)

The report provided a general assessment of the buildings but more importantly a list of repairs considered to be critical by RSA Consulting Engineers.



REPORT DETAIL

Currently all the buildings are open for public use some more frequently than others. It is imperative remediation works are undertaken as recommended by RSA Consulting Engineers on all the buildings but more so on those used frequently by the public for example the Post Office.

With regard to the Nungarin Post Office, RSA Consulting Engineers have noted the remedial works are likely to cost the same as replacing the entire building, which in turn would reduce the ongoing maintenance costs as well as increase the longevity of the building.

However, the Nungarin Post Office is a landmark in Nungarin having been constructed in 1925 and the loss of such a building would be detrimental to the character of Nungarin. The opinion is held that the building given its irreplaceable character be retained and remedial works be programmed as soon as practically possible.

The following critical works have been identified by RSA Consulting Engineers, on various buildings:

Post Office

- Large deformation crack surround the building indicating differential settlement and lateral movement. These cracks indicate the building is in a fragile state and significant sections of walls lack mortar bonding between brick matrices.
- The entire north-western wall is >25mm out of plumb from the base. The deformation indicates the wall has shunted over the top as a result it is essentially pushed past the tolerance outlined in AS 3600:2018 – Masonry Structures. The wall requires sections to be removed and reinstated, while temporary supports are placed to reduce the risk of collapse.
- The 2nd main truss from the entry is effectively too short for the brick supports. The inclined vertical web member is bearing on the edge of the brick supports and has cracked the brickwork. The brickwork requires reinstating while a temporary prop is placed so the roof is supported.

McCorry's Hotel

- The arched doorway opposite to room 4 has failed and cracked through the walls mortar joints and effectively leaving the door head suspended due to friction of adjoining walls. The door requires reinforcing using EA sections bonded to the stonework. Repair of the door entry is required to ensure the door head will not collapse.
- Some beam to post veranda members and the adjoining connections are significantly damaged due to weathering and the age of the building materials. Particular attention is to be paid to the front and back veranda areas. Some timber members require replacing along with supporting connections.
- The downpipes on the western side of the building are directly running off locally to the building foundations. The downpipes require sufficient runoff away from the building of the 1.5m minimum to reduce the effect of soil movement during the season changes.

Recreation Centre

- The pavers on the eastern side, have a cross fall towards the building. These pavers need to be repaved to accommodate a cross fall away from the building and window frames to limit water damage and galvanic corrosion of the window frames.



- The aluminium window framing in the extension has significant galvanic corrosion. The fasteners need to be insulated where dissimilar metals are used or use same metal fasteners as the fixing channel and window frame.
- Reticulation on eastern side is not directly on the vegetation and resulting in water ponding on pavers and contributing to galvanic corrosion of the window framing. The pavers require relaying to provide a cross fall away from the building at 3 degrees or greater to ensure water is draining away from the structure.
- The aluminium window frames on the eastern side has significantly more compared to the western side. This is partly due to a repair attempt that has worsened the corrosion in the framing by providing a clear path for water to travel towards the framing. Flashing is to be removed and provide insulation barriers between the fixing channel and framing or ensure the metals are all similar, to remove the galvanic electric circuit.
- Incorrect slab to frame fixing channel of galvanised steel that contributes to galvanic cell interaction. Replace fixing channel to similar metals to the window frame and fastener or provide insulation barriers at dissimilar metal interfaces to limit the electrical current formed from the dissimilar metals in contact.

Nungarin Hall

- All flooring components have settled and are out of level, posts are weathered, and the bearers are damaged. To repair this section of the building correctly, will require restumping of the bearers. This is likely to be prohibitively expensive. It may be better to remove the floorboards and shim the existing joists, then relay the floorboards or repair the floor bearers to the provided details.
- Due to the settlement of the building, the asbestos sheeting has cracked at discreet locations inside the structure. Ideally, the asbestos sheeting shall not be removed, and any exposed cracks should be sealed to prevent hazardous airborne particles to be released into the air and risk the health of the workers undertaking the work. Patch over crack using taped flush joint with fairing coat and repaint over cracked ACM.
- King post connection to bottom chord of roofing truss over the stage has failed. Replace the connection using 3mm flat bar M16 bolt through the member.

Memorial Hall

- Almost the entire exterior brickwork has significant salt attack and fretted mortar joints up to approximately 800mm from ground surface. The exterior masonry requires removal of the salt through washing techniques further explained and mortar joints are to be re-pointed using a weak mix once the masonry has been sufficiently dried.
- Portions of brickwork on the western and eastern side have large amounts of salt decay and require replacing during the washing process and reinstated using weak mortar mixes.
- Significant collapse of brickwork on southern and eastern side of the building from mortar decay. The bricks need to be relayed in position using a weak mortar mix.
- All downpipes are blocked or damaged running moisture to the building foundations. Drainage is required away from the building approximately 1.5m to limit salt attack and differential soil movement to the masonry.
- There is a significant differential settlement cracks in mortar joints on the northern side. Cracks require reinforcing to limit the extent of further propagation and damage to the masonry.
- Ground levels sloping towards the building at the rear of the structure contributing to excess water entrainment into the building foundations and bottom coursing of brick. A Windrow is required to divert the water away from building foundations.
- Active termite infestations within flooring located in the adjoining room to the kitchen area. The damaged flooring must be removed and replaced and an inspection of the joist and bearer during removal to assess any termite damage.



Considering the potential cost involved in actioning the critical issues identified above, the opinion is held that the following issues be dealt with as a matter of urgency. The balance of the issues are to be included in the preparation of the 2021/22 financial budget.

Post Office

- Large deformation crack surround the building indicating differential settlement and lateral movement. These cracks indicate the building is in a fragile state and significant sections of walls lack mortar bonding between brick matrices.
- The entire North-western wall is >25mm out of plumb from the base. The deformation indicates the wall has shunted over the top as a result it is essentially pushed past the tolerance outlined in AS 3600:2018 – Masonry Structures. The wall requires sections to be removed and reinstated, while temporary supports are placed to reduce the risk of collapse.
- The 2nd main truss from the entry is effectively too short for the brick supports. The inclined vertical web member is bearing on the edge of the brick supports and has cracked the brickwork. The brickwork requires reinstating while a temporary prop is placed so the roof is supported.

McCorry’s Hotel

- The arched doorway opposite to room 4 has failed and cracked through the walls mortar joints and effectively leaving the door head suspended due to friction of adjoining walls. The door requires reinforcing using EA sections bonded to the stonework. Repair of the door entry is required once planned upon receiving this report to ensure the door head will not collapse.
- Some beam to post veranda members and the adjoining connections are significantly damaged due to weathering and the age of the building materials. Particular attention is to be paid to the front and back veranda areas. Some timber members require replacing along with supporting connections.

Nungarin Hall

- Due to the settlement of the building, the asbestos sheeting has cracked at discreet locations inside the structure. Ideally, the asbestos sheeting shall not be removed, and any exposed cracks should be sealed to prevent hazardous airborne particles to be released into the air and risk the health of the workers undertaking the work. Patch over crack using taped flush join with fairing coat and repaint over cracked ACM.

Memorial Hall

- Active termite infestations within flooring located in the adjoining room to the kitchen area. The damaged flooring must be removed and replaced and an inspection of the joist and bearer during removal to assess any termite damage.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Social
Aspiration	Our Shire is healthy and happy, contributing to our progress, with accessible places and spaces and our transport is well connected and safe.
Objective	3. Maintain community safety and accessibility to services and facilities.



OPTIONS

Council has the option of:

1. Accept the officer's recommendation.
2. Provide an alternative resolution.

CONCLUSION

The lack of funds has resulted in very little preventative maintenance being done on Shire owned buildings. Many of the Shires building are in a significant state of disrepair and if repairs / maintenance is not started urgently the buildings may need to be condemned.



8.2.2 RECREATION GROUND STATUS REPORT	
File Ref:	111138
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Alex Richardson, Manager Works and Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Nil

RECOMMENDATION

That Council;

- 1. Receives the Recreation Grounds report.**
- 2. No longer requires a monthly report unless deemed necessary by the Chief Executive Officer.**

Moved:

Seconded:

CARRIED / REFUSED /

IN BRIEF

- Report provides information on the existing works at the oval.

BACKGROUND

Council has traditionally asked for status reports concerning the recreation grounds and gardens.

REPORT DETAIL

Oval and Cricket:

Reticulation work has been completed and the system is working well.

Tennis Courts:

The courts are being mowed as required.

Hockey Ground:

Under care and maintenance.

Bowling Green:

Water fountain has been replaced and the issues with the power resolved.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Social
Aspiration	Our Shire is healthy and happy, contributing to our progress, with accessible places and spaces and our transport is well connected and safe.
Objective	3. Maintain community safety and accessibility to services and facilities.



OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil

Social - (Quality of life to community and/or affected landowners)

The recreation grounds is a central meeting point for the community and enhances the quality of life to the community.

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	The maintenance of the recreation grounds is part of the daily operation of the Shire, with issues identified being rectified as soon as possible and subject to budget.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Maintenance of the recreation grounds is budgeted for in the approved 2020/21 financial budget.

Workforce

Nil

OPTIONS

Council has the option of:

1. Accept the officer's recommendation.
2. Provide an alternative resolution.

CONCLUSION

The maintenance of the recreation grounds is part of the daily operation of the Shire.



8.2.3 ROADS REPORT	
File Ref:	121054
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Alex Richardson, Manager Works and Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Nil

RECOMMENDATION

That Council;

1. **Receives the Roads report.**
2. **No longer requires a monthly report unless deemed necessary by the Chief Executive Officer.**

Moved:

Seconded:

CARRIED / REFUSED /

IN BRIEF

- Report provides information on the existing works on roads within the Shire.

BACKGROUND

Council has traditionally asked for status reports concerning the recreation grounds and gardens.

REPORT DETAIL

- Maintenance on machines is continuing as required with servicing and repairing.
- Two new utes have been purchased as part of the upgrade to fleet.
- Grader has been grading on Stock Road, Chandler Road, Chandler Nungarin Road and English Road.
- Works are currently being undertaken at the refuse site on a regular basis.
- Road counters are on Karomin Road and Kwelkan South Road in preparing for report of gravel roads in the shire for WALGA reports.
- Nungarin North Road Regional Road Group bitumen works has been complete some pipe work extensions need to be completed before the claim for of the grant can be finalised.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Social
Aspiration	Our Shire is healthy and happy, contributing to our progress, with accessible places and spaces and our transport is well connected and safe.
Objective	3. Maintain community safety and accessibility to services and facilities.



OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil

Social - (Quality of life to community and/or affected landowners)

The maintenance and repair of Shire infrastructure contributes to an improved social quality of life of the community.

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	The maintenance / repair of the Shires infrastructure is a major part of the operational works requirement, if not done could have implications for the Shire.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Roads maintenance forms part of the approved 2020/21 financial budget.

Workforce

Nil

OPTIONS

Council has the option of:

1. Accept the officer's recommendation.
2. Provide an alternative resolution.

CONCLUSION

The maintenance / repair of the Shires infrastructure is a major part of the operational works requirement, if not done could have implications for the Shire.



8.3 COMMUNITY DEVELOPMENT**8.4 MANAGEMENT / GOVERNANCE / POLICY**

8.4.1 Governance Review Status	
File Ref:	41050
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, CEO
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Appendix 8.4.1A

RECOMMENDATION

That Council:

- 1. Note the Shire's current level of compliance with the requirements of the *Local Government Act 1995 (LGA)* and other key legislation.**
- 2. Requests the Chief Executive Officer to list all the outstanding governance requirements listed in Table 1 of the report on the monthly status report until completed.**

Moved:

Seconded:

CARRIED / REFUSED /

IN BRIEF

- Jenni Law was commissioned by the previous Chief Executive Officer to undertake a review of the Shire's level of compliance in terms of governance requirements of the *Local Government Act 1995 (LGA)*.
- The review provided a number of recommendations as well as listing a number of key policies to be considered by the Shire.

BACKGROUND

In May 2018 the Chief Executive Officer at the time appointed Jenni Law to undertake a review of the Shire's level of compliance with the requirements of the *Local Government Act 1995 (LGA)* as well as other key legislation.

The review took place over two days, during which time the following documents and registers were examined:

- Minutes from July 2017 to March 2018;
- Compliance Audit Return;
- Audit Reports;
- Policy Manual;
- Delegations Register;
- Annual Report;
- Integrated Planning and Reporting Documents;
- Key Registers; and
- Shire Records.



On completion of the report a number of recommendations were provided outlining the areas of governance requiring attention in order to be compliant with the *Local Government Act 1995 (LGA)*.

REPORT DETAIL

The Report (**APPENDIX 8.4.1A**) identified the following areas of concern and provided a recommendation for each captured in the table below:

Recommendation	Status
<u>Records Management:</u>	
<i>“That Council as a matter of priority make resources available to engage Records Management advice on appropriate Records Management systems to address the boxed, paper based and electronic records and provide advice and assistance to update Council’s Record Keeping Plan.”</i>	Outstanding
<u>Council Meetings, Minutes and Agendas:</u>	
<i>1. The CEO establishes procedures to ensure all Agendas and any reports tabled or circulated are retained as required by the LGA, Regulations and in accordance with State Records Act 2000.</i>	Ongoing
<i>2. The CEO establishes procedures to ensure key documents are retained in the minutes.</i>	Ongoing
<i>3. That the CEO establishes processes to ensure all Council resolutions stand alone.</i>	Ongoing
<i>4. That the CEO introduce a Status Report which is circulated with each Council agenda, and details the actions taken to implement Council’s decisions.</i>	Ongoing
<i>5. That the CEO reviews Council decisions from 1 July 2017 and commences the Status Report from July 2017.</i>	Outstanding
<i>6. That Council amend its procedures and only note or receive minutes from external organisations.</i>	Completed
<u>Audit Committee:</u>	
<i>1. That Council as a matter of urgency, appoint an Audit Committee.</i>	Completed
<i>2. The Audit Committee review the 2017 Audit Report comments and the correspondence from the Department of Local Government, Sport and Cultural Industries to ascertain the status of undertakings given and any additional actions that need to be implemented to address the concerns raised</i>	Completed
<u>Financial Interest:</u>	
<i>1. That the CEO places notations in the Financial Returns Register for Crs O’Connell and Coumbe stating that returns for the period to 2008 were accidentally removed and cannot be located and that a revised Primary Return has been completed as at 1 October 2017.</i>	Outstanding
<i>2. That Crs O’Connell and Coumbe complete a revised Primary Return and these returns are placed alongside the notation referenced above.</i>	Outstanding
<i>3. That as a matter of urgency the CEO establish a financial interest declaration register and backdates entries from October 2017 based on disclosures recorded in Council Minutes.</i>	Completed
<i>4. That the CEO establishes standard disclosure forms to assist elected members in meeting their disclosure obligations and these forms be circulated with every set of agenda documents.</i>	Completed
<u>Code of Conduct:</u>	



1. That Council hold a workshop to discuss and prepare a Code of Conduct for adoption.	Completed
<u>Gift Register:</u>	
1. That the CEO establish processes to modify the Shire’s website to include the Gift and Contribution to Travel Register as required by section 5.89 of the Local Government Act 1995.	Completed
<u>Declaration of Office:</u>	
1. That Declaration of Office forms for Crs O’Connell, Coumbe and Dayman, be included in the minute book as an attachment to the meeting of 25 October 2017, with a copy of any forms also placed in the central records system	Completed
2. If the forms for Crs Davis, de Lacy, Palmer and Taylor cannot be located the CEO seek legal advice on the best way to address this matter.	Found and filed
<u>Tenders:</u>	
1. That the CEO establish a new tender register.	Completed
2. That the CEO establish procedures to ensure long term contractors, from whom goods or services are procured on a regular basis that may exceed the tender threshold are subject to a tender process.	Completed
<u>Standing Orders Local Law and Other Local Laws:</u>	
1. That the CEO re-draft the Standing Orders Local Law and present them to Council for adoption and advertising in accordance with the requirements of the Local Government Act 1995.	Outstanding
2. That the CEO review the local laws listed in the Department’s Local Law Register and commence action to either amend or repeal the local laws.	Outstanding
<u>Compliance Audit Returns:</u>	
1. That the CEO develop position descriptions for all Shire employees, in alignment with Council’s strategic objectives.	Outstanding
2. After the development of position descriptions, the CEO undertake a performance review with each employee with one or more years of service at the Shire.	Outstanding
<u>Polices:</u>	
1. That the CEO develop a revised policy manual through a series of workshops with councillors.	Outstanding
<u>Delegations:</u>	
1. That the CEO develop a revised delegation register through a series of workshops with councillors.	Completed
<u>Integrated Planning and Reporting</u>	
1. That Council undertake as soon as practicable a major review of its Community Strategic Plan and ensure that the Corporate Business Plan and Key informing documents are updated accordingly.	Outstanding
<u>Elections:</u>	
1. That the CEO undertake an examination of the boxes stored in the records room for election eligibility claims.	Noted
2. That the CEO move the election file from his office for storage within the central records system.	Completed
<u>Portfolio System</u>	
1. That the Council Abolish the Portfolio system and put in place a regular concept / workshop forum system.	Completed
<u>Other Registers:</u>	



1. That the CEO review council records to ascertain whether any approvals have been issued to build a gate or other devices across a public thoroughfare and if such records are found a “Gate and Other Devices” register be established.	Outstanding
2. That the Registers of Titles and Vesting Orders and Agreements be updated.	Outstanding

Table 1

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Leadership
Aspiration	A strong democracy with an actively engaged community and effective partnerships
Objective	16.7 Annually review compliance methods

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- Local Government Act 1995.
- Local Government (Administration) Regulations 1996.
- State Records Act 2000.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Failure to comply with the Local Government Act 1995 will be a breach and may result in the Department of Local Government, Sport and Cultural Industries (DLGSCI) undertaking reactive audits and investigations.

Should any investigations result in the DLGSCI imposing strict timeframes for the Shire to be compliant it may necessary to engage consultants to produce the required documents.

Social - (Quality of life to community and/or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Extreme	Council is required through the <i>Local Government Act 1995</i> to be compliant with the regulatory framework. Failure to comply with the regulatory framework may result in prosecution action taken against council employees or elected members.

CONSULTATION

Nil



RESOURCE IMPLICATIONS

Financial

As indicated the Department of Local Government, Sport and Cultural Industries could impose strict timeframes for the Shire to become compliant which would result in the need to appoint consultants.

Workforce

In the interim the required documents to comply with the regulatory framework will be undertaken by the Chief Executive Officer. However, this would be subject to the Department of Local Government, Sport and Cultural Industries not imposing strict compliance timeframes.

OPTIONS

Council has the option of:

1. Council notes the outstanding documents / recommendations as identified in Table 1.
2. Council notes the outstanding documents / recommendation as identified in Table 1, and engages a consultant to prepare the necessary documents.

CONCLUSION

It is a legal requirement for local governments to comply with the Local Government Act 1995 and the subsequent regulatory framework. The framework has been developed to ensure local governments are open, transparent and accountable.



8.4.2 BUDGET AMENDMENT – PURCHASE OF SYNERGY RECORDS KEEPING AND PURCHASE ORDER MODULES	
File Ref:	41050
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, CEO
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Nil

RECOMMENDATION

That Council, in relation to the purchase of the Synergy Records Management System and Purchase Ordering Modules, resolves to amend the approved 2020/21 financial budget as follows:

- 1. Increase the Operating Expenditure G/L Account 204216 Governance – Computer Services by \$35,000.**
- 2. Decrease the Plant and Equipment Capital Expenditure G/L 412320 Multi-Wheel Roller by \$35,000.**

Moved:

Seconded:

CARRIED BY ABSOLUTE MAJORITY / REFUSED /

IN BRIEF

- The Shire currently does not have a records management system.
- A records management system is required to ensure compliance with the State Records Act 2000.
- The Shire currently uses a manual purchase order system.
- The purchase order system will ensure integration with the Shires financial system.

BACKGROUND

In the past, there has been little regulation of local government record keeping practices. Record keeping was largely based on the needs of the local government. However, that changed significantly in 2001 with the proclamation of the *State Records Act 2000*, which now strictly governs how local government's records are created, maintained, destroyed or permanently preserved.

REPORT DETAIL

Through an audit undertaken in 2018, it was identified that whilst there is a central records system, it does not hold the Shire's key records. This system is based on accounting functions and activities (e.g. Transport, Recreation etc). This indexing method does not adequately address the Shire's operations.

The indexing system should be replaced with a property-based filing index (already commenced) which holds property records and all correspondence relating to a property and a second index based on a functional thesaurus (not yet commenced).

To assist the Shire to be able to comply with the State Records Act 2002, it is imperative the Shire have a suitable records management system. Currently the Shire uses Synergy for a



variety of functions relating to the day to day administration. Synergy has a records management system that is widely used throughout Western Australia.

In addition, Synergy also provides a module for purchase orders. Currently the Shire uses a manual system to issue purchase orders. The implication of a manual system is the potential to overspend the account. The reason being the accounts are only updated once an invoice has been received. Considering some invoices could take up to 60days to be received there is a real risk accounts could be overspent.

The Synergy module is directly linked to the relevant account, as soon as a purchase order is prepared and printed the amount of the purchase order to automatically shown in the account making over spending very unlikely to happen.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Leadership
Aspiration	A Shire that prospers through partnerships and good governance
Objective	16.7 Annually review compliance methods

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- *Local Government Act 1995.*
- *Local Government (Administration) Regulations 1996.*
- *State Records Act 2000.*

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil

Social - (Quality of life to community and/or affected landowners)

Nil

Policy Implications

1.22 Procurement and Tender Procedures Policy

With regard to the proposed purchase of the records management system as well as the purchase order modules, only one quote was obtained from itvision as they are the vendors for Synergy being the system currently used by the Shire.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Extreme	For the Shire to operate efficiently and be compliant with the State Records Act 2000, a records management system is required.

CONSULTATION

The amendment of the budget has been discussed with the Manager Works and Services, who has advised the purchase of a roller would not be necessary and that it is more cost effective to hire a roller as and when required.



RESOURCE IMPLICATIONS

Financial

The once off cost for the records management system module is \$22,205.70, with the ongoing annual licence being \$4,316.62. With regard to the purchase order module the once off cost is \$5,583.88 with the annual licence fee being \$868.56.

The current Synergy licence fees equate to \$22,000 (2020/21 Budget), in future budgets this amount will need to be increased to \$28,500.

Workforce

Nil

OPTIONS

Council has the option of:

1. Approving the budget amendment as recommended.
2. Refuses the request to amend the 2020/21 budget as recommended.

CONCLUSION

The requested amendment will not have a negative impact on the approved 2020/21 Financial Budget. The purchase and implementation of a records management system ensure the Shire can move towards being compliant with the State Records Act 2000.

In addition the purchase of the purchase order module will ensure strict control of all financial account are maintained.



8.4.3 ANNUAL REVIEW OF THE DELEGATION OF AUTHORITY REGISTER 2020/21	
File Ref:	41076
Previous Items:	15 August 2018 – Council Decision 6084
Applicant:	Nil
Author and Title:	Leonard Long, CEO
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Appendix 8.4.2(A)

RECOMMENDATION 1

That Council,

1. Revokes all previous delegations under the *Local Government Act 1995*.

(Note: this recommendation will need three Councillors to support this, being a mover, seconder and a third Councillor.)

Moved:

Seconded:

Third Support:

CARRIED BY ABSOLUTE MAJORITY / REFUSED: /

RECOMMENDATION 2

That Council,

1. Notes completion by Council as the Delegator, of the 2020/21 annual statutory review of the Delegations Register, in accordance with the relevant sections of the *Local Government Act 1995, Bush Fires Act 1954, Caravan Parks and Camping Grounds Act 1995, Cat Act 2011, Control of Vehicles (Off-road Areas) Act 1978, Dog Act 1976, Public Health Act 2016, Building Act 2011, Planning and Development Act 2005, Food Act 2008 and Graffiti Vandalism Act 2016*.
2. Approves all delegations as detailed in Appendix 8.4.2(A) in accordance with the relevant sections of the *Local Government Act 1995, Bush Fires Act 1954, Caravan Parks and Camping Grounds Act 1995, Cat Act 2011, Control of Vehicles (Off-road Areas) Act 1978, Dog Act 1976, Public Health Act 2016, Building Act 2011, Planning and Development Act 2005, Food Act 2008 and Graffiti Vandalism Act 2016*.

Moved:

Seconded:

CARRIED BY ABSOLUTE MAJORITY / REFUSED: /

IN BRIEF

- Each year Council must review the Shire of Nungarin Delegation of Authority Register.
- The proposed register is the same register as adopted by Council in August 2018.

BACKGROUND

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer at least once in every twelve months, and



for the Chief Executive Officer to review their delegation of authority within the same review period. The last review of the Delegation of Authority Register was endorsed at the Ordinary Council Meeting held in August 2018. The aim and purpose of delegated authority is to assist with the efficiency of the local government activities by way of quicker decisions.

Under the Local Government Act 1995 and other legislation, Council may delegate its functions, duties and powers to the Chief Executive Officer to assist with efficient and timely decision making. The Chief Executive Officer may then sub delegate functions, duties and powers to other staff and sub-delegated functions are also reviewed annually as a separate process. Delegations are a proven effective organisational tool that enhances productivity and support effective customer service and timely decision making.

REPORT DETAIL

A review of the Delegation of Authority Register has been done and found to be sufficient and more in-depth review will be done and a report presented to Council during the 2021/22 financial year.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Leadership
Aspiration	A Shire that prospers through partnerships and good governance
Objective	16.7 Annually review compliance methods

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.16 – Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation. * Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 -
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

s.5.17 – Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —



- (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed; and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

s.5.18 – Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

s.5.42 – Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

s.5.43 – Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

s.5.44 – CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.



- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — conditions includes qualifications, limitations or exceptions.

s.5.45 – Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

s.5.46 – Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Local Government (Administration) Regulations 1996

r.18G – Delegations to CEOs, limits on (Act s.5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

r.19 – Delegates to keep certain records (Act s.5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —



- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)
 Nil

Social - (Quality of life to community and/or affected landowners)
 Delegated function improve the Shires ability to react to community request by enabling more effective and timeous decision making.

Policy Implications
 Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	Not reviewing and endorsing the Delegation of Authority Register annually will result in non-compliance with the <i>Local Government Act 1995</i> .

CONSULTATION

Due to the Delegation register not changing from the one that was endorsed by Council in August 2018, no consultation has been undertaken.

RESOURCE IMPLICATIONS

Financial
 Nil

Workforce
 The annual review will not significantly impact the workforce, however the amendment of delegations may impact the Chief Executive Officer, and officers that have authority sub-delegated.

OPTIONS

Council has the option of:

1. Endorsing the Delegation of Authority Register 2020/21 as recommended.
2. Endorsing the Delegation of Authority Register 2020/21 with amendments, providing reasons for the amendment.

CONCLUSION

Delegation of Council duties and powers to the Chief Executive Officer and other officers assists with efficient and timely decision making. Delegations are a proven effective organisational tool that enhances productivity and support effective customer service and timely decision making.



8.5 CORPORATE

8.5.1 Request for a Donation from the Nungarin Heritage Machinery and Army Museum	
File Ref:	41078
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, CEO
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Nil

RECOMMENDATION

That Council, in relation to the request for a donation from the Nungarin Heritage Machinery and Army Museum, resolves as follows:

- 1. Approves, the donation of \$500 towards the cost of advertising the Vintage Car Rally from GL# 204218 Governance office expenses other.**

Moved:

Seconded:

CARRIED / REFUSED /

IN BRIEF

- In the past the Shire donated \$500 towards the cost of the advertising for the Vintage Car Rally.
- Due to the great success of the event, the museum wants to host the event again in 2021.

BACKGROUND

In 2020 the Nungarin Heritage Machinery and Army Museum advertised the Vintage Car Rally in the RAC Horizons Magazine. The event proved to be very successful with approximately 600 people attended on the day, with over 40 vintage vehicles being displayed.

REPORT DETAIL

The Vintage Car Rally is a relatively new event being hosted only for the second time in the Shire of Nungarin and has the potential to grow further and contribute to the visitors experience to Nungarin.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Economic
Aspiration	Promote and develop a thriving tourism sector
Objective	10.1 Support and develop a distinctive Nungarin experience

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil



SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

In addition to the Nungarin Heritage Machinery and Army Museum raising much needed funds, the hosting of the Vintage Car Rally had a positive economic impact on other businesses in the town.

Social - (Quality of life to community and/or affected landowners)

The Vintage Car Rally provides an event for the local community to attend in Nungarin.

Policy Implications

The Shire currently does not have a donations policy.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Moderate	Without the donation by Council towards the advertising the event may not be advertised and be as successful as last year.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

The cost of advertising the event in the RAC Horizons magazine is estimated to be \$1,800. The Nungarin Heritage Machinery and Army Museum has been able to secure a contribution of \$500 from the Wheatbelt Way and a further \$200 from the Woolshed Hotel.

A contribution of \$500 would be a worthwhile investment to encourage economic stimulus in the town.

Workforce

Nil

OPTIONS

Council has the option of:

1. Supporting the request as recommended.
2. Supporting the request with an amended amount.
3. Not supporting the request for a donation.

CONCLUSION

The proposed event is still in its fledgling stages and should be supported by the Shire considering the broader business community spin offs experienced. The event will potentially grow providing additional economic benefits to the Town.



8.5.2 LISTING OF PAYMENTS FOR THE MONTH OF NOVEMBER 2020	
File Ref:	161001
Previous Items:	N/A
Applicant:	N/A
Author and Title:	Vanessa Seward, Records Officer
Voting Requirements:	Simple Majority
Declaration of Interest:	Nil
Appendix Number	Appendix 8.5.2A – Payment List

RECOMMENDATION

That Council:

1. Receive the following payments made throughout the month of October 2020;

Municipal	Cheque	\$13,331.57
	EFT	\$86,905.19
	Direct Debit	<u>\$5,382.39</u>
		\$105,619.15
Trust	Cheque – Nil	\$ -
GRAND TOTAL		\$105,619.15

Moved:

Seconded:

CARRIED / REFUSED /

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire’s Municipal and Trust funds throughout the month of November 2020.

BACKGROUND

The attached appendix lists the payments from Council Municipal and Trust funds for the month applicable as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

As per Regulation 13 of the Local Government (Financial Management) Regulations 1996 the following information is required to be presented to Council;

- The Payee’s name;
- The amount of the payment;
- The date of the Payment; and
- Sufficient information to identify the transaction

REPORT DETAIL

As Council has delegated authority to the Chief Executive Officer to execute payments from the municipal fund and the trust fund a list of accounts paid are required to be submitted to Council showing the prescribe information.



SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Leadership
Aspiration	A strong local democracy with an actively engaged community and effective partnerships
Objective	16.7 Annually review compliance methods

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

As per Regulation 13 of the Local Government (Financial Management) Regulations 1996 the following is required;

- (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.

- (2) A list of accounts for approval to be paid is to be prepared each month showing
 - (a) for each account which requires council authorisation in that month
 - (i) the payee’s name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction.
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under sub regulation (1) or (2) 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.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)
 Nil

Social - (Quality of life to community and/or affected landowners)
 Nil

Environment – (Impact on environment’s sustainability)
 Nil

Policy Implications
 Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Moderate	If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclean compliance return



	submitted to the Department of Local Government, Sport & Cultural Industries.
--	---

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. Receive the listing of payments presented for the month of November 2020.
2. Not receive the listing of payments presented for the month of November 2020.

CONCLUSION

The listing of payments as per the attached **Appendix 8.5.2A** – Payment List, is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of November 2020.



8.5.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 NOVEMBER 2020	
File Ref:	1/1 – Annual Statements
Previous Items:	N/A
Applicant:	N/A
Author and Title:	Leonard Long, CEO Darren Long, Consultant
Voting Requirements:	Simple Majority
Declaration of Interest:	Nil
Appendix Number	Appendix 8.5.3A – Monthly Statement

RECOMMENDATION

That Council receive the Monthly Statement of Financial Activity for the period 1 July 2020 to 31 October 2020 as presented.

**Moved:
Seconded:**

CARRIED / REFUSED /

IN BRIEF

The purpose of this report is to present the financial position of Council as at the reporting date as per requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulation 1996*.

BACKGROUND

The *Local Government Act 1995* in conjunction with regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a monthly Statement of Financial Activity to be presented to Council detailing the prescribed information within 2 months after the end of the month to which the statement relates

REPORT DETAILS

The monthly financial report recognises the financial position of Council at the reporting date and contains the following information;

- a) Annual budget estimates taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c) of the Local Government Act 1995;
- 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 statements relate;
- d) The material variance between the comparable amounts referred to in the paragraphs (b) and (c); and
- e) The net current assets at the end of the month to which the statement relates.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Leadership
Aspiration	A strong local democracy with an actively engaged community and effective partnerships
Objective	16.7 Annually review compliance methods



OTHER STRATEGIC LINKS

Shire of Nungarin 2020/21 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Section 34

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil

Social - (Quality of life to community and/or affected landowners)

Nil

Environment – (Impact on environment’s sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Moderate	Inadequate financial performance monitoring could lead to over/under budget expenditure which could affect council’s financial position and/or financial ratios.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. Receive the listing of payments presented for the month of November 2020.
2. Not receive the listing of payments presented for the month of November 2020.

CONCLUSION

That Council receive the monthly financial statements prepared in accordance with the *Local Government Act 6.4* and *Local Government (Financial Management) Regulations 1996* section 34



9. DELEGATES REPORTS

(Elected members who are delegates to other Forums may present a verbal or written report)

9.1.1 Cr. Eileen O’Connell (**Appendix 9.1.1A**)

10. NEW BUSINESS OF AN URGENT NATURE

(New business of an urgent nature approved by the Presiding member)

11. CONFIDENTIAL ITEMS OF BUSINESS

11.1.1 CONFIDENTIAL ITEM – AUSTRALIA DAY COUNCIL OF WA CITIZEN OF THE YEAR AWARDS 2021	
File Ref:	41001
Previous Items:	N/A
Applicant:	N/A
Author and Title:	Leonard Long, CEO
Voting Requirements:	Simple Majority
Declaration of Interest:	Nil
Appendix Number	Appendix 11.1.1A – Citizen of the year (adult) nomination Appendix 11.1.1B - Citizen of the year (adult) nomination Appendix 11.1.1C - Citizen of the year (adult) nomination Appendix 11.1.1D - Citizen of the year (adult) nomination

REPORT PROVIDED UNDER SEPARATE COVER

Moved:

Seconded:

CARRIED / REFUSED /

12. CLOSURE

There being no further business the meeting closed at _____ pm

Presiding Member

Date

