

SHIRE OF NUNGARIN



ORDINARY MEETING MINUTES

15th May 2019

Shire of Nungarin

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SHIRE OF NUNGARIN

Council Meeting Minutes

15 May 2019

1. DECLARATION OF OFFICIAL OPENING

At 3:02pm, the Shire President declared the meeting open and the Affirmation of Civic Duty and Responsibility was read aloud by Cr Dayman. The Shire President also made acknowledgement of the Traditional Custodians of the land.

2. RECORDING OF ATTENDANCE, APOLOGIES & LEAVES OF ABSENCE

2.1 ATTENDANCE

| | |
|------------------------|-----------------|
| Shire President | Cr RE O'Connell |
| Deputy Shire President | Cr G Coumbe |
| Elected Member | Cr B Palmer |
| Elected Member | Cr K Dayman |
| Elected Member | Cr P de Lacy |
| Elected Member | Cr J Davis |

| | |
|----------------------------|-----------------|
| Chief Executive Officer | Mr A Majid |
| Manager Works and Services | Mr A Richardson |

2.2 APOLOGIES

Nil

2.3 LEAVES OF ABSENCE

Nil

2.4 NEW REQUESTS FOR LEAVES OF ABSENCE

Nil

3. DELEGATIONS & PETITIONS

3.1 DELEGATIONS

Nil

3.2 PETITIONS

Nil

4. PUBLIC QUESTION TIME

Rules for Council Meeting 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 a question will be given 2 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 QUESTIONS TAKEN ON NOTICE

Nil

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

Nil

5. DECLARATIONS OF INTEREST

Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct.

Councillors / staff are required to submit declarations of interest in writing on the prescribed form.

5.1 FINANCIAL & PROXIMITY INTERESTS

Cr Palmer declared a Financial interest in Item 8.4.2 on the basis of being a resident and rent payer in a Shire owned pensioner unit.

5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT

Cr Dayman declared an Impartiality interest in Item 8.4.2 on the basis of being an employee of AgCare which rents a Shire owned house.

Cr Coumbe declared an Impartiality Interest in Item 8.4.2 on the basis that his daughter is a tenant and rent payer of a Shire owned house.

6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

OFFICER RECOMMENDATION/S – ITEM NO 6

That the President's report be received.

COUNCIL DECISION – 6189

Moved: Cr Dayman, Seconded: Cr Coumbe

That the President's report be received.

CARRIED: 6/0

7. CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES

7.1 ORDINARY COUNCIL MEETING 17 APRIL 2019

COUNCIL DECISION – 6190

Moved: Cr Dayman, Seconded: Cr Coumbe

That the Minutes of the Ordinary Meeting, of the Shire of Nungarin held on 17 April 2019 in Council Chambers be confirmed.

CARRIED: 6/0

7.2 MINUTES OF NEWROC COUNCIL MEETING 23 APRIL 2019

COUNCIL DECISION – 6191

Moved: Cr de Lacy, Seconded: Cr Palmer

That the Minutes of the NEWROC Council Meeting held on 23 April 2019 be received.

CARRIED: 6/0

7.3 MINUTES OF GREAT EASTERN COUNTRY ZONE MEETING 24 APRIL 2019

COUNCIL DECISION – 6192

Moved: Cr Dayman, Seconded: Cr Coumbe

That the Minutes of the Great Eastern Country Zone held on 24 April 2019 be received.

CARRIED: 6/0

8. CHIEF EXECUTIVE OFFICER REPORTS

8.1 URBAN PLANNING

Nil

8.2 INFRASTRUCTURE

8.2.1 Recreation Grounds

INFRASTRUCTURE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|----------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | Parks and Gardens |
| Location / Property Index | : | Various |
| Application Index | : | N/A |
| Land Use | : | Parks and Gardens |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Jarid McLachlan - Gardener |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to receive Recreation Grounds status report.

SUMMARY AND KEY ISSUES

See officer's comments.

LOCATION

All Recreation grounds

BACKGROUND

Council has traditionally asked for status reports concerning Recreation Grounds and Gardens generally and this report is provided accordingly.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Oval:

Oval watering has been scaled back to 10 minutes per station 3 times per week. Some colour has dropped off with the lack of rain but condition still remains good. Treatment for clover will be applied.

Cricket Pitch:

Reticulation maintained in line with the oval and is incorporated into oval mowing programme.

Tennis Courts:

Watering has been scaled back in line with oval times. Some colour has been lost due to the lack of rain and a winter spraying program will be implemented to reduce weed growth.

Hockey Ground:

With the lack of rain, water is still required to repair soft patches that occur after games. The remainder of the field remains firm and is generally holding up well.

Bowling green:

Ants and weeds treated as required.

General:

Pavilion lawns continue to present well with ongoing fertilising and watering taking place. Dam level remains at 0.0m.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.1

That the Recreation Grounds status report be received.

COUNCIL DECISION – 6193

Moved: Cr Dayman, Seconded: Cr Davis

That the Recreation Grounds status report be received.

CARRIED: 6/0

8.2.2 Works and Services Report

INFRASTRUCTURE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|----------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Manager Works and Services |

COUNCIL ROLE

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PURPOSE OF REPORT

For Council to receive the Manager Works and Services report.

SUMMARY AND KEY ISSUES

- Roadside slashing of the edges of the bitumen seal has been undertaken on Koorda Bullfinch.
- Road patching has been undertaken on some of the Nungarin North Road.
- Road counter is currently out on Nungarin North Road and the other road counter is on Danberrin Road.
- Bitumen sealing program is now completed.
- Regional Road Group works are being undertaken through the salt lakes at SLK 6.85 with the culvert extensions being formed and concreted.
- Gravel is ready to be pushed in both Hodges pit and Le Vaux Road pit for roadworks on Nungarin North Road.
- Creagh Road concrete floodway is completed.
- Graders have started grading on Herbert Road.
- Signage is being improved on roads throughout the shire with new signs being installed.

LOCATION

N/A

BACKGROUND

N/A

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Refer to summary and key issues above.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.2

That the Manager Works and Services report be received

COUNCIL DECISION – 6194

Moved: Cr Coumbe, Seconded: Cr de Lacy

That the Manager Works and Services report be received

CARRIED: 6/0

8.2.3 Proposed RAV 4 Road Ratings

INFRASTRUCTURE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|--------------------|
| Attachment 1 | Proposed Road List |

| | | |
|----------------------------|---|----------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | N/A |
| Applicant | : | Main Roads WA |
| Owner | : | N/A |
| Responsible Officer | : | Manager Works and Services |

COUNCIL ROLE

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PURPOSE OF REPORT

For Council to review roads that Main Roads WA have received requests to add to the Harvest Mass Management Scheme.

SUMMARY AND KEY ISSUES

- Main Roads WA (MRWA) is responsible for receiving and approving applications for certain roads to be used harvest transport routes
- MRWA considers applications based on information it receives from the local government
- MRWA have requested consideration for 13 local roads to be added to the RAV 4 network

LOCATION

N/A

BACKGROUND

The Harvest Mass Management Scheme (HMMS) was developed in 2009 to assist the grain industry with the difficulties loading grain from a paddock.

A list of 13 roads have been provided by MRWA seeking Shire comment. This list is included in the attachments for this report.

The HMMS initially only offered a loading tolerance, which was aimed at enabling the grain transporter to weigh their load at the receivable point and then adjust the following loads accordingly to achieve compliance with statutory mass limits.

For the 2016-17 harvest, an access component was introduced to address 'first and last mile' access issues to and from the paddock and to facilitate efficient transport of grain for the forecasted record harvest. These access arrangements remained in place for the 2017-18 harvest period.

Following legal advice, Heavy Vehicle Services (HVS) made some changes for the 2018-19 season to allow the access arrangements to continue and ensuring safety and legal obligations are met. These changes have meant the operator must apply to Main Roads for the roads they require, not already approved on a RAV Network, between the paddock and the nearest road approved for RAV Network access under HMMS.

This enabled HVS to conduct preliminary assessments of all roads received, prior to them being endorsed under HMMS for the 2018-19 harvest period. If deemed safe, the roads have been endorsed on the operator's HMMS Road List, which specifies any additional access conditions (if applicable).

The introduction of the HMMS Road list has provided HVS the opportunity to prioritise onsite route assessments, with the aim of adding the roads required by farmers to the relevant RAV Network, where the road is deemed suitable. Having the roads approved on the

relevant RAV network will negate the need to have special access arrangements for future harvest periods.

CONSULTATION

Chief Executive Officer

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023:
4 – Deliver safe and efficient road, rail and air connections

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

Increased heavy traffic will have flow on effected regarding road maintenance.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

In summary, the administrative opinion is to support the roads under consideration with conditions. Those conditions are included in the attachment.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.3

That Council advises Main Roads WA of its support for those roads with conditions as presented in Attachment 1 to this report.

Note: This item was set aside and the meeting continued to allow staff to collect additional information for Councillors.

AMMENDED MOTION:

1. That Council advises Main Roads WA that it supports those roads, with conditions, as presented in Attachment 1;
2. Modifies the proposed condition relating to exclusion of road use during school bus times to “Maintain radio contact to school bus” only; and
3. Requests the Chief Executive Officer to explore options to remind farmers that the Harvest Mass Management Scheme is controlled by Main Roads WA not the local government.

COUNCIL DECISION – 6195

Moved: Cr Coumbe, Seconded: Dayman

- 1. That Council advises Main Roads WA that it supports those roads, with conditions, as presented in Attachment 1;**
- 2. Modifies the proposed condition relating to exclusion of road use during school bus times to “Maintain radio contact to school bus” only; and**
- 3. Requests the Chief Executive Officer to explore options to remind farmers that the Harvest Mass Management Scheme is controlled by Main Roads WA not the local government.**

CARRIED: 6/0

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

8.4.1 WALGA Week Attendance – August 2019

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|--------------------------|
| Attachment 1 | WALGA Conference Program |

| | | |
|----------------------------|---|-------------------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | May 2018 |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Adam Majid, Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

For Council to consider representation at the 2019 WALGA Convention to be held over 7 August to 9 August 2019 at the Perth Convention and Exhibition Centre.

SUMMARY AND KEY ISSUES

The annual WALGA convention is an opportunity for local governments to get together to discuss key issues, as well as attending the Annual General Meeting of our peak representative body in Western Australia.

In order to allow for sufficient resources in the 2019/20 budget, it is necessary for Council to determine who will be attending.

LOCATION

N/A

BACKGROUND

In previous years, all Councillors and their respective partners have been eligible to attend the WALGA Convention which has included accommodation, meals and transportation where required.

The Convention has also been used as an opportunity for NEWROC to hold an annual dinner where NEWROC member Councils can socialise.

The theme for this year's event is "Renewal, Practical" and is supposed to reflect on and encourage thought about the ongoing changes to local government.

The cost of a full delegate registration is \$1,475 with additional opportunities such as breakfasts and dinners being at an additional extra cost.

The cost of accommodation is approximately \$270 per night plus extra for breakfasts.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

The financial costs associated with attendance at the WALGA convention need to be appropriately catered for in the 2018/19 budget.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

It is Council's prerogative to determine which Councillors will attend the WALGA Convention including the attendance by the Chief Executive Officer.

In doing so, Council needs to consider what level of support will be provided to those attending including accommodation, partners' attendance and so forth.

As per 2018, it is suggested that the Shire meet the costs of Registration, accommodation, Parking and meals for Councillors and staff and any additional registrations for partners be met by the respective Councillor.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.1

That Council:

1. Supports the attendance of _____ at the 2019 WALGA Convention in addition to attendance by the Chief Executive Officer;
2. That the Shire meet all costs in relation to registrations, accommodation and meals where not provided at the Convention;
3. That attending Councillors be responsible for their own transport costs to and from the Convention;
4. Requests the Chief Executive Officer to ensure that suitable arrangements are made in the 2019/20 Annual Budget to cover the costs of attending the Convention.

COUNCIL DECISION – 6196

Moved: Cr Dayman, Seconded: Coumbe

That Council:

- 1. Supports the attendance of Councillors O’Connell, Coumbe, Dayman, Davis and de Lacy at the 2019 WALGA Convention in addition to attendance by the Chief Executive Officer;**
- 2. That the Shire meet all costs in relation to registrations, accommodation and meals where not provided at the Convention;**
- 3. That attending Councillors be responsible for their own transport costs to and from the Convention;**
- 4. Requests the Chief Executive Officer to ensure that suitable arrangements are made in the 2019/20 Annual Budget to cover the costs of attending the Convention.**

CARRIED: 6/0

8.4.2 Housing Rent Discounts 2018/19

MANAGEMENT/GOVERNANCE/POLICY

Councillor Coumbe declared an Impartiality Interest

Councillor Dayman declared an Impartiality Interest

Councillor Palmer declared a Financial Interest and left the room at 3:38pm

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | N/A |
| Previous Items | : | N/A |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

For Council to consider providing a blanket discount in relation to housing rentals for the 2018/19 financial year.

SUMMARY AND KEY ISSUES

- Council's 2018/19 Fees and Charges were adopted at the 15 August 2018 Council meeting
- Researching Council's paper records system has been a difficult and lengthy process in relation to rental agreements
- Not all premises have a rental agreement which is an issue for the administration
- As rentals have not been charged in line with the adopted fees and charges, a discount could be declared for the year which would settle any compliance issues

LOCATION

N/A

BACKGROUND

Council adopted its current schedule of fees and charges in August 2018. The fees set for the rental housing was as follows:

Other Housing (per week)

Council owned housing rented to non employees - 3x1
Council owned housing rented to non employees - 4x2
Council owned housing rented to non employees - 2x2 Youth units
Wheatbelt Agcare

| | | |
|-------------------------------------|------|-----------|
| \$ 88.00 | \$ - | \$ 88.00 |
| \$ 132.00 | \$ - | \$ 132.00 |
| \$ 99.00 | \$ - | \$ 99.00 |
| \$ 88.00 | \$ - | \$ 88.00 |
| <i>Equal to four (4) Weeks Rent</i> | | |
| \$ 260.00 | \$ - | \$ 260.00 |
| | | |
| \$ 60.00 | \$ - | \$ 60.00 |
| \$ 90.00 | \$ - | \$ 90.00 |

Bond - Housing

Bond - payable by all housing tenants - As per REIWA requirements
Pet Bond (if applicable)

Aged Pensioner Units (per week)

Pensioner - Single
Pensioner - Couple

Since adopting the budget, there was an undertaking to review all lease agreements. In doing this, it has been noted there are a number of leases that do not exist or copies have been lost.

It is acknowledged that perhaps this process could have been sorted a lot quicker but it is just one of those things that gets caught up in the myriad of other processes that have been undertaken and commenced in the past twelve months.

As the review of leases took time, there has been no action in increasing rents in accordance with the fees and charges. Accordingly, rents have remained as at the rates charged throughout the 2017/18 year.

It is proposed, should Council support this item, that all those leases which do not exist, or are under an old format, be developed under the standard Form 1AA as developed by the Department of Commerce.

As per current rules, any increase in rent can only take place after 60 days' notice. Accordingly, any new lease agreements could be provided to tenants for signing with effect from 60 days of the date of the new lease.

Additionally, all those in the correct format, could be provided with a notice advising of the increase in rent from 60 days of the date of the notice. This would then bring all tenancies into line with the 2018/19 fees and charges in and around mid-July. Council could then determine at a later point in time of 2019/20 to review rents accordingly.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

Overall, there will be no impact to the bottom line of the budget as the budget was built on the 2017/18 fees and charges and therefore any increase in rents would have been additional income to the Shire.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

It is proposed that Council grant a discount so that there are no non-compliances detected as part of any future internal or external audit or assessment.

While it is not an ideal situation, it will resolve the issue and allow administration to continue with that proposal as presented earlier in the report.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.2

That Council authorises a discount on all private housing rentals (including aged pensioner housing) for the 2018/19 financial year and that the weekly rent payable be as follows:

| | |
|---------------------------|----------|
| Aged pensioner (Single) - | \$55.50 |
| Aged pensioner (Couple) - | \$90.00 |
| 3x1 House - | \$85.00 |
| 4x2 House - | \$125.00 |
| 2x2 House - | \$90.00 |

COUNCIL DECISION – 6197

Moved: Cr Dayman, Seconded: de Lacy

That Council authorises a discount on all private housing rentals (including aged pensioner housing) for the 2018/19 financial year and that the weekly rent payable be as follows:

| | |
|----------------------------------|-----------------|
| Aged pensioner (Single) - | \$55.50 |
| Aged pensioner (Couple) - | \$90.00 |
| 3x1 House - | \$85.00 |
| 4x2 House - | \$125.00 |
| 2x2 House - | \$90.00 |

CARRIED: 5/0

8.4.3 CEO Progress Report

MANAGEMENT/GOVERNANCE/POLICY

Cr Palmer returned to the room at 3:42pm

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | N/A |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
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PURPOSE OF REPORT

For Council to receive an update on key activities of the Chief Executive Officer.

SUMMARY AND KEY ISSUES

- Local Emergency Management Arrangements
- Nungarin North Road
- Road Works
- Acquisition of lots
- Pool Shutdown
- Staff
- Rec Centre bar operations
- External Audits
- Internal Audits
- Finance and Management Policies

LOCATION

N/A

BACKGROUND

Since the last update report there has been change in the level and depth of work to be undertaken which forever remains high and with a myriad of different aspects.

All issues in relation to road funding have been resolved with positive relations forming and continuing at both a state and federal level. This will allow for the programmed works to be completed on time and within budget.

As part of the state funding, we have been able to retain monies which had not been spent on Nungarin North Road to further apply those monies on the same road. Accordingly, this has allowed for the culverts to be upgraded and completed through the lakes in addition to expert testing and assessment of the pavement and subgrades.

As discussed briefly with Council previously, essentially Nungarin North Road requires reconstruction to strengthen the subgrades and apply a more appropriate seal. Over the next month or so, Talis will undertake to generate costings on a per-section basis to allow for a programme of works in future years budgets.

At the time of this report, essentially all capital road projects have been completed with some drainage works to be completed on the Koorda-Bullfinch Road. The resealing works were completed with good results and all roads completed now have a high quality seal.

The outstanding acquisition of four lots (two in town and two in Elabbin) has now been completed with lots now in the Shire's name. This will provide options for the future in terms of either building new houses or putting lots on the market for private sale.

The pool shutdown has been completed for the season and will revert to care and maintenance. It is proposed to run the filtration system for approximately one to two days per week to allow chemicals to circulate and keep the water in a semi-healthy state so that opening in the new season is not a lengthy process.

Attracting new staff to the Shire continues to prove painful with one vacancy still remaining in the plant operation/labouring area. The Town Leading Hand which incorporates general building maintenance will commence 20 May 2019.

A brief meeting was held with the President and Deputy President of the Nungarin Sporting Club Inc. to put some detail around the management of the Sports Bar. This will be progressed and framed in a loose agreement of party functions over the coming months and then formally framed thereafter.

Internal audits were undertaken with the financial consultants being on site for the week commencing 30 April. The internal audits assist with identifying internal management procedures and functions with a view to process improvement. Items identified will help to further build staff activities and formalise processes undertaken.

External Auditors will be on site throughout the week commencing 13 May. The information requested has been collated and provided to them in advance. Hopefully this will reduce interference in trying to get administrative work completed.

It was hoped that a number of Financial and Management Policies would have been presented to the May meeting. With all the work leading up to Council meeting day, it has not been possible to complete these. Accordingly it is proposed to bring them to the June meeting.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.4.3

The Council receive the Chief Executive Officer progress report.

COUNCIL DECISION – 6198

Moved: Cr Palmer, Seconded: Coumbe

The Council receive the Chief Executive Officer progress report.

CARRIED: 6/0

8.5 CORPORATE

8.5.1 Investments Report as at 30 April 2019

CORPORATE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | Nil |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

For Council to receive the investment Report as at 30 April 2019.

SUMMARY AND KEY ISSUES

- The Investment Report is presented for Council to receive.

LOCATION

N/A

BACKGROUND

Money held in the Municipal Fund of the Shire of Nungarin that is not required for the time being may be invested under the Trustee Act 1962 Part III.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

Council Policy 3.07 applies to the investment of surplus funds.

STATUTORY IMPLICATIONS

Local Government Act 1995

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) *deleted*]

- (c) prescribe circumstances in which a local government is required to invest money held by it; and
- (d) provide for the application of investment earnings; and
- (e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)* section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The worksheet below details the investments held by the Shire as at 30 April 2019:

| SHIRE OF NUNGARIN INVESTMENTS AS AT 30 APRIL 2019 | | | | | | | | |
|---|-------------------|-----------------|------------|---------|---------------------|------------------|---------------|---------------------|
| INSTITUTION | SHORT TERM RATING | INVESTMENT TYPE | ACCOUNT N° | TERM | DATE OF TRANSACTION | DATE OF MATURITY | INTEREST RATE | PRINCIPAL |
| MUNICIPAL FUND | | | | | | | | |
| CBA | N/A | Operating A/C | 12481074 | Ongoing | N/A | N/A | Variable | \$732,253.74 |
| TOTAL | | | | | | | | \$732,253.74 |

| SHIRE OF NUNGARIN INVESTMENTS AS AT 30 APRIL 2019 | | | | | | | | |
|---|-------------------|-----------------------------|------------|---------|---------------------|------------------|---------------|---------------------|
| INSTITUTION | SHORT TERM RATING | INVESTMENT TYPE | ACCOUNT N° | TERM | DATE OF TRANSACTION | DATE OF MATURITY | INTEREST RATE | PRINCIPAL |
| RESERVE FUNDS | | | | | | | | |
| CBA | N/A | Interest Bearing Cheque A/C | 12481082 | Ongoing | N/A | N/A | Variable | \$498,437.00 |
| TOTAL | | | | | | | | \$498,437.00 |
| TRUST | | | | | | | | |
| CBA | N/A | Trust a/c | 12481090 | Ongoing | N/A | N/A | Variable | \$46,096.13 |
| TOTAL | | | | | | | | \$46,096.13 |

| INVESTMENT REGISTER | | | | | | |
|-------------------------------|------------------|---------------|-----------------|-------------------------------|----------------------|----------------------------|
| 1 APRIL 2019 TO 30 APRIL 2019 | | | | | | |
| COMMONWEALTH BANK | | | | | | |
| ACCOUNT N° | DATE OF MATURITY | INTEREST RATE | OPENING BALANCE | INTEREST EARNED TO 30.04.2019 | INVESTMENT TRANSFERS | CLOSING BALANCE 30.04.2019 |
| 38132004 | 01/04/2019 | 2.15% | \$600,000.00 | \$1,095.62 | (\$400,000.00) | \$201,095.62 |

OFFICER RECOMMENDATION/S – ITEM NO 8.5.1

That the Investment Report as at 30 April 2019 be received.

COUNCIL DECISION – 6199

Moved: Cr Dayman, Seconded: Coumbe

That the Investment Report as at 30 April 2019 be received.

CARRIED: 6/0

8.5.2 Accounts for Payment April 2019

CORPORATE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------------------|
| Attachment 1 | Accounts Paid – April 2019 |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | Finance |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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PURPOSE OF REPORT

That Council receives and note the payment of accounts for the month of March 2019.

SUMMARY AND KEY ISSUES

All payments relate to normal operational matters for the Shire within budget.

LOCATION

N/A

BACKGROUND

Attachment 1 details all accounts paid since the last reporting period.

Payment Types for Municipal Account:

| | |
|---------------|--------------------|
| EFT | \$ 66663.06 |
| Cheque | \$ 36926.90 |
| Direct Debits | <u>\$ 8283.22</u> |
| TOTAL | \$111873.18 |

Payment Types for Trust Account:

| | |
|---------------|-------------------|
| Direct Debits | <u>\$ 2286.00</u> |
| TOTAL | \$ 2286.00 |

The total amount for all payments from all accounts is therefore **\$114,159.18**

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.5.2

That Council receives and notes the list of accounts paid for April 2019, totalling \$114,159.18, and that the list be recorded in the minutes.

COUNCIL DECISION – 6200

Moved: Cr Palmer, Seconded: Dayman

That Council receives and notes the list of accounts paid for April 2019, totalling \$114,159.18, and that the list be recorded in the minutes.

CARRIED: 6/0

8.5.3 Financial report – April 2019

CORPORATE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|--|
| Attachment 1 | Monthly Financial Report 30 April 2019 |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

To report on financial activity for the period 1 July 2018 to 31 April 2019.

SUMMARY AND KEY ISSUES

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

LOCATION

N/A

BACKGROUND

Nil

CONSULTATION

Financial Consultant – Darren Long

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.5.3

That the financial report for the period 1 July 2018 to 30 April 2019 be received.

COUNCIL DECISION – 6201

Moved: Cr Palmer, Seconded: Dayman

That the financial report for the period 1 July 2018 to 30 April 2019 be received.

CARRIED: 6/0

9. DELEGATES REPORTS

Nil

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. MOTIONS ON NOTICE

Nil

12. CONFIDENTIAL ITEMS OF BUSINESS

Nil

COUNCIL DECISION – 6202

Moved: Cr Dayman, Seconded: Palmer

That the meeting be adjourned at 4:04pm to allow the Manager of Works and Services to return from collecting additional information for Item 8.2.3.

CARRIED: 6/0

COUNCIL DECISION – 6203

Moved: Cr Dayman, Seconded: Palmer

That the meeting resume at 4:37pm.

CARRIED: 6/0

13. CLOSURE

There being no further business the meeting closed at 4:38pm.

REO'Connell.
Presiding Member

17-07-19.
Date