

Date: 10 November 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 17 November 2021 at 3:00pm to consider and resolve the matters set out in the attached agenda.

A handwritten signature in black ink that reads 'Long'.

Leonard Long
Chief Executive Officer

DISCLAIMER

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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.

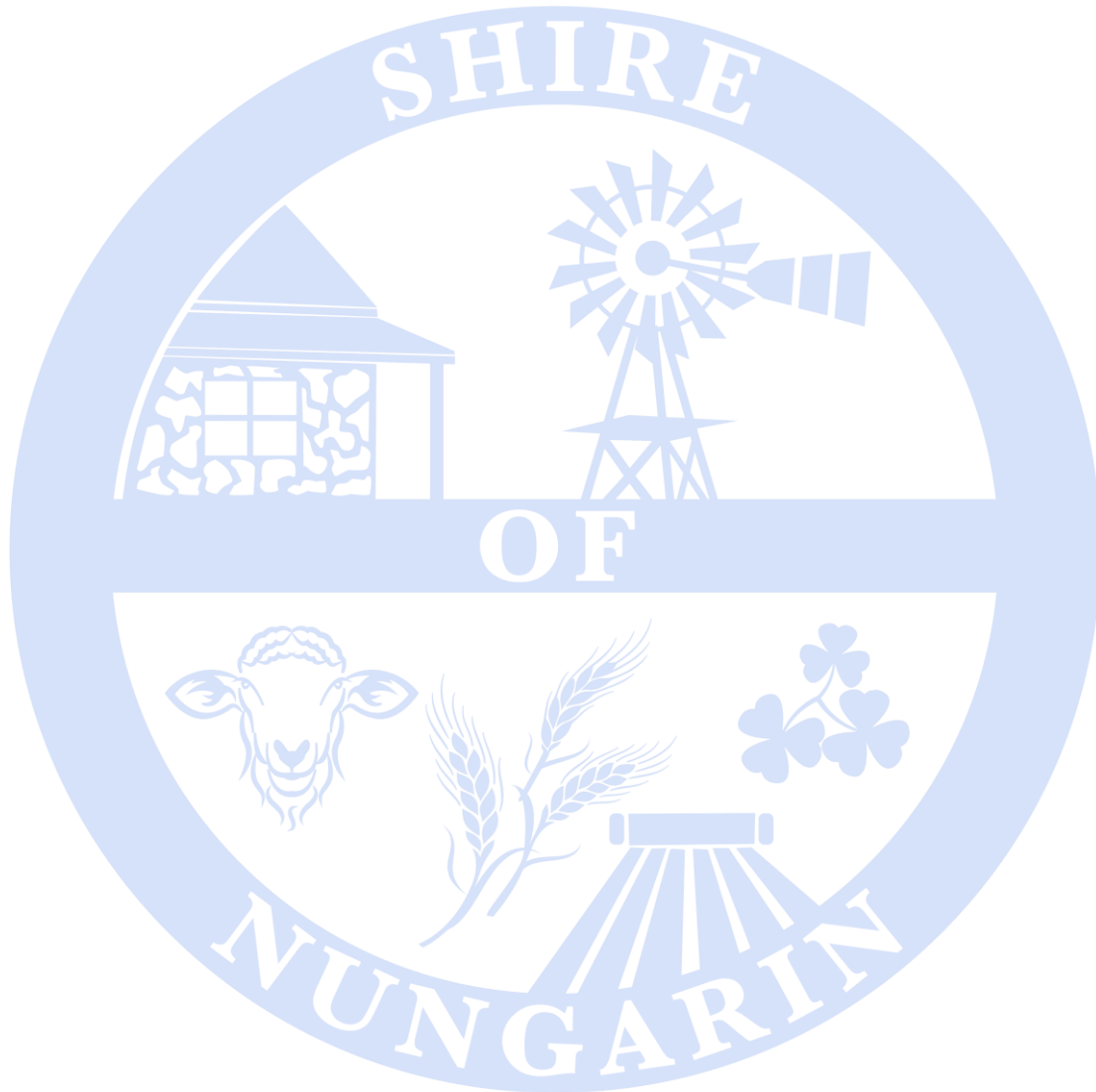


TABLE OF CONTENTS

1. DECLARATION OF OPENING	4
2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	4
2.1 ATTENDANCE	4
2.2 APOLOGIES.....	4
2.3 REQUEST FOR LEAVE OF ABSENCE	4
3. DEPUTATIONS AND PETITIONS.....	5
3.1 DEPUTATIONS.....	5
3.2 PETITIONS	5
4. PUBLIC QUESTION TIME.....	5
4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
4.2 PUBLIC QUESTION TIME	5
5. DECLARATIONS OF INTEREST	5
5.1 FINANCIAL AND PROXIMITY INTEREST	5
5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT	5
6. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	5
7. PREVIOUS COUNCIL MEETING MINUTES	5
7.1 ORDINARY COUNCIL MEETING – 27 October 2021.....	5
8. OFFICER REPORTS.....	6
8.1 BUDGET AMENDMENT – REFURBISHMENT OF LOT 51 FIRST AVENUE.....	6
8.2 BUDGET AMENDMENT – PREPARATION OF NUNGARIN CARAVAN BASE MASTER PLAN AND ASSET MANAGEMENT PLAN	9
8.3 LEASE OF MEMORIAL HALL – ARTIST STUDIO.....	12
8.4 POLICY 2.07 - TEMPORARY EMPLOYMENT OR APPOINTMENT OF CHIEF EXECUTIVE OFFICER	15
8.5 LISTING OF PAYMENTS FOR THE MONTH OF OCTOBER 2021	18
8.6 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 OCTOBER 2021	21
9. DELEGATES REPORTS.....	24
9.1 Cr O’Connell (APPENDIX 9.1A).....	24
10. NEW BUSINESS OF AN URGENT NATURE.....	24
11. CONFIDENTIAL ITEMS OF BUSINESS	24
12. CLOSURE.....	24

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.

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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

Councillors

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 M Caughey

Council Officers

Chief Executive Officer	Mr L Long
Manager Works & Services	Mr C Large

Observers / Visitors

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. PREVIOUS COUNCIL MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING – 27 October 2021

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on 27 October 2021 be confirmed as being a true and accurate record.

Moved:

Seconded:

.....

8. OFFICER REPORTS

8.1 BUDGET AMENDMENT – REFURBISHMENT OF LOT 51 FIRST AVENUE.	
File Ref:	161002/A1120
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Absolute Majority
Attachment:	Nil

OFFICER RECOMMENDATION:

That Council Resolves to:

1. Authorise an amendment to the 2021/22 Adopted budget as follows:

Account	Description	Increase	Decrease	Purpose
GL 411302	Community Recreation Centre Capital Expenditure – AC Installation		\$10,000	
GL409303	Other Housing – Lot 191 Danberrin Capital		\$5,000	
GL209301	Other Housing – Building Maint Lot 51	\$15,000		Towards the refurbishment and maintenance.

Moved:
 Seconded:

ABSOLUTE MAJORITY REQUIRED

.....

IN BRIEF

Council is requested to consider the recommended budget amendment to ensure sufficient funds are available for the refurbishment of the house on Lot 51 First Avenue.

BACKGROUND

At a briefing session in March 2021, Council provided support for the CEO to begin the process to dispose of the house located on Lot 51 First Avenue, due to the high renovation costs.

Since this time the Shire appointed a new Operator / Labourer who expressed a preference to move into the house. At a briefing session in September Council agreed to allow the newly appointed staff member to move into the house.

REPORT DETAIL

The house located on Lot 51 First Avenue, was in desperate need of refurbishment but due to the cost of the refurbishment the house was identified to be disposed of. Examples of the cost to just bring the house into a liveable state include, internal wall repairs and repainting quoted at \$15,000, floors either recarpeted at a cost of \$14,000 or sanded and oiled \$20,000, kitchen \$25,000, bathroom \$50,000. These refurbishments do not take into consideration the need to replace all the lighting, replace broken windows, doors and windows or installing a backdoor all which equates to an additional \$5,500.

Notwithstanding the required refurbishments, the newly appointed labourer/ plant operator was capable and willing to undertake as much of the work required himself. This has saved Council a considerable amount of money and has made the house liveable to the extent that further works will be required in years to come i.e bathroom and kitchen. However, these works where possible will also be done inhouse saving the Shire further costs.

The funds proposed to be reallocated does not result in the original budgeted items such as the recreation centres AC or the refurbishment of the house on Lot 191. The funds are as a result of improved planning around when contractors are on site rather than having contractors come to town to undertake one job at a time.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

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	To attract an retain a workforce housing is included, should Council not maintain / upgrade its existing housing stock it would not be able to attract new staff without buying or spending large amounts of funds to refurbish existing houses

CONSULTATION

Support for the house to be renovated inhouse was supported by Council at a briefing session.

RESOURCE IMPLICATIONS

Financial

As a result of the house being identified for disposal, no funds for its renovation was included in the 2020/21 adopted budget.

To make the house liveable in the interim the following work has been done inhouse at a total cost (excluding salaries) \$15,000:

- Repainting internal walls and ceiling;
- Removing all carpets;
- Sanding floors (Jarrah wood);
- Oiling floors;
- Repairs to internal walls;
- Replacement of all light fixtures; and
- Installation of back door.

Workforce

The majority of the work associated with the renovations has been done inhouse, with the salary budgeted for as part of the 2020/21 adopted budget.

CONCLUSION

In the past the Shire has not had a maintenance officer or the inhouse ability to undertake refurbishments. The ability to refurbish Shire owned houses inhouse makes there retention far more favourable.

8.2 BUDGET AMENDMENT – PREPARATION OF NUNGARIN CARAVAN BASE MASTER PLAN AND ASSET MANAGEMENT PLAN	
File Ref:	161002/111143
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Absolute Majority
Attachment:	Nil

That Council Resolves to:

1. Authorise an amendment to the 2021/22 Adopted budget as follows:

Account	Description	Increase	Decrease	Purpose
GL 404211	Lot 186 Danberrin Capital		\$32,000	
GL213208	Caravan Park Operations & Maintenance	\$10,000		Preparation of a caravan park master plan
GL204235	Governance Integrated Strategic Planning	\$22,000		\$11,000 for the preparation of Asset Management Plan and \$11,000 for preparation of Long-Term Financial Plan

Moved:

Seconded:

ABSOLUTE MAJORITY REQUIRED

.....

IN BRIEF

Council’s is required to consider the recommended budget amendment to allow for the preparation of a Caravan Park Master Plan and Asset Management Plan.

BACKGROUND

In the past the Nungarin Caravan Base has been developed without a long-term vision. And whilst it may have worked at the time it is not an advisable way to develop a successful caravan park.

In terms of the Integrated Planning and Reporting Framework every local government should have a Long-Term Financial Plan which is used to prepare the annual budget and to ensure the local government remains sustainable. The funds allocated through

the 2020/21 adopted budget will not be sufficient to undertake the required survey and prepare the report.

REPORT DETAIL

Tourism is one of the main incomes for the Shire and should be developed to its full potential. As such at a recent Council Briefing, Council supported proposal to potentially install a new ablution / shower block for the caravan park as well as the potential to construct short stay / holiday accommodation at the caravan park in the future.

However, to ensure this is done in a pragmatic and harmonious manner, it is important to have a master plan developed outlining the best locations for any proposed improvements to the Nungarin Caravan Base. Further, the ability to provide a master plan when applying for grants to develop the caravan improves the success rate of obtaining a grant.

With regard to the Asset Management Plan (AMP) as well as the Long-Term Financial Plan (LTFP), preliminary enquiries into the cost of the collection of data required to prepare the Asset Management Plan and subsequently the Long-Term Financial Plan revealed the funds set aside for the overall preparation of plans will not be sufficient. The lack of a AMP has been flagged by the Shire's Auditors and will need to be addressed.

The funds to be reallocated for the preparation of the plans is proposed to be taken from Lot 186 Danberrin Capital – Bathroom 2 renovation. The master plan is considered to be more important at this stage than the approved renovation which would be re-budgeted for in next year's budget.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations*

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
High	Council has received funds through the Department of Infrastructure, Transport, Regional Development and Communications. Portion of these funds may be used at the caravan base; the preparation of a master plan will ensure these funds are expended in the best way possible.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

The proposed amendment will not result in an increase in the adopted budget but rather just the reallocation of funds from one account to another.

The cost of preparing a master plan is estimated to be between \$6,000 and \$10,000 as it will require a specialist company to prepare the master plan as well as a Land Surveyor to ensure any distinctive attributes are captured accurately.

Preliminary costs to undertake a survey of all Council building assets which is required to prepare the Asset Management Plan and subsequently will in form the Long-Term Financial Plan is \$15,000 - \$20,000.

Workforce

Whilst the work will be undertaken by a contractors the projects will be overseen by the Chief Executive Officer.

CONCLUSION

Prior to undertaking any significant development, it is imperative to have a master plan prepared, not only does this allow to have a better opportunity to obtaining grant funds it ensures that when developing you do not unnecessarily spend money.

To comply with the Integrated Planning and Reporting Framework, a Long-Term Financial Plan must be prepared, one of the documents needed to complete the LTFP is an Asset Management Plan.

8.3 LEASE OF MEMORIAL HALL – ARTIST STUDIO	
File Ref:	112020
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Appendix Number:	Nil

OFFICER RECOMMENDATION

That Council Resolves to:

1. Authorise the Chief Executive Officer to enter into a six-month lease with the possibility of a further six (6) month extension of the Memorial Hall “as is” to Ms. Natalie Veal (Lessee) for the purposes of an Artist Studio including the conducting of art classes, subject to:
 - a. The reinstatement of the ablutions at the rear of the building prior to the lessee moving in.
 - b. The first three (3) months of the lease being rent free, thereafter a rental fee of \$100 per fortnightly, payable on the 1st of every month.
 - c. All utility costs will be for the lessee to pay.
 - d. Any works to be carried out internally to be at the cost of Lessee; and
 - e. Prior to the commencement of any works (internal or external) the approval of the Chief Executive Officer is to be obtained.

Moved:

Seconded:

.....

IN BRIEF

Council is requested to consider the leasing of the Memorial Hall to Natalie Veal a local Artist who would like to establish an Artist Studio in Town.

BACKGROUND

The Memorial Hall has for the past years being used solely by volunteers to prepare the local newsletter the “NewsLink”.

REPORT DETAIL

The Memorial Hall is grossly underutilised and the Council has the opportunity to create a much needed “business” in the form of an Artist Studio in Nungarin which will be unique to the Wheatbelt and likely to attract visitors and tourists from all around to town. The attraction of additional visitors and tourists to town are likely to have economic benefits for the existing businesses.

It is proposed the Artist Studio will also be hosting art / sculpture classes currently run out of Merredin. By bringing this aspect to town, creates the opportunity for the local community who may not be able to travel to Merredin to attend classes. It will also albeit in a small way begins to activate the main street and will also be an additional attraction on market days.

However, the ablutions to the building are currently not working, as such the Memorial Hall cannot be leased until such time as the ablutions have been repaired. In this regard quotes are being obtained to repair the ablutions to a working state. Depending on the cost to repair the ablutions the CEO will review the budget and if possible submit a separate report to Council to consider a budget amendment to allow funds to be reallocated for the required repairs.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Economic
Aspiration	A diverse business environment with equitable telecommunications and infrastructure. We are uniquely Nungarin in providing a memorable visitor experience.
Objective	Develop and maintain a prosperous local economy supported by an increased population and, new value adding industries.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

The opening of a feature business such as an Artist Studio may have positive impacts on the economy of the Shire by attracting additional visitors / tourists to town.

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

The potential for an additional activity i.e. art / sculpture services brought into town will be beneficial for the local community.

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
Medium	Not leasing the building would not have any detrimental impact on the current character of the town but would also not assist in the rejuvenation of the town.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Funds will need to be found in the 2020/21 adopted budgeted that could be reallocated through a Council resolution to repair the ablutions.

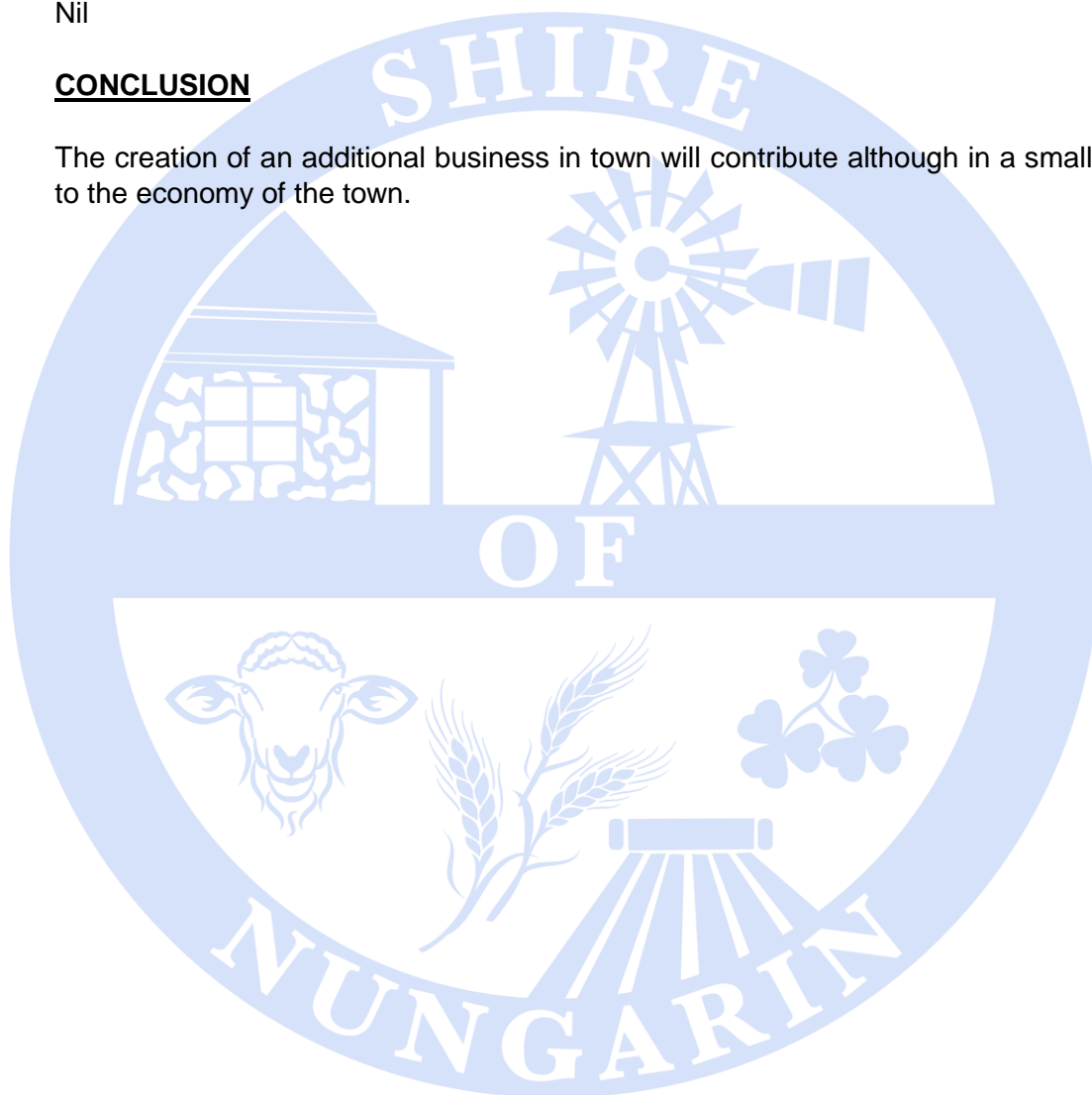
The lease of the building will provide a small income for the Shire.

Workforce

Nil

CONCLUSION

The creation of an additional business in town will contribute although in a small way to the economy of the town.



8.4 POLICY 2.07 - TEMPORARY EMPLOYMENT OR APPOINTMENT OF CHIEF EXECUTIVE OFFICER	
File Ref:	41050
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Absolute Majority
Attachment:	Attachment 8.4A – Temporary Employment or Appointment of CEO Attachment 8.4B – Policy 2.07 Acting Chief Executive Officer

OFFICER RECOMMENDATION:

That Council Resolves to:

- Pursuant to section 5.39C(1) of the *Local Government Act 1995*, replace Policy 2.07 – Acting Chief Executive Officer with the adopted Attachment 8.4A – Temporary Employment or Appointment of CEO.**

Moved:
Seconded:

Absolute Majority Required

IN BRIEF

Council is requested to consider the adoption of the new policy as required by section 5.39C(1) of the *Local Government Act 1995*.

BACKGROUND

The State Government has enacted new legislation requiring all local governments to adopt a policy that covers the process to be followed by the local government in relation to the following:

- the employment of a person in the position of CEO for a term not exceeding 1 year; and
- the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 5.39C of the *Local Government Act 1995*.

REPORT DETAIL

Whilst there is an expectation Council should adopt such a policy within a reasonable timeframe (no set date has been enshrined in legislation).

The current Policy 2.07 – Acting Chief Executive Officer ATTACHMENT 8.3B, falls short of the requirements of the Act, as such is no longer relevant. The proposed policy

which will replace Policy 2.07 is in line with the legislative requirements and provides clarity on when and how to appoint a Temporary or Acting CEO.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

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

OTHER STRATEGIC LINKS

Existing policy 2.07 – Acting Chief Executive Officer

STATUTORY ENVIRONMENT

- Local Government Act 1995, Section 5.39C and 5.36 (2); and
- Local Government (Administration) Amendment Regulations 2021.

s5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following —*

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;*
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year. * Absolute majority required.*

(2) A local government may amend the policy. * Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government’s official website.

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
High	The Local Government Act 1995, requires every local government to have a CEO at all times. This policy will provide a framework in which to ensure this is the case.

CONSULTATION

WALGA Governance unit.

RESOURCE IMPLICATIONS

Financial

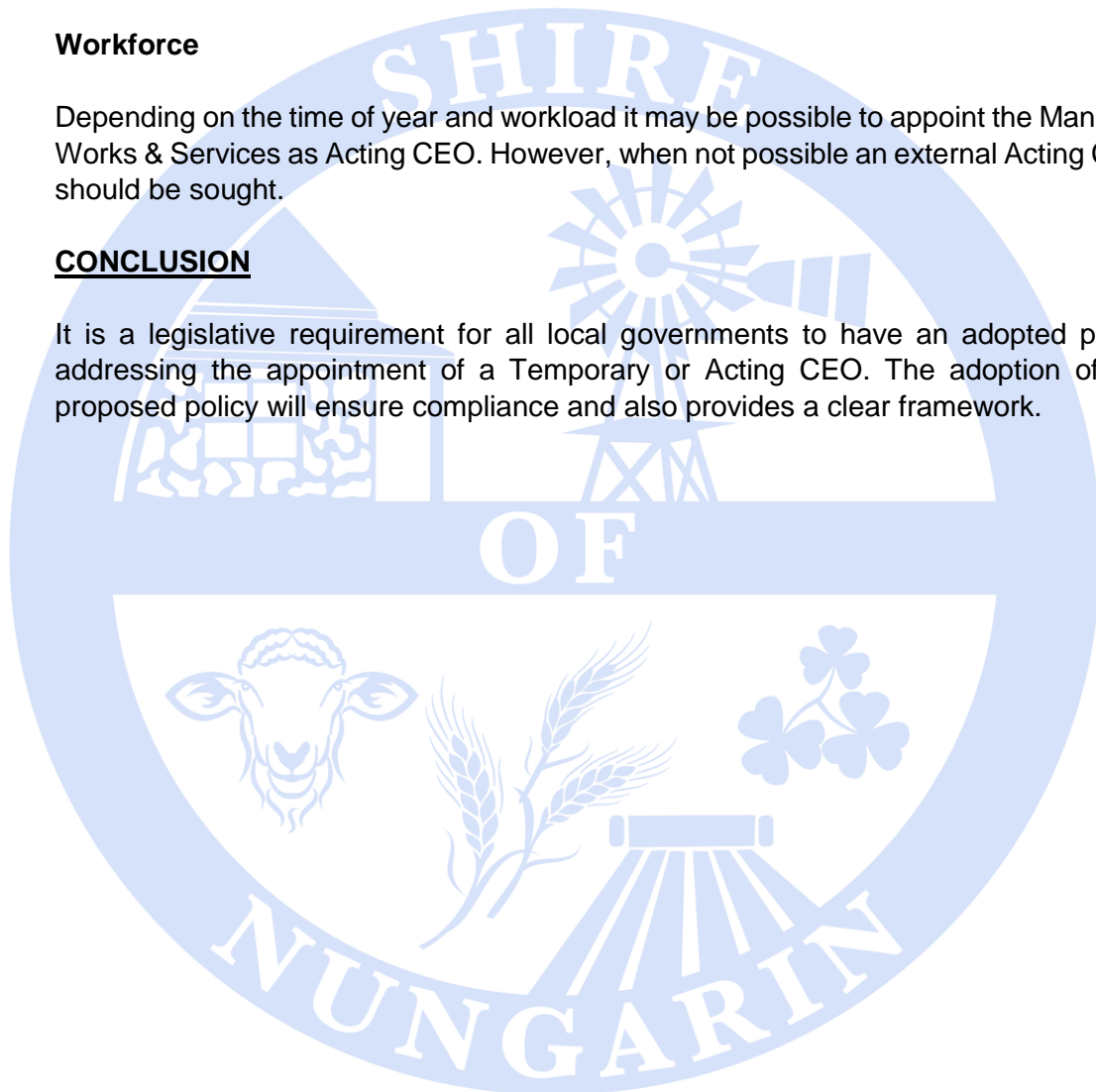
A budget allocation has been included in the 2020/21 adopted budget to fund an acting CEO whilst the CEO is on leave, this should be continued in future budgets.

Workforce

Depending on the time of year and workload it may be possible to appoint the Manager Works & Services as Acting CEO. However, when not possible an external Acting CEO should be sought.

CONCLUSION

It is a legislative requirement for all local governments to have an adopted policy addressing the appointment of a Temporary or Acting CEO. The adoption of the proposed policy will ensure compliance and also provides a clear framework.



8.5 LISTING OF PAYMENTS FOR THE MONTH OF OCTOBER 2021	
File Ref:	161001
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Vanessa Seward, Customer Service and Records Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	Attachment 8.5A – Payment List

OFFICER RECOMMENDATION:

That Council,

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

Municipal	Cheque	\$ 11,268.23
	EFT	\$ 205,699.63
	Direct Debit	\$ 20,052.89
		\$ 237,020.75
Trust	Cheque – Nil	\$ 0.00
	Grand Total	\$ 237,020.75

Moved:

Seconded:

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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 October 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

Focus Area	Civic Leadership
Aspiration	A strong local democracy with an actively engaged community and effective partnership.
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 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

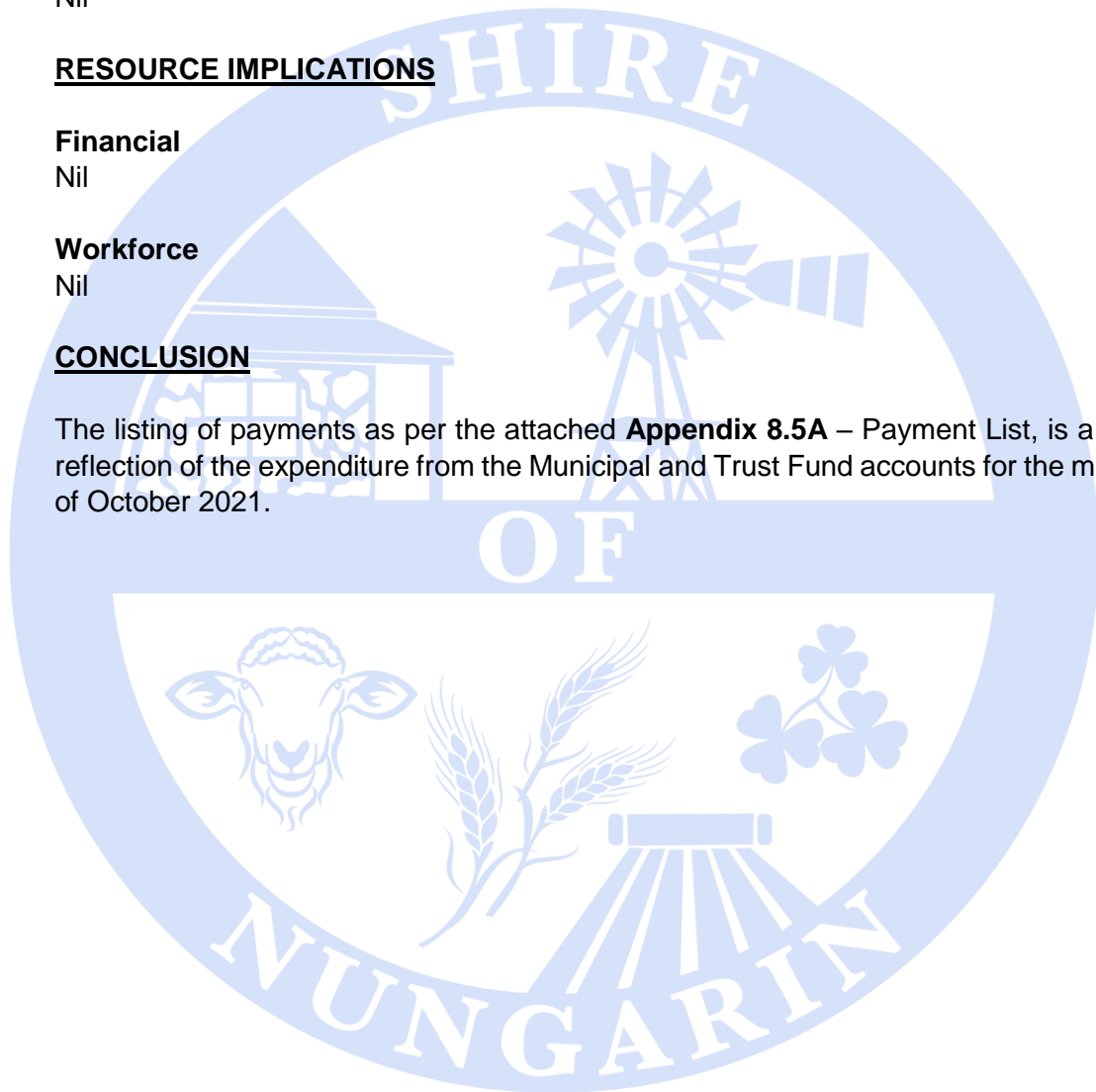
Nil

Workforce

Nil

CONCLUSION

The listing of payments as per the attached **Appendix 8.5A** – Payment List, is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of October 2021.



8.6 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 OCTOBER 2021	
File Ref:	1/1 Annual Statements
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer Darren Long, Financial Consultant
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	Attachment 8.6A – Monthly Statement

OFFICER RECOMMENDATION:

That Council Resolves to:

1. Receive the monthly financial activity statement for the period ending 31 October 2021.

Moved:

Seconded:

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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

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.

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 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.

The Statement of Financial Activity as at 31 October 2021 shows a closing surplus of \$1,519,461.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

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

OTHER STRATEGIC LINKS

Shire of Nungarin 2021/22 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

Risk Level	Comment
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

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

