

Date: 11 June 2021

To: Shire President  
Deputy Shire President  
Councillors



## NOTICE AND AGENDA - ORDINARY COUNCIL MEETING

An Ordinary Council Meeting of the Shire of Nungarin will be held in the Council Chambers on 16 June 2021 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

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### **DISCLAIMER**

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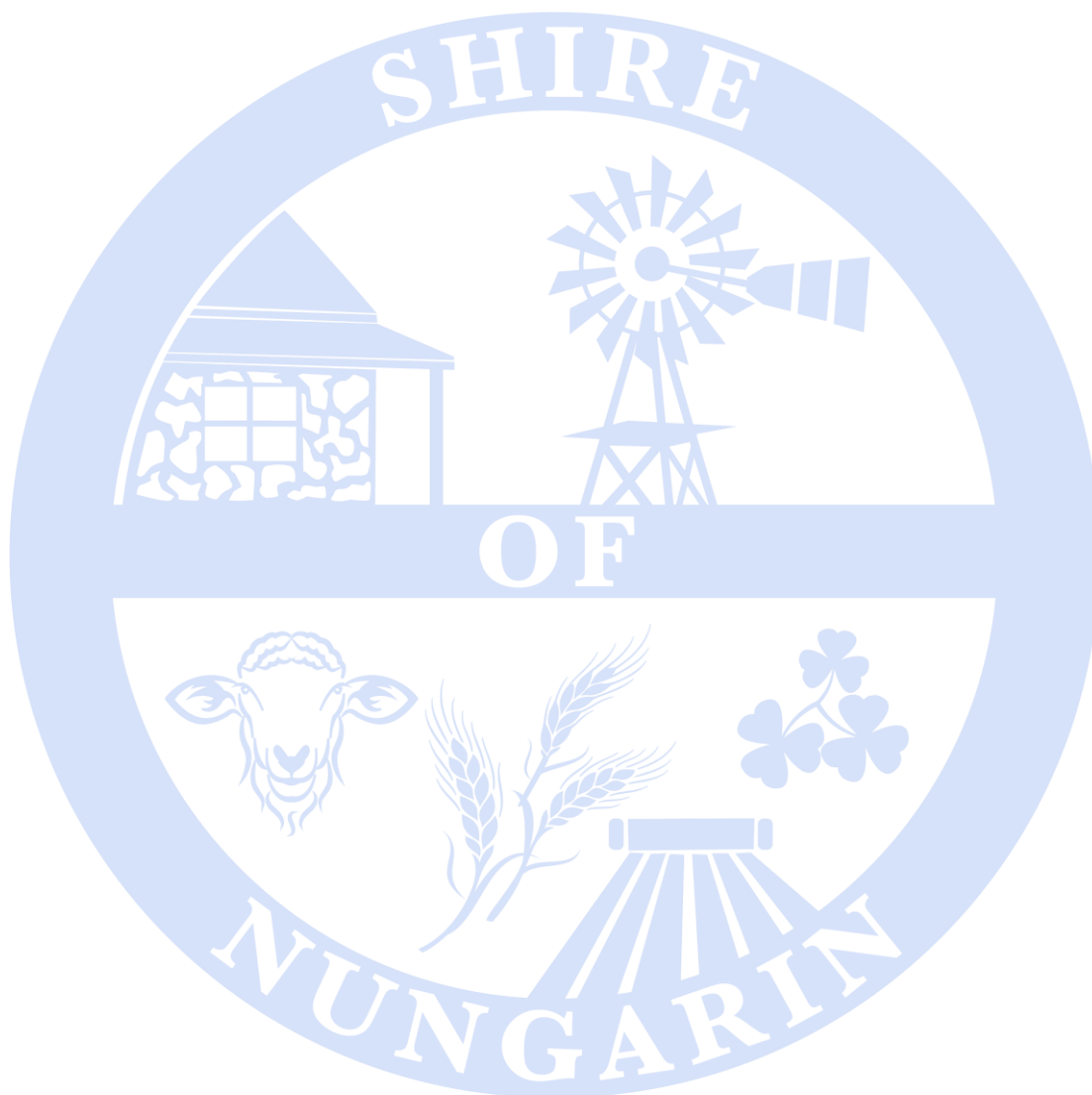
*Any statement, comment or decision made at a Council or Forum meetings regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.*

*Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Forum meetings.*

*Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.*

**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 item on the agenda 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.



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# **AGENDA**

## **1. DECLARATION OF OPENING**

Council recognises 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 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.***

#### Acknowledgement 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 contribution 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 & Services	Mr C Large

### **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 Council Meeting, and at a Special Council 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 Presiding Member.
- e. The Presiding member will control Question Time and ensure each person wishing to ask a question states their 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 (2) minutes within which to address their question to Council. The Presiding Member may shorten or lengthen this time at their discretion.

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

**4.2 PUBLIC QUESTION TIME**

**5. DECLARATIONS OF INTEREST**

**5.1 FINANCIAL AND PROXIMITY INTEREST**

**5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT**

**6. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**7. ORDINARY COUNCIL MEETING – 19 May 2021**

**RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting held on 19 May 2021 be confirmed as being a true and accurate record.**

**Moved:** .....

**Seconded:** .....

.....

**8. OFFICER REPORTS**

<b>8.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3</b>	
<b>File Ref:</b>	161004.5
<b>Previous Item Ref:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Appendix Number:</b>	Nil

**RECOMMENDATION:**

**That Council:**

1. Approves the following projects (in order of implementation) to be undertaken using the funds made available through the Local Roads and Community Infrastructure Program of \$461,652.
  - a. Redevelopment streetscape / landscape of Railway Avenue from the Memorial Hall to the Community Resource Centre.
  - b. Co-contribution towards upgrade of Recreation Centre ablutions.
  - c. Extensions to the Community Resource Centre.
  - d. Refurbishment of the Memorial Hall to develop into an Art Gallery.
  - e. Redevelopment of Radcliffe Park.
  - f. Development of additional five (5) powered bays at the Caravan Park.

**Moved:** .....

**Seconded:** .....

.....

**IN BRIEF**

The Shire has received a grant through the Local Roads and Community Infrastructure Program to the value of \$461,652. The grant will allow the Shire to take up larger, more complex projects. Council is requested to consider which projects the funding should be directed to.

**BACKGROUND**

The Shire through the Local Roads and Community Infrastructure Program phase one (1) received \$230,826. The funds were used to upgrade the reticulation / fertilising



system at the oval, upgrade the oval lighting and install five (5) additional powered bays and landscaping upgrade to the caravan park.

Phase two (2) of the Local Roads and Community Infrastructure (LRCI) Program amounted to \$167,100. The funds were used to refurbish the Community Resource Centre which included stabilisation of the foundation and internal painting. The refurbishment to date amounted to \$99,793 leaving a balance of the grant of \$67,307. The Community Resource Centre has committed an additional \$70,000 towards the extension of the building (two meeting rooms and a boardroom) leaving a budget of \$137,307. A draughtsman has been engaged to prepare preliminary plans for approval by both the Community Resource Centre Committee and Council, it is anticipated the work could be advertised through a “request for quotation” in the last quarter of the calendar year.

### **REPORT DETAIL**

The Shire has through the Local Roads and Community Infrastructure (LRCI) Program phase three (3) received \$461,652, which amount is to be used towards community orientated projects approved by the Department of Infrastructure, Transport, Regional Development and Communities. The funding will be made available to the Shire from 1 January 2022 with any approved projects required to be completed and acquitted by 30 June 2023.

Projects identified will result in a benefit to the community through improved streetscapes and encourage economic development by attracting additional tourist to the Shire resulting in additional spending.

At the recent community workshops held as part of the preparation of the Strategic Community Plan, the redevelopment / upgrade of the main street was identified as a top priority. With the funding received through the LRCI the redevelopment / upgrade is possible and would have a major positive impact for the community as well as have a positive outcome for economic development by attracting tourists / visitors to Town.

The ablutions at the Recreation Centre which is also used by tourist visiting the caravan park is in a poor state and does not meet community standards. The Shire could apply for additional funding through the Community Sporting and Recreation Facilities Fund (CSRFF) to redevelop the ablutions and use the funds obtained through the LRCI as the Shires two thirds, a prerequisite of the CSRFF grant.

As noted, through the Local Roads and Community Infrastructure (LRCI) Program phase two (2) the Community Resource Centre which was subject to a Structural Engineer’s report was stabilised, cracks repaired and the internal walls painted. To improve the usability and privacy of customers it is proposed to construct two (2) meetings rooms and one (1) boardroom towards the rear of the building. Whilst funds from the LRCI program 3 is recommended to be allocated to the additions, Lotteries West will be approached for a grant which if successful will free up funds from the LRCI to be put toward other Council nominated projects.

A report prepared by a Structural Engineer identified a number of issues that need to be addressed at the Town Hall as well as the Memorial Hall. Failing to undertake the necessary repairs places the two buildings in jeopardy of not being able to be used by the community in future. Further, through the community workshops undertaken as

part of the preparation of the Community Strategic Plan, the community identified the Memorial Hall as a possible location for an art gallery. The development of the Memorial Hall into an art gallery could be done at the same time as the repairs identified by the Structural Engineer, this may also open up the possibility of obtaining additional arts grants in the future.

The redevelopment / extension of Radcliffe Park would contribute positively to the redevelopment of the main street and will also enhance the aesthetical value to the community, tourists and visitors to the monthly markets.

### **SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023**

<b>Focus Area</b>	Social
<b>Aspiration</b>	Our Shire is healthy and happy, contributing to our progress, with accessible places and spaces and our transport is well connected and safe.
<b>Objective</b>	1. Provide and maintain adequate community services and facilities that responds well to the needs of all ages and sectors of the community.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

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

The improvement of the Towns Community building / infrastructure will have a positive influence on the Shire's economy through the attraction of tourists / visitors.

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

The redevelopment / refurbishment of the Towns Community buildings / infrastructure will improve the quality of life for the community by providing meeting spaces.

#### ***Policy Implications***

Nil

#### **Risk Management Implications**

<b>Risk Level</b>	<b>Comment</b>
Moderate	There is a fair lead time required for a number of the recommended projects, as such Council is required to nominate projects as soon as possible to ensure their completion and acquittal within the required timeframe.

### **CONSULTATION**

If nominated, projects such as the redevelopment of the main street, Radcliffe Park and the refurbishment of the Memorial Hall into an art gallery will include the establishment of 'Town Teams' consisting of community members and Councillors.



## **RESOURCE IMPLICATIONS**

### **Financial**

With the Shire's small rate base funds are stretched and it is very difficult to be able to fund large projects or even undertake major repairs to buildings. It is considered important to allocate grant funds when possible to undertake major maintenance of Shire buildings.

### **Workforce**

Certain aspects of the projects regardless of which are nominated by Council would involve the Shire Works crew.

## **OPTIONS**

Council has the option of:

1. Accepting the officer's recommendation.
2. Amending the officer's recommendation.
3. Refusing the officer's recommendation.

## **CONCLUSION**

To ensure the grant funds received through the Local Roads and Community Infrastructure Program phase three (3) can be acquitted in time, it is important to nominate the project early to allow staff to begin the planning phase of each.

The projects that have been recommended would all be beneficial to the community by enhancing the aesthetical value of the town and by attracting tourists and visitors which would relate to further economic development.

<b>8.2 ATTENDANCE OF THE 2021 WA LOCAL GOVERNMENT CONVENTION</b>	
<b>File Ref:</b>	41009/41001
<b>Previous Item Ref:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Appendix Number:</b>	Appendix 8.2A – Registration and Info Brochure

**RECOMMENDATION**

That Council:

1. Nominates Cr. .... and Cr. .... to attend the 2021 WA Local Government Convention.
2. Nominates Cr. .... (Proxy 1) and Cr. .... (Proxy 2) as proxy to attend the 2021 WA Local Government Convention should Councillors nominated in (1.) above not be able to attend.
3. Authorises the Chief Executive Officer to pay all costs associated with the travelling (to and from Nungarin / Crown Perth), registration, accommodation (three nights), and meals (Gala Dinner which includes a partner) not provided by the convention.
4. Advises Councillors any other costs not included in (3.) above will be their own responsibility.
5. Requests the Chief Executive Officer to ensure arrangements are made to include the cost of attendance of the 2021 WA Local Government Convention in the 21/22 Annual Budget.

Moved: .....  
 Seconded: .....

.....

**IN BRIEF**

The theme for the 2021 WA Local Government Convention is “Leading the Way”, the convention is an opportunity for local governments to get together to discuss key issues, and network with other.

**BACKGROUND**

In the 2020/21 Annual Financial budget an amount of \$4,500 was set aside for Councillors to attend the WALGA Convention. However, due to the COVID-19 pandemic the convention was not held as planned.

**REPORT DETAIL**

The 2021 Local Government Convention has been scheduled for 19, 20 and 21 September 2021 and will be held at the Crown Perth.

The following keynote speakers will present at the convention:

- Hon Julie Bishop.
- Hon Jason Clare – Shadow Minister for Regional Services, Territories and Local Government.
- Hon Mark Coulton MP – Federal Minister for Regional Health, Regional Communications and Local Government.
- Anthony De Ceglie – Three-time Walkley Award winner and Editor-in-Chief of West Australian Newspapers.
- Hon Pru Goward – former Cabinet Minister, Sex Discrimination Commissioner.
- Greg Hire – Founder, A Stitch in Time.
- Paul Kelly – Editor-at-large, The Australian.
- Glenn Mitchell – former leading ABC sports broadcaster.
- Grace Tame – advocate for survivors of child sexual abuse.
- Liam Bartlett – host of LPR’s morning program.
- Jelena Dokic – professional tennis player.

### **SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023**

<b>Focus Area</b>	Civic Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnerships.
<b>Objective</b>	A Shire that prospers through partnerships and good governance.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

#### **Economic – (Impact on the Economy of the Shire and Region)**

Nil

#### **Social – (Quality of life to community and / or affected land owners)**

Nil

### **Policy Implications**

Policy Number 1.09 – Attendance at the Annual Local Government Convention

*“Guidelines: Council will be responsible for the following costs only –*

1. *Convention registration for Councillors.*
2. *Accommodation, meals and parking for Councillors and partners on the 2 (two) designated nights of the Convention).*

*All extra costs will be the individual Councillors responsibility.”*

Whilst the policy guidelines refer to two (2) nights, the opinion is held this should be extended to three (3) nights due to the travel distance between Nungarin and Perth and the fact the Annual General Meeting (AGM) starts at 9:00am on the Monday morning and the official close of the AGM is at 4:45pm on the Tuesday.

With regard to paying for meals of partners the opinion is held, this is meant only for the Gala Dinner. Council may want to consider possible ramifications from the Auditor General as well as the community should the interpretation be that all partners meals are paid by Council over the three (3) days.

#### Policy 1.05 Members Travelling Allowances

*“Admin Reg 32 (1) – Expenses that a local government may reimburse –*

- a. An expense incurred by a Council member in performing a function under the express authority of the local government.*
- b. An expense incurred by a Council member in performing a function in his or her capacity as a Council member.”*

#### **Risk Management Implications**

<b>Risk Level</b>	<b>Comment</b>
Moderate	It is important for elected members to attend to ensure they keep up to date with the latest developments in Local Government.

#### **CONSULTATION**

Nil

#### **RESOURCE IMPLICATIONS**

##### **Financial**

The costs per Councillor to attend the convention, is \$2,265 broken down as follows:

Convention Fee:	\$1500
Accommodation:	\$600 (3 night Crown Promenade)
Gala Dinner:	\$165

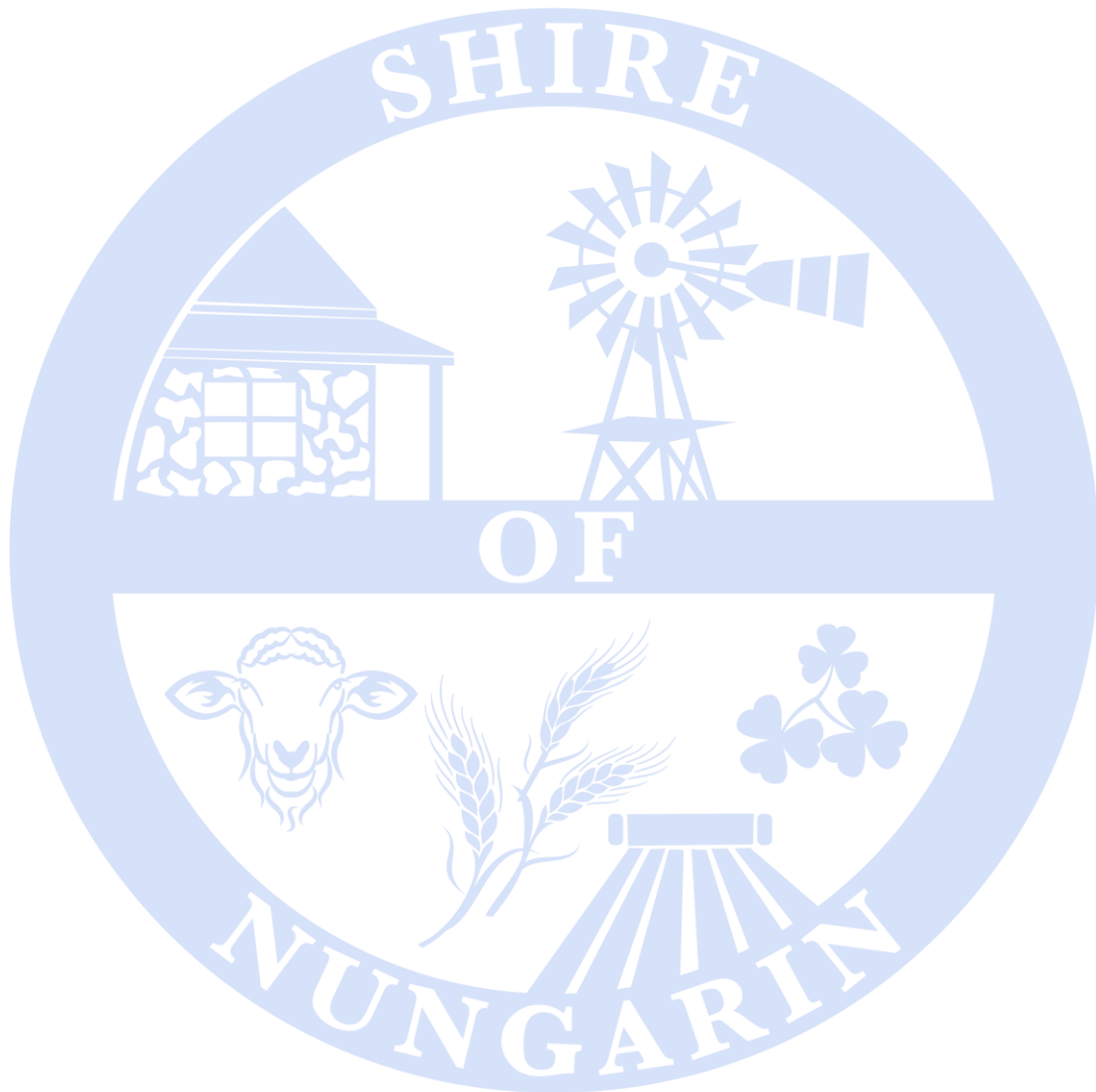
It is proposed to include an amount of \$5000 in the 2021/22 Annual Budget, which would include any increases and / or unforeseen expenses.

##### **Workforce**

Nil.

#### **CONCLUSION**

Being small Shire with a limited rate base / income it is not financially feasible for all seven (7) Councillors to attend the convention. However, it remains the Councils prerogative to determine how many and which Councillors will be attending as well as the level of financial support will be provided to Councillors attending the convention.



<b>8.3 VOTING DELEGATES – WALGA ANNUAL GENERAL MEETING 2021.</b>	
<b>File Ref:</b>	41009/41001
<b>Previous Item Ref:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Appendix Number:</b>	Appendix 8.3A – Notice of Annual General Meeting

**RECOMMENDATION**

That Council:

1. Nominates Cr. .... and Cr. .... to be the Shire of Nungarin’s voting delegates at the 2021 Annual General Meeting for the Western Australian Local Government Association.
2. Nominates Cr. .... (Proxy 1) and Cr. .... (Proxy 2) as proxy voting delegates at the 2021 Annual General Meeting for the Western Australian Local Government Association should Councillors nominated in (1.) above not be able to attend.
3. Authorises the Chief Executive Officer to pay all costs associated with the travelling (to and from Nungarin / Crown Perth), accommodation (one night) and meals not provided at the 2021 Annual General Meeting for the Western Australian Local Government Association.
4. Advises Councillors attending the 2021 Annual General Meeting for the Western Australian Local Government Association any other costs not included in (3.) above will be their own responsibility.
5. Requests the Chief Executive Officer to ensure arrangements are made to include the cost of attendance of the 2021 Annual General Meeting for the Western Australian Local Government Association in the 21/22 Annual Budget.

Moved: .....  
 Seconded: .....

.....

**IN BRIEF**

Council is required to nominate voting delegates to attend the 2021 Annual General Meeting for the Western Australian Local Government Association.

**BACKGROUND**

In terms of the Western Australian Local Government Association constitution it is required to hold an Annual General Meeting, with each member Council requested to nominate two (2) voting delegates to represent the Council at the meeting.



**REPORT DETAIL**

This year the Western Australian Local Government Association’s Annual General Meeting will be held at the Crown Perth on Monday 20 September 2021 starting at 9:00am.

**SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023**

<b>Focus Area</b>	Civic Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnerships.
<b>Objective</b>	A Shire that prospers through partnerships and good governance.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS****Economic – (Impact on the Economy of the Shire and Region)**

Nil

**Social – (Quality of life to community and / or affected land owners)**

Nil

**Policy Implications**

Policy 1.05 Members Travelling Allowances

“Admin Reg 32 (1) – Expenses that a local government may reimburse –

- a. An expense incurred by a Council member in performing a function under the express authority of the local government.
- b. An expense incurred by a Council member in performing a function in his or her capacity as a Council member.”

**Risk Management Implications**

<b>Risk Level</b>	<b>Comment</b>
Moderate	Attendance at the Annual General Meeting will ensure the Shire remains informed of upcoming issues within local government.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The costs per Councillor to attend the AGM, is \$350 inclusive of meals (1 night Crown Promenade).

It is proposed to include an amount of \$1000 in the 2021/22 Annual Budget, which includes possible increased expenditure.

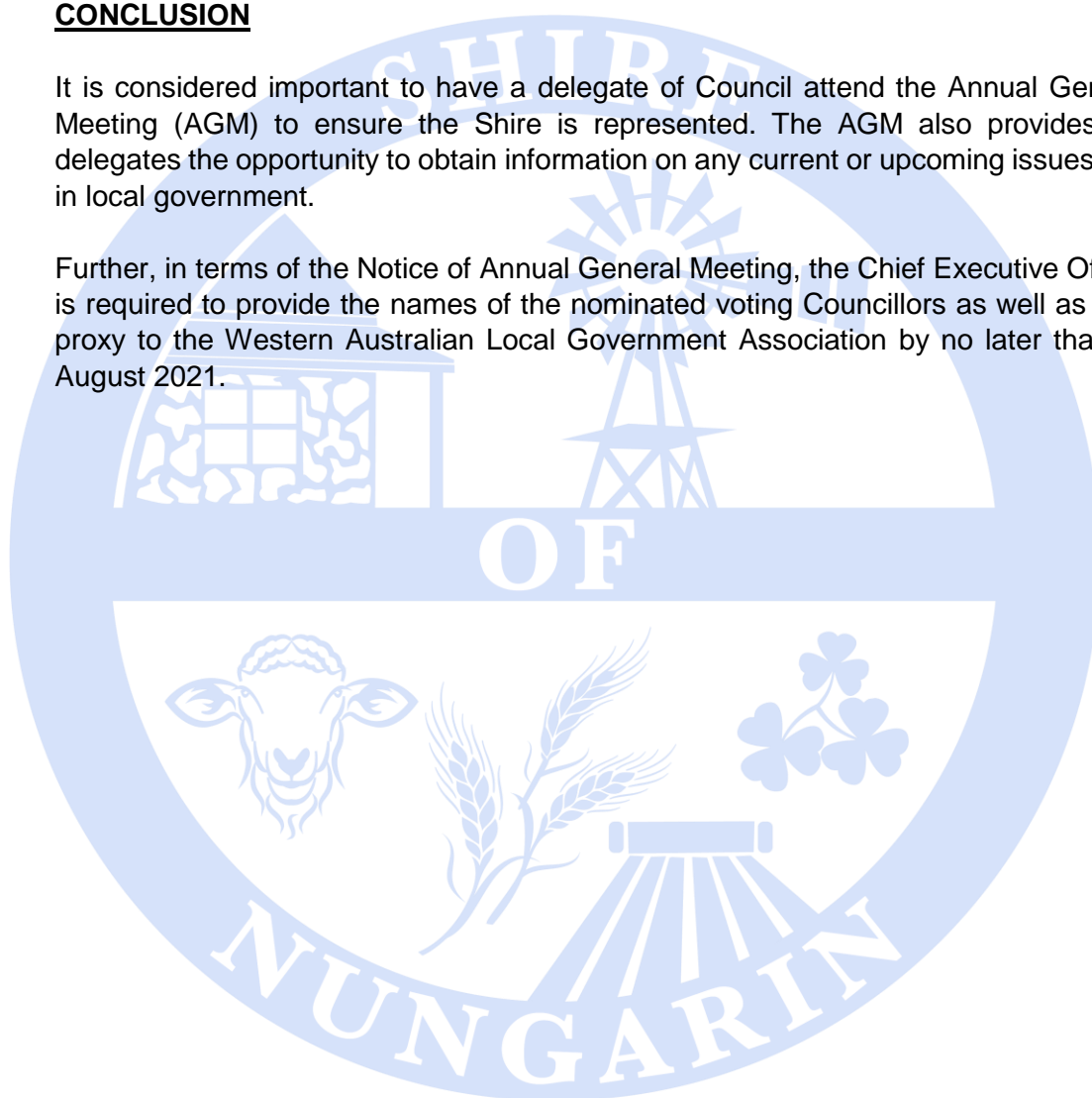
**Workforce**

Nil

**CONCLUSION**

It is considered important to have a delegate of Council attend the Annual General Meeting (AGM) to ensure the Shire is represented. The AGM also provides the delegates the opportunity to obtain information on any current or upcoming issues with in local government.

Further, in terms of the Notice of Annual General Meeting, the Chief Executive Officer is required to provide the names of the nominated voting Councillors as well as their proxy to the Western Australian Local Government Association by no later than 27 August 2021.



<b>8.4 LISTING OF PAYMENTS FOR THE MONTH OF MAY 2021</b>	
<b>File Ref:</b>	161001
<b>Previous Item Ref:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Vanessa Seward, Customer Service and Records Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Appendix Number:</b>	Appendix 8.4A – Payment List

**RECOMMENDATION**

That Council,

1. Receives the following payments made throughout the month of May 2021:

<b>Municipal</b>	<b>Cheque</b>	<b>\$ 12,193.68</b>
	<b>EFT</b>	<b>\$ 235,840.57</b>
	<b>Direct Debit</b>	<b>\$ 18,101.81</b>
		<b>\$ 266,136.81</b>
<b>Trust</b>	<b>Cheque – Nil</b>	<b>\$0.00</b>
	<b>Grand Total</b>	<b>\$266,136.81</b>

**Moved:** .....

**Seconded:** .....

.....

**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 May 2021.

**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**

<b>Focus Area</b>	Civic Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnership.
<b>Objective</b>	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 AND RISK CONSIDERATIONS****Economic – (Impact on the Economy of the Shire and Region)**

Nil

**Social – (Quality of life to community and / or affected land owners)**

Nil

**Policy Implications**

Nil

**Risk Management Implications**

Risk Level	Comment
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 unclear compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

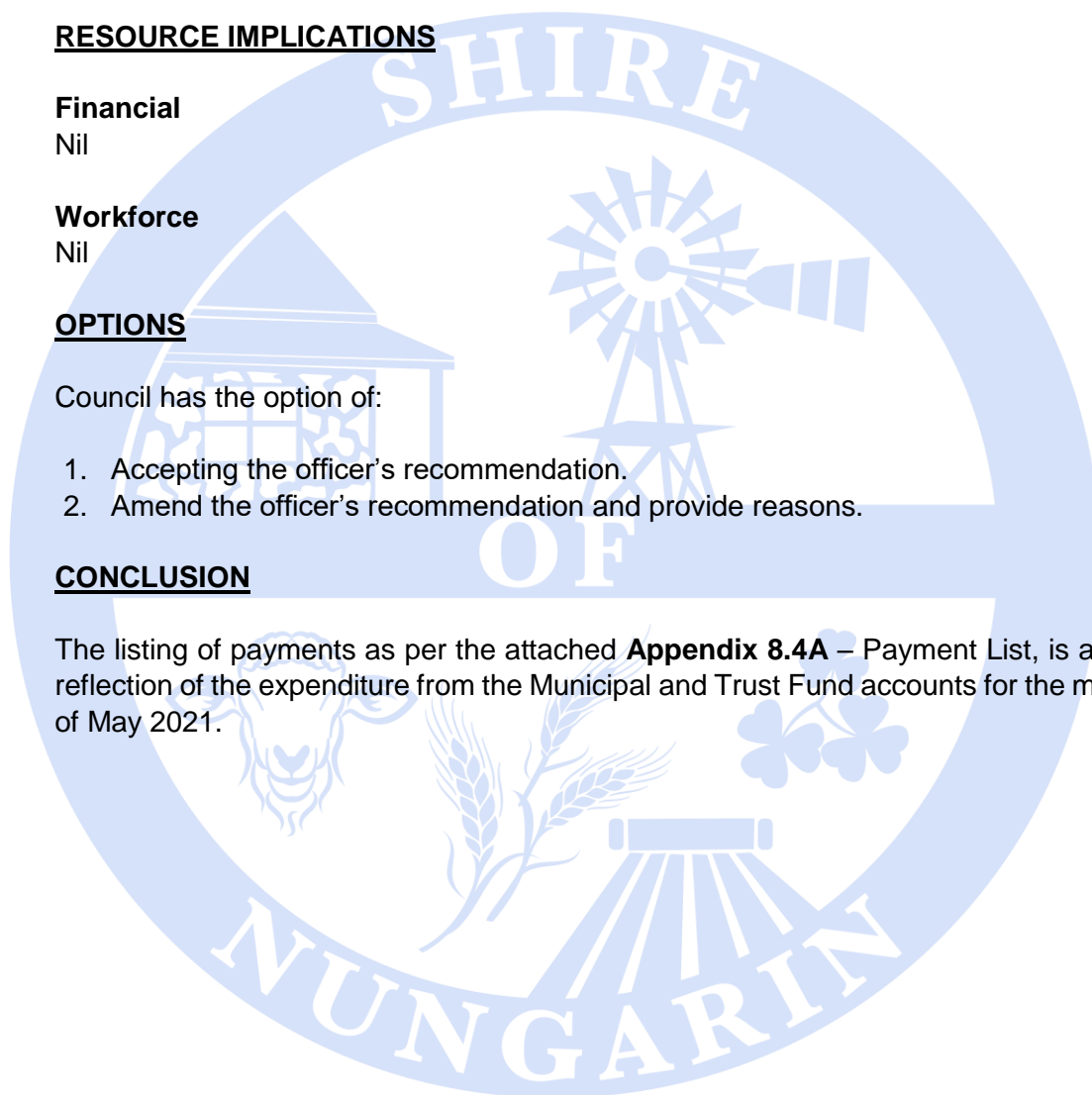
**OPTIONS**

Council has the option of:

1. Accepting the officer’s recommendation.
2. Amend the officer’s recommendation and provide reasons.

**CONCLUSION**

The listing of payments as per the attached **Appendix 8.4A** – Payment List, is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of May 2021.



<b>8.5 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2021</b>	
<b>File Ref:</b>	1/1 Annual Statements
<b>Previous Item Ref:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer Darren Long, Financial Consultant
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Appendix Number:</b>	Appendix 8.5A – Monthly Statement

### **RECOMMENDATION**

That Council:

1. **Receives the monthly financial activity statement for the period ending 31 May 2021.**

**Moved:** .....

**Seconded:** .....

.....

### **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 DETAIL**

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity;
- (d) Summary of Net Current Asset Position;
- (e) Statement of Explanation of Material Variances;
- (f) Statement of Financial Position;
- (g) Statement of Cash Flows;
- (h) Detailed Operating and Non-Operating Schedules;
- (i) Statement of Cash Back Reserves;
- (j) Loan Borrowings Statement; and
- (k) Trust Statement.



## **MATERIAL VARIANCE COMMENTARY ON YEAR TO DATE SEPTEMBER 2020**

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income. Attached to this report is a copy of the month by month cumulative budget estimates, set out in the Statement of Financial Activity format.

At its budget meeting, Council adopted a material variance threshold of \$5,000 or 10%. For interpretation purposes, this means any variance at Function/Program level that is greater than 10% and exceeds \$5,000 in value is reported on and commentary is provided to explain the YTD budget estimate to YTD actual variance. The material variance in dollar and percentage is shown on the Statement of Financial Activity, in accordance with the *Local Government (Financial Management) Regulations 1996*.

The material variance commentary is now provided in a separate statement, called the Statement of Explanation of Material Variances. This statement categorises the variance commentary according to reporting Functions/Programs and groups the variances by Operating Revenue, Operating Expenditure, Non-Operating/Capital Revenue, and Capital Expenditure.

The Statement of Financial Activity as at 31 May 2021 shows a closing surplus of \$698,364.

## **SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023**

<b>Focus Area</b>	Civic Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnership.
<b>Objective</b>	16.7 Annually review compliance methods.

## **OTHER STRATEGIC LINKS**

Shire of Nungarin 2020/21 Annual Budget

## **STATUTORY ENVIRONMENT**

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Finance) Regulations 1996*.

*Local Government (Financial Management) Regulations 1996*:  
Regulation 34 states:

- (1) 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, 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 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);
- (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

#### **Economic – (Impact on the Economy of the Shire and Region)**

Nil

#### **Social – (Quality of life to community and / or affected land owners)**

Nil

#### **Policy Implications**

Nil

#### **Risk Management Implications**

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

### **CONSULTATION**

Shires Financial Consultant

### **RESOURCE IMPLICATIONS**

#### **Financial**

Nil

#### **Workforce**

Nil

### **OPTIONS**

Council has the option of:

1. Accepting the officer's recommendation.
2. Amend the officer's recommendation and provide reasons.

### **CONCLUSION**

The financial activity statement provides current status of the Shires financial position and is required in accordance with the *Local Government Act 6.4* and *Local Government (Financial Management) Regulations 1996, r.34*

**9. DELEGATES REPORTS**

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

9.1 Cr O’Connell (**APPENDIX 9.1A**)

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

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

**11. CONFIDENTIAL ITEMS OF BUSINESS**

**12. CLOSURE**

The being no further business the meeting closed at .....

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date

