



MINUTES

ORDINARY COUNCIL MEETING

WEDNESDAY 16 FEBRUARY 2022

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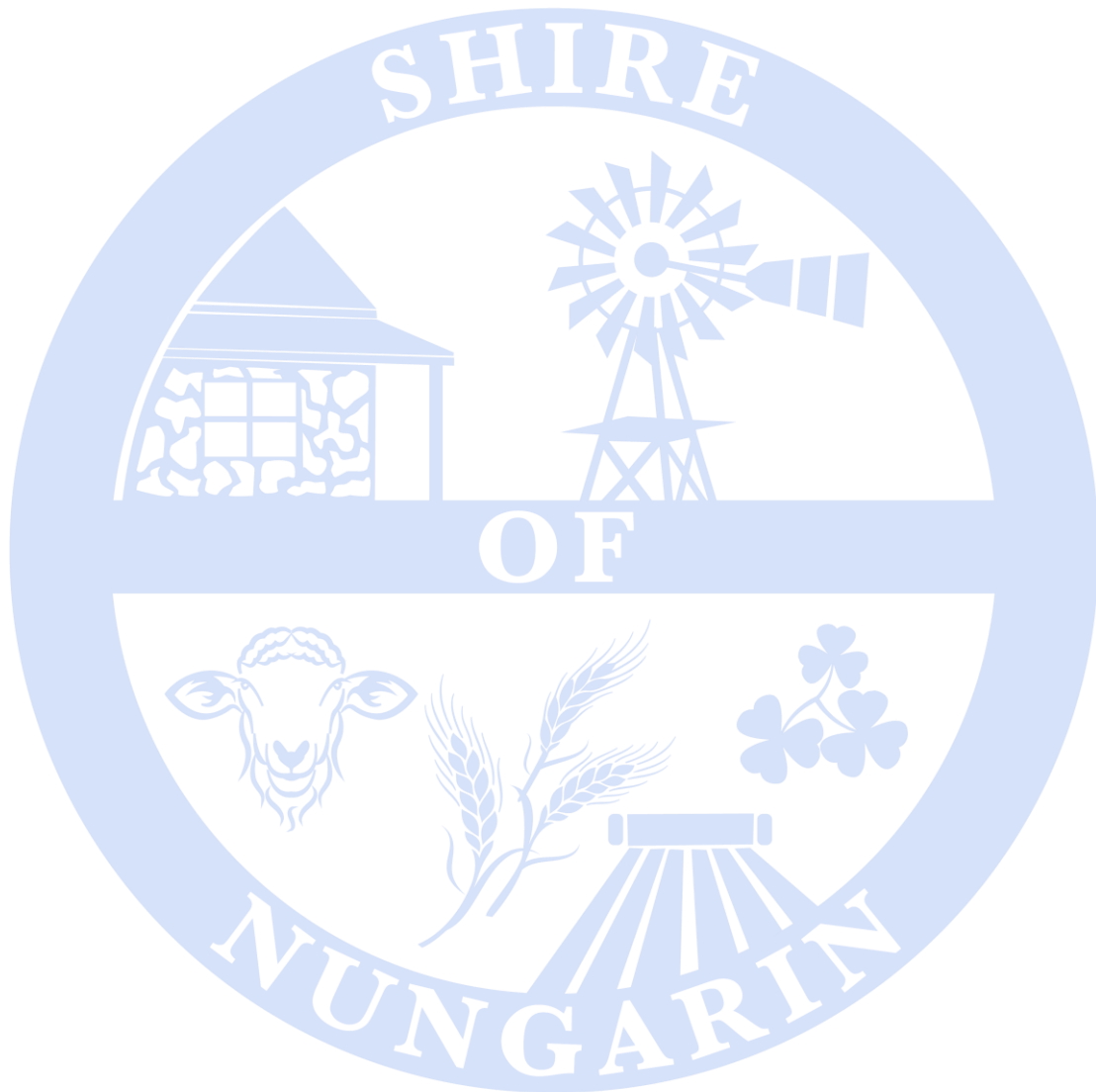
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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 3:00pm.

Affirmation of Civic Duty and Responsibility as Read

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

Nil

2.2 APOLOGIES

Nil

2.3 REQUEST FOR LEAVE OF ABSENCE

Nil

3. DEPUTATIONS AND PETITIONS

3.1 DEPUTATIONS

Nil

3.2 PETITIONS

Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil

4.2 PUBLIC QUESTION TIME
Nil

5. DECLARATIONS OF INTEREST

5.1 FINANCIAL AND PROXIMITY INTEREST

5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT

- Cr Coumbe declared an interest affecting impartiality – Item 8.9 – Request to Waive Hire Fees Associated with the Vintage Rally – being the Chairman and the Nungarin Heritage Machinery and Army Museum.
- Cr Lee declared an interest affecting impartiality – Item 8.9 – Request to Waive Hire Fees Associated with the Vintage Rally – being a committee member of the Nungarin Heritage Machinery and Army Museum.
- Cr O’Connell declared an interest affecting impartiality – Item – 8.9 – Request to Waive Fees Associated with the Vintage Rally – Being a member of the Nungarin Heritage Machinery and Army Museum Committee.

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

7. PREVIOUS COUNCIL MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING – 15 December 2021

COUNCIL RESOLUTION 6793/02/22

That the Minutes of the Ordinary Council Meeting held on 15 December 2021 be confirmed as being a true and accurate record.

Moved: Cr W Lee
Seconded: Cr M Caughey

CARRIED 7 / 7

8. OFFICER REPORTS

8.1 BUDGET REVIEW AS AT 31 JANUARY 2022	
File Ref:	161001
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements	Absolute Majority
Attachment Number:	8.1A – Statement of Financial Activity

COUNCIL RESOLUTION 6794/02/22

That Council Resolves to:

1. Adopt the 2021/22 Annual Budget Review, as presented in Attachment 8.1A, and note the estimate closing funds are based on current revenue and expenditure trends;
2. Approve the following budget amendments as authorised expenditure:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
504203	Proceeds on Plant Asset Disposals – Reduced proceeds due to lower sale price anticipated for some plant items	(\$161,800)	(\$130,736)		\$31,064
509302	Proceeds on Building Asset Disposals – Proceeds for 2 transportable buildings not anticipated in budget	\$0	(\$2,000)	(\$2,000)	
303202	Ex-Gratia Rates – Increase in CBH contribution in lieu of rates	\$0	(\$6,601)	(\$6,601)	
204102	Members Conference Expenses – Savings on conference expenses	\$16,000	\$9,205	(\$6,795)	
204113	Australia Day Function Expenses – Increase in function expenses – offset by grant received	\$500	\$16,625		\$16,125
304102	Government Grants – Grant for Australia Day function not anticipated	\$0	(\$13,915)	(\$13,915)	
204206	Admin Building Maintenance – Increase in wages and overheads, contractor expenses for roof repairs, and electricity charges	\$18,395	\$28,930		\$10,535
204207	Admin Office Garden Maintenance	\$18,640	\$9,640	(\$9,000)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
204220	NEWROC Executive Expenses – Payment of Data Centre Access Fees to NEWROC Members – offset by reimbursement by wireless internet company	\$13,000	\$63,000		\$50,000
204230	Admin Depreciation – Increase in non-cash depreciation charges due to increase in carrying values	\$26,165	\$39,075		\$12,910
204235	Integrated Strategic Planning Expenses – Increase in Asset Management Planning and LTFFP Expenses	\$19,000	\$41,000		\$22,000
304209	Admin Legal Expenses Recovered – Increase in reimbursement of legal expenses	\$0	(\$5,083)	(\$5,083)	
304220	NEWROC Reimbursements – Reimbursement of data centre access fees by wireless company	\$0	(\$50,000)	(\$50,000)	
205105	Fire Prevention Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$7,481	\$49,916		\$42,435
209108	Aged Housing Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$14,206	\$32,960		\$18,754
209110	CEACA Housing Contribution – Contribution not being made – funds to be transferred to Building Reserve	\$20,000	\$0	(\$20,000)	
209301	Other Housing – Building Maintenance Lot 51 – Increase in materials costs for major repairs and renovation works	\$5,764	\$35,204		\$29,440
209305	Other Housing Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$14,855	\$24,534		\$9,679
210102	Refuse Site Maintenance – Decrease in contractor's expenses for fence, works to be completed in 2022/2023	\$34,500	\$29,500	(\$5,000)	
211302	Oval Maintenance – Increase in materials for repairs to windsock and spotlight – mostly covered by insurance claim	\$21,400	\$27,754		\$6,354
211303	Tennis Court Maintenance – Increase in contractor costs for	\$21,550	\$60,308		\$38,758

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	turf consultancy, turf renovation and chemicals				
211307	Oval Water – Decrease in water charges	\$36,000	\$31,000	(\$5,000)	
211310	Dam Expenses – Decrease in material costs for repairs	\$36,000	\$26,000	(\$10,000)	
211315	Building Maintenance Lot 192 (Senior Corporate Officer) Danberrin – Increase in contractor costs for air-conditioning repairs. Increase in fence repairs expenses – mostly covered by insurance claim	\$8,237	\$20,632		\$12,395
211326	Bowling Green Maintenance – Increase in contractor costs for replacement of shelter. Mostly covered by insurance claim.	\$4,000	\$17,195		\$13,195
311301	Other Recreation Reimbursements – Reimbursement for insurance claim expenses	\$0	(\$23,754)	(\$23,754)	
211212	Swim pool contract expenses – decrease in contractor expenses	\$77,000	\$64,400	(\$12,600)	
211503	Library Digital Transformation Grant Expenses – expenses not anticipated – funded by grant	\$0	\$3,621		\$3,621
311502	Library Digital Transformation Grant – Grant income not anticipated	\$0	(\$3,621)	(\$3,621)	
211608	Memorial Building Expenses – increase in contractor expenses for ablution repairs	\$10,576	\$16,576		\$6,000
211612	Mangowine Concert Expenses – Increase in materials cost for concert held for caravaners	\$0	\$5,919		\$5,919
312102	Local Road Grant Income – increase in grant allocation	(\$105,475)	(\$167,102)	(\$61,627)	
212201	Road Maintenance Expenses – Decrease in wages, overheads and plant operation expenses	\$382,297	\$293,901	(\$88,396)	
212210	Depot Maintenance Expenses – Increase in electricity, water and contractor expenses for fence repairs	\$44,454	\$51,914		\$7,460
212211	Wheatbelt Secondary Freight Route Contribution – Contribution deferred until 2022/2023	\$5,000	\$0	(\$5,000)	
212215	Depreciation, Property, Plant & Equipment - Increase in non-	\$4,920	\$15,720		\$10,800

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	cash depreciation charges due to increase in carrying values				
212216	Depreciation infrastructure - Increase in non-cash depreciation charges due to increase in carrying values	\$596,635	\$623,850		\$27,215
312302	Transport Profit on Sale of Assets - Increase in non-cash profit on sale due to lower written down value of assets	\$0	(\$30,241)	(\$30,241)	
312303	Sale of Minor Equipment – Sale proceeds from items not listed on asset register	\$0	(\$7,955)	(\$7,955)	
213102	Standpipe Maintenance – Decrease in water expenses and contractor expenses	\$13,500	\$4,885	(\$8,615)	
213208	Caravan Park Operations and Maintenance - Increase in materials expenses and contractor expenses for park redevelopment	\$16,000	\$32,650		\$16,650
214203	Public Works – Engineering Office Expenses – decrease in contractor expenses	\$19,200	\$14,200	(\$5,000)	
214204	Public Works – Superannuation – Decrease in superannuation expenses	\$58,547	\$45,547	(\$13,000)	
214299	Less Allocation of Public Works Overheads - Decrease in overheads allocated to jobs	(\$316,087)	(\$300,939)		\$15,148
314204	Reimbursements and Contributions – Reimbursement of long service leave contribution not anticipated	(\$2,128)	(\$16,053)	(\$13,925)	
214305	Fuels and Oils Expenses – Increase in fuel purchases	\$55,000	\$65,870		\$10,870
214320	Plant Operation Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$59,450	\$67,735		\$8,285
214397	Less Depreciation Allocated – Increase in depreciation allocated to jobs	(\$59,450)	(\$67,735)	(\$8,285)	
214399	Less Plant costs allocated to works – increase in plant expenses allocated to jobs	(\$176,212)	(\$194,898)	(\$18,686)	
414510	Transfer to Building Reserve – Increase in Transfer to Reserve in lieu of CEACA contribution not being made	\$5,000	\$25,000		\$20,000

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
512303	Transfer from Plant Reserve – Decrease in transfer from Reserve due to change in asset purchase from loader to mini excavator with lower purchase price	(\$217,600)	(\$64,189)		\$153,411
	Depreciation Written back – increase in non-cash depreciation written back	(\$1,015,787)	(\$1,150,660)	(\$134,873)	
	Profit on Sale of Asset Written back – Increase in non-cash profit on sale of assets written back	\$0	\$35,125		\$35,125
404211	Lot 186 (CEO) Danberrin Capital Expense – Decrease in contractor expenses – bathroom renovation scope reduced	\$37,414	\$5,414	(\$32,000)	
405103	Bush Fire Brigade Capital Expense – increase in Council contribution in wages, overheads and plant for sand pad for building	\$373,700	\$388,304		\$14,604
409303	Lot 191 Danberrin Capital Expense – Increase in contractor expenses for housing renovations/renewals	\$12,000	\$55,604		\$43,604
409308	Lot 188 (Cleaner) Danberrin Capital Expense – Decrease in contractor expense for kitchen renovation	\$35,000	\$30,000	(\$5,000)	
411302	Community Recreation Centre Capital Expense – Decrease in contractor expense for air conditioning	\$195,000	\$185,000	(\$10,000)	
411603	McCorry’s Hotel Capital Expense – Roof replacement deferred to 2022-2023	\$70,000	\$0	(\$70,000)	
412326	Wheeled Loader Capital Expense – decrease in purchase cost due to change in asset purchase from loader to Mini Excavator	\$216,000	\$62,589	(\$153,411)	
412103	Road to Recovery – Lake Brown South Rd Capital Expense – Increase in wages, overheads, plant and materials expenses to complete project	\$93,009	\$118,458		\$25,449
	(Surplus)/Deficit brought forward – increase in closing surplus from 2020-2021	(\$1,212,000)	(\$1,222,500)	(\$10,500)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	Other Minor variations below the \$5,000 threshold			(\$55,386)	\$182,112
TOTAL				(\$905,269)	\$900,417
Net Adjustment to 2021/22 Budget				(\$4,852)	

Moved: Cr K Dayman
Seconded: Cr RE O'Connell

CARRIED BY ABSOLUTE MAJORITY 7 / 7

IN BRIEF

The purpose of this report is for Council to consider and adopt the Budget Review Report, with any amendments, for the period 1 July 2021 to 31 January 2022.

BACKGROUND

The review of an annual budget for a financial year must –

1. Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year;
2. Consider the local government's financial position as at the date of the review; and
3. Review the outcomes for the end of that financial year that are forecast in the budget. Within 30 days after a council has decided, a copy of the review and council's determination is to be submitted to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2022, for the period ending 31 January 2022, is presented for consideration. A Statement of Financial Activity at program level has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2022.

Based on current revenue and expenditure trends, and projections as at 31 January 2022, it is estimated that there will be an increase in closing funds as at 30 June 2022

REPORT DETAIL

The budget review has been prepared to include the information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996, and the Australian Accounting Standards. Council adopted a 10% or \$5,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

Based on current trends, it is anticipated that a budget surplus of \$4,852 can be achieved as at 30 June 2022.

The following table details the proposed budget amendments:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
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509302	Proceeds on Building Asset Disposals – Proceeds for 2 transportable buildings not anticipated in budget	\$0	(\$2,000)	(\$2,000)	
303202	Ex-Gratia Rates – Increase in CBH contribution in lieu of rates	\$0	(\$6,601)	(\$6,601)	
204102	Members Conference Expenses – Savings on conference expenses	-\$16,000	\$9,205	(\$6,795)	
204113	Australia Day Function Expenses – Increase in function expenses – offset by grant received	\$500	\$16,625		\$16,125
304102	Government Grants – Grant for Australia Day function not anticipated	\$0	(\$13,915)	(\$13,915)	
204206	Admin Building Maintenance – Increase in wages and overheads, contractor expenses for roof repairs, and electricity charges	\$18,395	\$28,930		\$10,535
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204220	NEWROC Executive Expenses – Payment of Data Centre Access Fees to NEWROC Members – offset by reimbursement by wireless internet company	\$13,000	\$63,000		\$50,000
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304220	NEWROC Reimbursements – Reimbursement of data centre access fees by wireless company	\$0	(\$50,000)	(\$50,000)	
205105	Fire Prevention Depreciation - Increase in non-cash	\$7,481	\$49,916		\$42,435

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	depreciation charges due to increase in carrying values				
209108	Aged Housing Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$14,206	\$32,960		\$18,754
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209301	Other Housing – Building Maintenance Lot 51 – Increase in materials costs for major repairs and renovation works	\$5,764	\$35,204		\$29,440
209305	Other Housing Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$14,855	\$24,534		\$9,679
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211310	Dam Expenses – Decrease in material costs for repairs	\$36,000	\$26,000	(\$10,000)	
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211612	Mangowine Concert Expenses – Increase in materials cost for concert held for caravaners	\$0	\$5,919		\$5,919
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212211	Wheatbelt Secondary Freight Route Contribution – Contribution deferred until 2022/2023	\$5,000	\$0	(\$5,000)	
212215	Depreciation, Property, Plant & Equipment - Increase in non-cash depreciation charges due to increase in carrying values	\$4,920	\$15,720		\$10,800
212216	Depreciation infrastructure - Increase in non-cash depreciation charges due to increase in carrying values	\$596,635	\$623,850		\$27,215
312302	Transport Profit on Sale of Assets - Increase in non-cash profit on sale due to lower written down value of assets	\$0	(\$30,241)	(\$30,241)	
312303	Sale of Minor Equipment – Sale proceeds from items not listed on asset register	\$0	(\$7,955)	(\$7,955)	
213102	Standpipe Maintenance – Decrease in water expenses and contractor expenses	\$13,500	\$4,885	(\$8,615)	
213208	Caravan Park Operations and Maintenance - Increase in materials expenses and contractor expenses for park redevelopment	\$16,000	\$32,650		\$16,650
214203	Public Works – Engineering Office Expenses – decrease in contractor expenses	\$19,200	\$14,200	(\$5,000)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
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214299	Less Allocation of Public Works Overheads - Decrease in overheads allocated to jobs	(\$316,087)	(\$300,939)		\$15,148
314204	Reimbursements and Contributions – Reimbursement of long service leave contribution not anticipated	(\$2,128)	(\$16,053)	(\$13,925)	
214305	Fuels and Oils Expenses – Increase in fuel purchases	\$55,000	\$65,870		\$10,870
214320	Plant Operation Depreciation - Increase in non-cash depreciation charges due to increase in carrying values	\$59,450	\$67,735		\$8,285
214397	Less Depreciation Allocated – Increase in depreciation allocated to jobs	(\$59,450)	(\$67,735)	(\$8,285)	
214399	Less Plant costs allocated to works – increase in plant expenses allocated to jobs	(\$176,212)	(\$194,898)	(\$18,686)	
414510	Transfer to Building Reserve – Increase in Transfer to Reserve in lieu of CEACA contribution not being made	\$5,000	\$25,000		\$20,000
512303	Transfer from Plant Reserve – Decrease in transfer from Reserve due to change in asset purchase from loader to mini excavator with lower purchase price	(\$217,600)	(\$64,189)		\$153,411
	Depreciation Written back – increase in non-cash depreciation written back	(\$1,015,787)	(\$1,150,660)	(\$134,873)	
	Profit on Sale of Asset Written back – Increase in non-cash profit on sale of assets written back	\$0	\$35,125		\$35,125
404211	Lot 186 Danberrin Capital Expense – Decrease in contractor expenses – bathroom renovation scope reduced	\$37,414	\$5,414	(\$32,000)	
405103	Bush Fire Brigade Capital Expense – increase in Council contribution in wages, overheads and plant for sand pad for building	\$373,700	\$388,304		\$14,604
409303	Lot 191 Danberrin Capital Expense – Increase in contractor	\$12,000	\$55,604		\$43,604

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	expenses for housing renovations/renewals				
409308	Lot 188 Danberrin Capital Expense – Decrease in contractor expense for kitchen renovation	\$35,000	\$30,000	(\$5,000)	
411302	Community Recreation Centre Capital Expense – Decrease in contractor expense for air conditioning	\$195,000	\$185,000	(\$10,000)	
411603	McCorry's Hotel Capital Expense – Roof replacement deferred to 2022-2023	\$70,000	\$0	(\$70,000)	
412326	Wheeled Loader Capital Expense – decrease in purchase cost due to change in asset purchase from loader to Mini Excavator	\$216,000	\$62,589	(\$153,411)	
412103	Road to Recovery – Lake Brown South Rd Capital Expense – Increase in wages, overheads, plant and materials expenses to complete project	\$93,009	\$118,458		\$25,449
	(Surplus)/Deficit brought forward – increase in closing surplus from 2020-2021	(\$1,212,000)	(\$1,222,500)	(\$10,500)	
	Other Minor variations below the \$5,000 threshold			(\$55,386)	\$182,112
	TOTAL			(\$905,269)	\$900,417
	Net Adjustment to 2021/22 Budget			(\$4,852)	

Estimated closing funds in 2021-22 Adopted Budget	\$ 0
Plus net savings as detailed in table above	\$ 4,852
Net Estimated Closing Funds	\$ 4,852

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	A Shire that prospers through partnerships and good governance.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

***Absolute majority required.**

The *Local Government (Financial Management) Regulations 1996* require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

***Absolute majority required.**

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

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	Failure to manage the Council ongoing expenditure and income against budget estimates would increase the risk of a negative impact on the end of year financial position.

CONSULTATION

The review is largely been conducted by the Shire's Financial Consultant Darren Long and then workshopped by the CEO with staff.

RESOURCE IMPLICATIONS

Financial

Budget reviews assist in maintaining financial sustainability by ensuring any budget to actual variances are documented and assessed for any potential end of year impact.

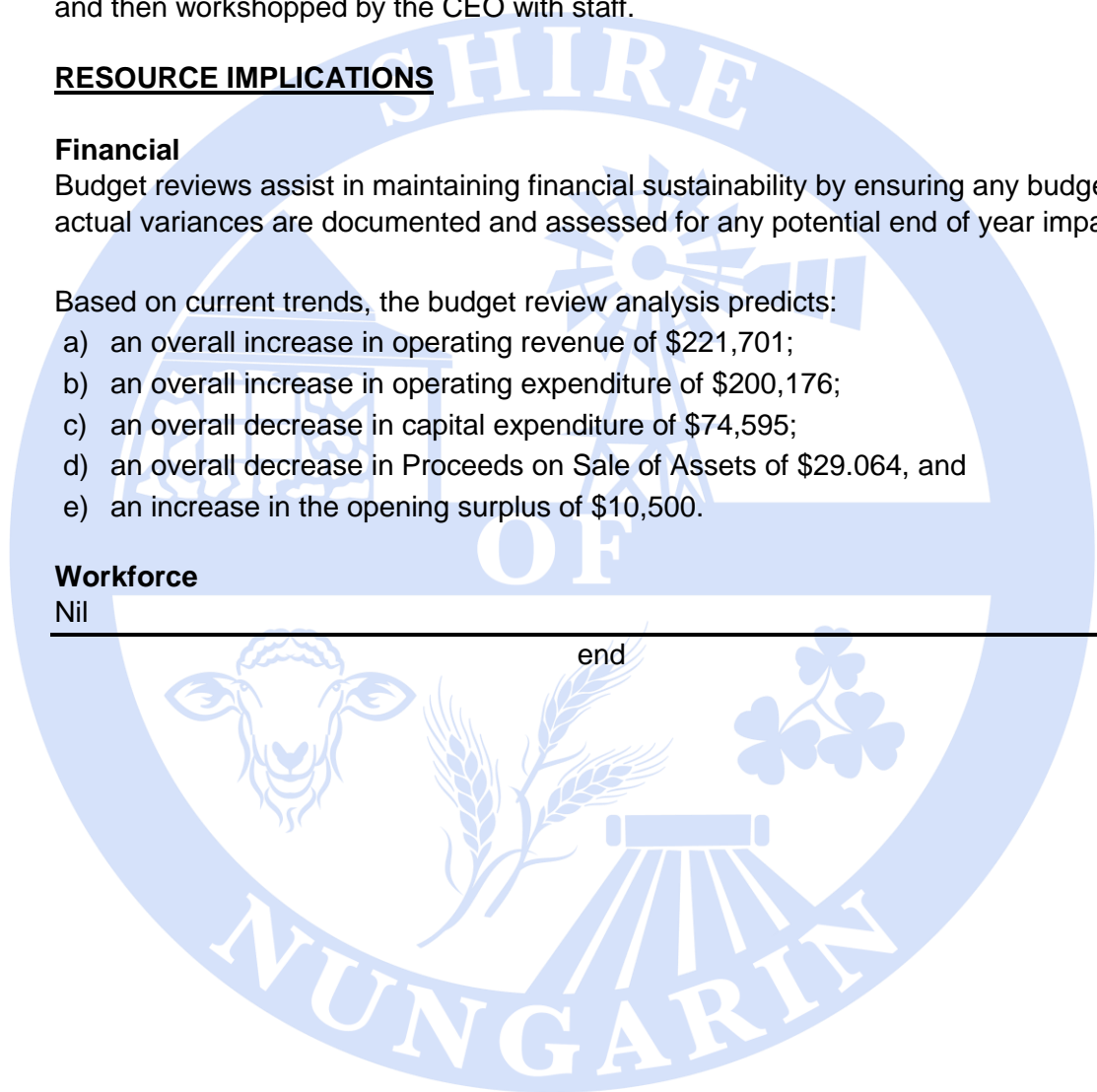
Based on current trends, the budget review analysis predicts:

- a) an overall increase in operating revenue of \$221,701;
- b) an overall increase in operating expenditure of \$200,176;
- c) an overall decrease in capital expenditure of \$74,595;
- d) an overall decrease in Proceeds on Sale of Assets of \$29,064, and
- e) an increase in the opening surplus of \$10,500.

Workforce

Nil

end



8.2 LISTING OF PAYMENTS FOR THE MONTH OF DECEMBER 2021 AND JANUARY 2022.	
File Ref:	161001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Vanessa Seward, Executive Assistant
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	Attachment 8.2A – December 2021 Payment List Attachment 8.2B – January 2022 Payment List

COUNCIL RESOLUTION 6795/02/22

That Council Resolves to:

1. Receive the following payments made throughout the month of December 2021:

Municipal	Cheque	\$ 24,840.97
	EFT	\$ 186,160.39
	Direct Debit	<u>\$ 21,456.97</u>
		\$ 232,458.33

Trust	Cheque –	Nil
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Grand Total	\$ 232,458.33
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2. Receive the following payments made throughout the month of January 2022:

Municipal	Cheque	\$ 2450.54
	EFT	\$ 62,606.30
	Direct Debit	<u>\$ 10,400.06</u>
		\$ 75,456.90

Trust	Cheque –	Nil
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Grand Total	\$ 75,456.90
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Moved: Cr G Coumbe
Seconded: Cr J Davis

CARRIED 7 / 7**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 December 2021 and January 2022.

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	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
Medium	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

end

8.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 DECEMBER 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:	8.3A – December Monthly Statement

COUNCIL RESOLUTION 6796/02/22

That Council Resolves to:

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

Moved: Cr M Caughey
Seconded: Cr RE O'Connell

CARRIED 7 / 7

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 December 2021 shows a closing surplus of \$1,363,685.

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

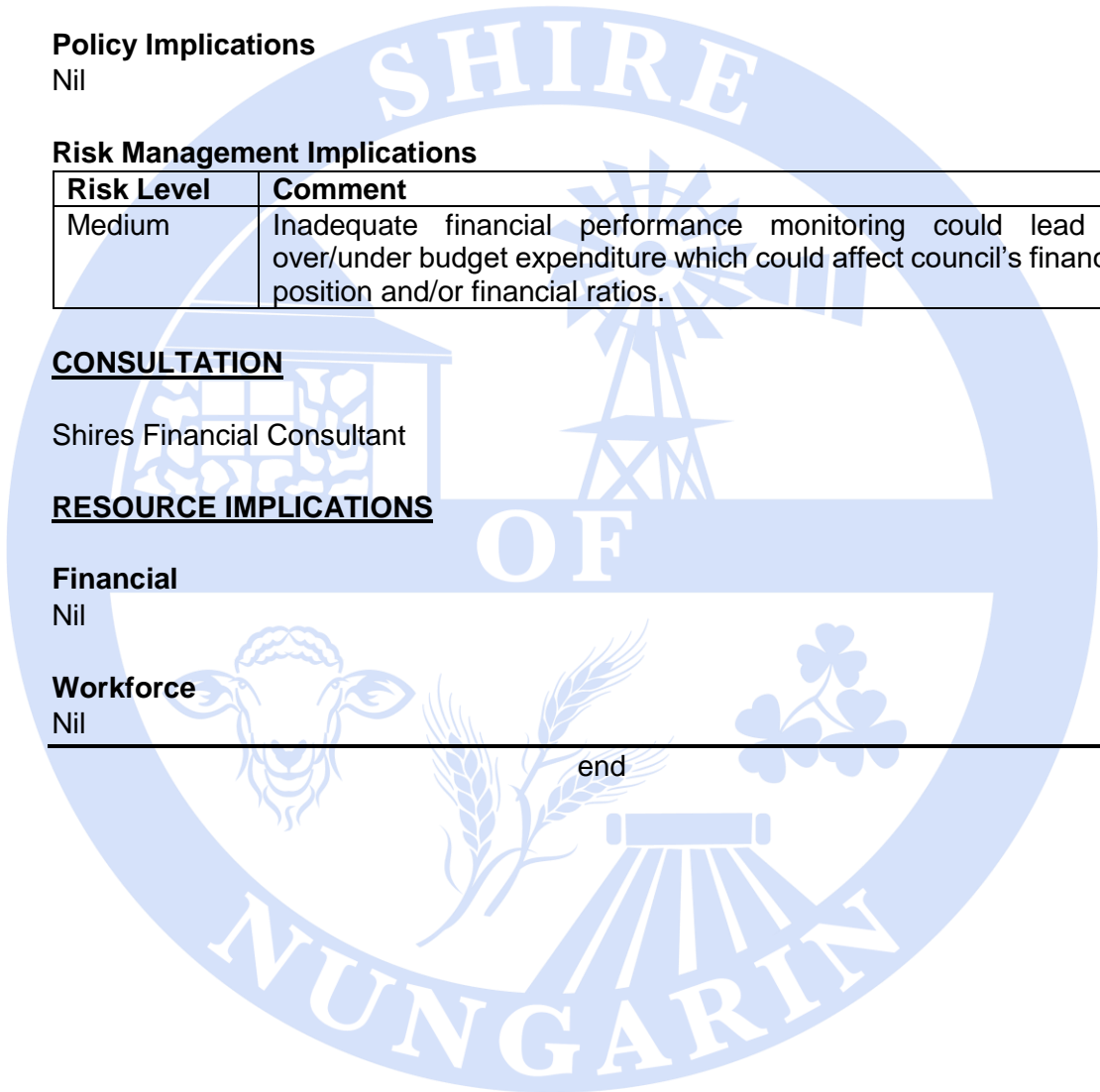
Financial

Nil

Workforce

Nil

end



8.4 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2022	
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:	8.4A – January Monthly Statement

COUNCIL RESOLUTION 6797/02/22

That Council Resolves to:

- 1. Receives the monthly financial activity statement for the period ending 31 January 2022.**

Moved: Cr K Dayman

Seconded: Cr J Davis

CARRIED 7 / 7

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:

- (l) Statement of Comprehensive Income by Function/Program;
- (m) Statement of Comprehensive Income by Nature/Type;
- (n) Statement of Financial Activity;
- (o) Summary of Net Current Asset Position;
- (p) Statement of Explanation of Material Variances;
- (q) Statement of Financial Position;
- (r) Statement of Cash Flows;
- (s) Detailed Operating and Non-Operating Schedules;
- (t) Statement of Cash Back Reserves;
- (u) Loan Borrowings Statement; and

- (v) 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 January 2022 shows a closing surplus of \$1,289,549.

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	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

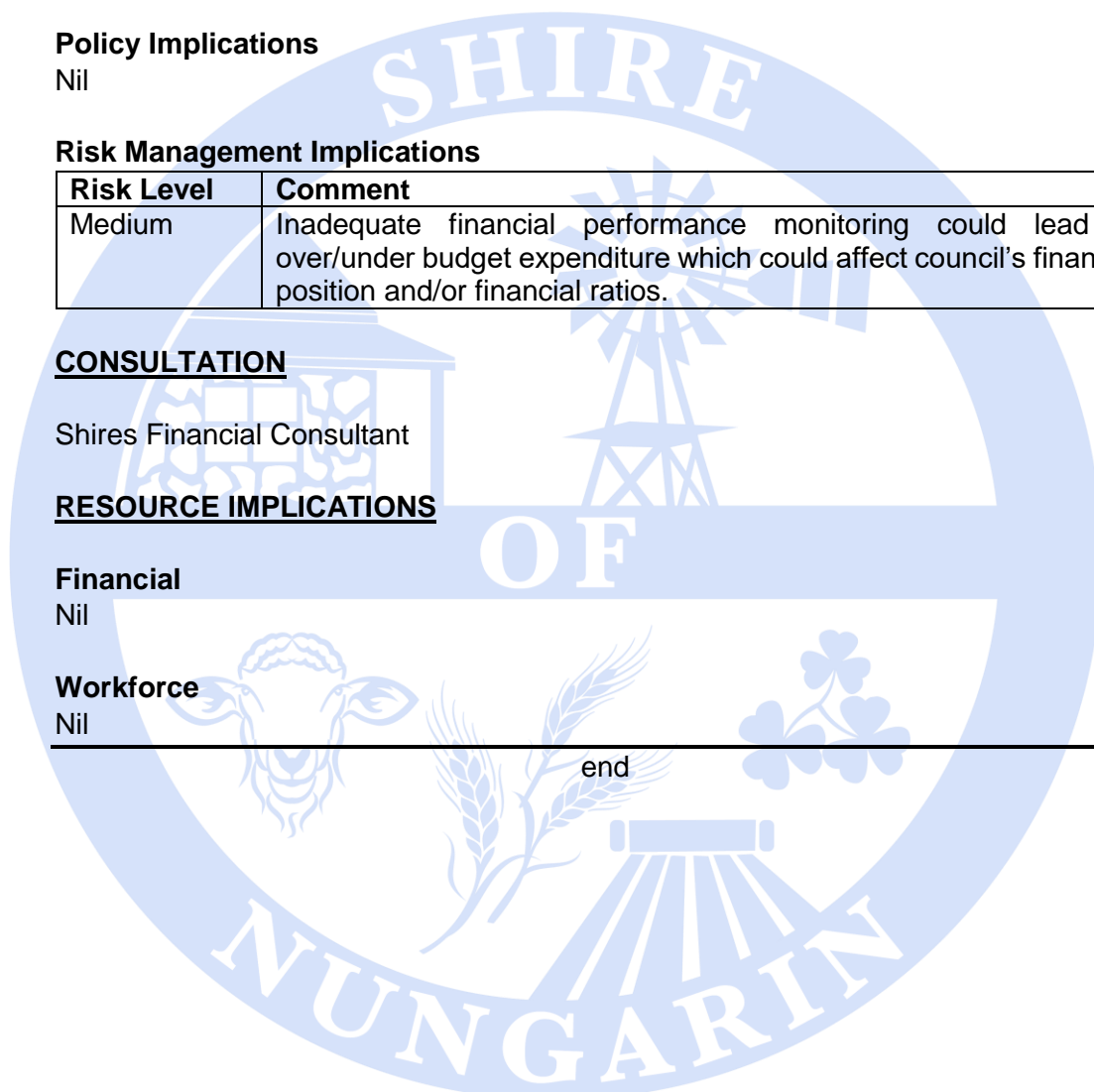
Financial

Nil

Workforce

Nil

end



8.5 INVESTMENT REPORT AS AT 31 DECEMBER 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:	Nil

COUNCIL RESOLUTION 6798/02/22

That Council Resolves to:

1. Receive the Investment Report as at 31 December 2021.

Moved: Cr G Coumbe

Seconded: Cr J Davis

CARRIED 7 / 7

IN BRIEF

The purpose of this report is to present the status of Council's investments accounts.

BACKGROUND

Money held in the Municipal Fund of the Shire of Nungarin that is not required for the time being may be invested in accordance with the Local Government Act 1995 and the Trustees Act 1962 Part III.

REPORT DETAIL

The table below details the investments held by the Shire as at 31 December 2021:

INVESTMENT REGISTER						
1 DECEMBER 2021 TO 31 DECEMBER 2021						
COMMONWEALTH BANK – FIXED TERM DEPOSIT						
ACCOUNT No	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.12.2021	INVESTMENT TRANSFERS	CLOSING BALANCE 31.12.2021
38132004	17/02/2022	0.33%	\$1,145,000.00	\$0.00	\$0.00	\$1,145,000

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Leadership
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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

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.

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

Council Policy 3.07 applies to the investment of surplus funds.

Risk Management Implications

Risk Level	Comment
Moderate	Inadequate financial performance could lead to the loss of potential income through interest earned from investment accounts.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

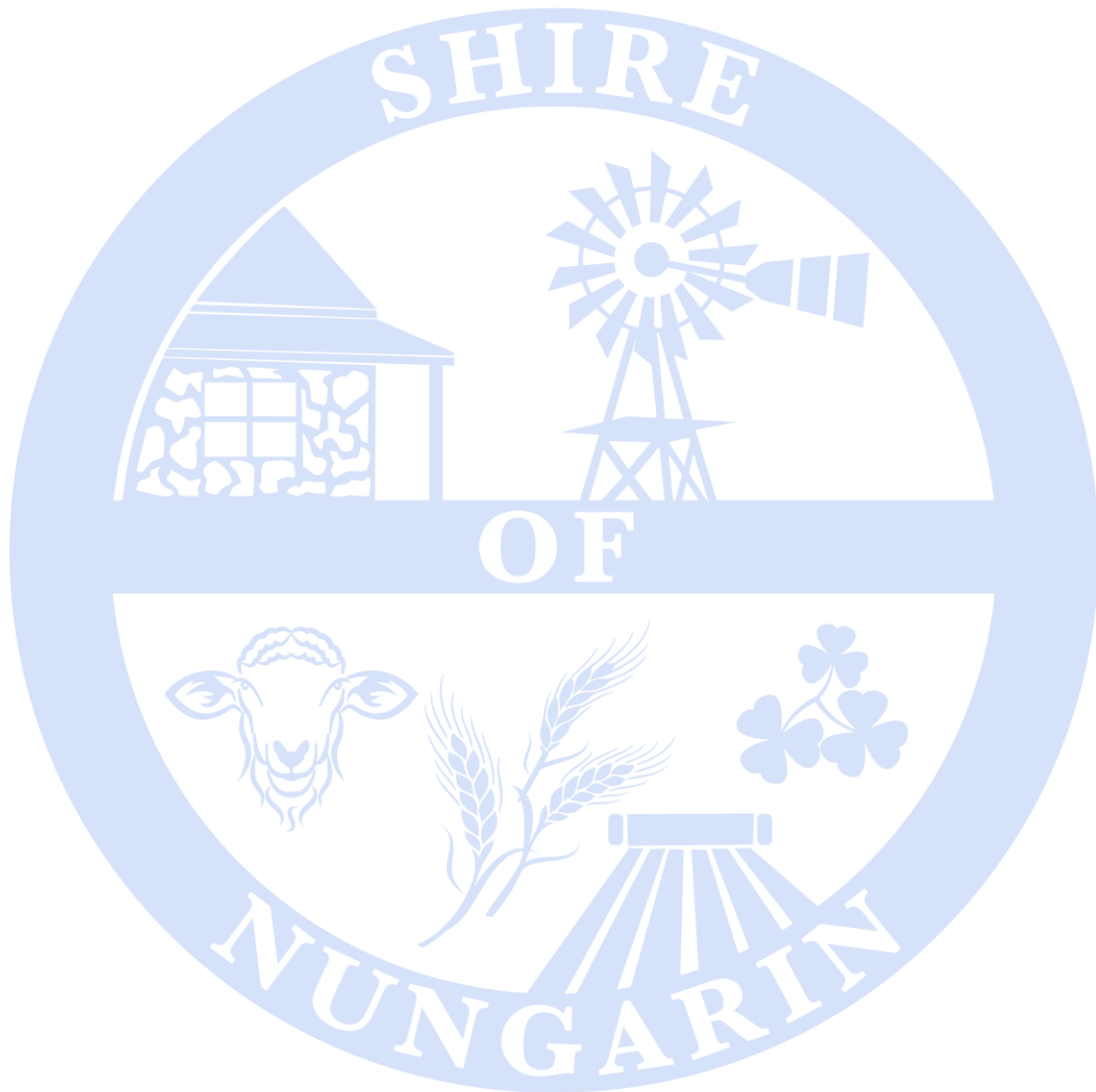
Financial

Nil

Workforce

Nil

End



8.6 INVESTMENT REPORT AS AT 31 JANUARY 2022	
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:	Nil

OFFICER RECOMMENDATION 6799/02/22

That Council Resolves to:

1. Receive the Investment Report as at 31 January 2022.

Moved: Cr K Dayman

Seconded: Cr W Lee

CARRIED 7 / 7

IN BRIEF

The purpose of this report is to present the status of Council's investments accounts.

BACKGROUND

Money held in the Municipal Fund of the Shire of Nungarin that is not required for the time being may be invested in accordance with the Local Government Act 1995 and the Trustees Act 1962 Part III.

REPORT DETAIL

The table below details the investments held by the Shire as at 31 January 2022:

INVESTMENT REGISTER						
1 DECEMBER 2021 TO 31 DECEMBER 2021						
COMMONWEALTH BANK – FIXED TERM DEPOSIT						
ACCOUNT No	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.12.2021	INVESTMENT TRANSFERS	CLOSING BALANCE 31.12.2021
38132004	17/02/2022	0.33%	\$1,145,000.00	\$0.00	\$0.00	\$1,145,000

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.
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OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT**Local Government Act 1995****6.14. Power to invest**

- (3) 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).
- (4) 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*]
 - (f) prescribe circumstances in which a local government is required to invest money held by it; and
 - (g) provide for the application of investment earnings; and
 - (h) generally, provide for the management of those investments.

Local Government (Financial Management) Regulations 1996**19. Investments, control procedures for**

- (3) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (4) 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))

- (3) In this regulation —
- authorised institution*** means —

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

foreign currency means a currency except the currency of Australia.

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

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

Council Policy 3.07 applies to the investment of surplus funds.

Risk Management Implications

Risk Level	Comment
Moderate	Inadequate financial performance could lead to the loss of potential income through interest earned from investment accounts.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

8.7 REQUEST TO CONSIDER A DISCOUNT ON THE DAILY RATE ASSOCIATED WITH THE NUNGARIN CARAVAN PARK	
File Ref:	4.4 Caravan Park Facilities
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	Nil

COUNCIL RESOLUTION 6800/02/22

That Council Resolves to:

1. **Approve the request from Eagle-stone Resources Pty Ltd for a \$13 discount on the current \$25 daily rate associated with the Nungarin Caravan Park.**
2. **Apply the approved discounted rate in (1) above for Eagle-stone Resources Pty Ltd from January 2022 up to and including March 2022.**
3. **Include a weekly caravan park rate in the fees and charges for the 2022/2023 financial year.**

Moved: Cr RE O'Connell

Seconded: Cr G Coumbe

CARRIED 7 / 7

IN BRIEF

The purpose of this report is for Council to consider a request from Eagle-stone Resources Pty Ltd to consider a weekly rate at the Nungarin Caravan Park during the months of January, February and March 2022.

BACKGROUND

Eagle-stone Resources Pty Ltd has recently recommissioned the old gypsum mine located in Lake Brown. Initially the mine will only operate between the months of January and March depending on demand. It is envisaged that should demand increase and becomes viable that it could develop into a permanent presence in Nungarin.

REPORT DETAIL

With the re-opening of the gypsum mine being in its infancy the operators are trying to reduce overheads as far as possible. Currently the workforce consists 2 people who are currently accommodated in one caravan at the Nungarin Caravan Park. It is anticipated, once in full operation this mining season the accommodation needs may increase to a maximum of three (3) caravans.

Due to the process required which, includes a requirement to advertise any new fee. It will not be possible to impose a new weekly fee to accommodate the duration of the request from Eagle-stone Resources Pty Ltd. As such, it is recommended Council consider a discount on the current daily fee in lieu of setting a new fee.

The recommendation is to approve a discounted rate from the current \$25 per day to \$12 per day, and is based on the fact the occupants only stay in the caravan at night unlike a tourist who may be at the caravan during the day as well.

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

Shire of Nungarin 2021/22 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 2 — Fees and charges

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) supplying a service or carrying out work at the request of a person;*
 - (c) subject to section 5.94, providing information from local government records;*
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) supplying goods;*
 - (f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) *imposed* during a financial year; and*
- (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

SUSTAINABILITY AND RISK CONSIDERATIONS

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

The discount would assist a new small business in Nungarin. The possible growth of the business would have a positive impact on both the Shire and Regional economy.

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

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
Low	A decision by Council not to agree to a discount will not have a risk impact for Council but may lead to a further financial burden placed on the applicant.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Currently the daily rate for a powered site at the caravan park is \$25 which would have provided a total weekly (7-day week) income of \$175. Should Council resolve to approve the discount the weekly income will be \$84.

Workforce

Nil

end

8.8 SHIRE OF NUNGARIN EMPLOYEE CODE OF CONDUCT	
File Ref:	3.9 Employee Code of Conduct
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	8.8A Employee Code of Conduct 8.8B Misconduct Management Practice and Procedure

COUNCIL RESOLUTION 6801/02/22

That Council Resolves to:

- 1. Endorse the Nungarin Employee Code of Conduct, listed as attachment 8.8A, to comply with section 5.51A of the *Local Government Act 1995*.**
- 2. Request the Chief Executive Officer to ensure the updated Nungarin Employee Code of Conduct is published on the Shire's official website, as soon as practical in compliance with section 5.51A (3) of the *Local Government Act 1995*.**

Moved: Cr RE O'Connell

Seconded: Cr M Caughey

CARRIED 7 / 7

IN BRIEF

Council is asked to note the new Code of Conduct for Employees as required by the Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021 (Employee Code Regulations).

BACKGROUND

The government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Employees. Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021 (Employee Code Regulations) introduced minimum requirements for local government employees in relation to gifts, conflicts of interest and disclosure. In addition, the Employee Code Regulations provide that a local government's code of conduct for employees must contain requirements pertaining to:

- behaviour;
- disclosure of information;
- the use of information and resources;
- record keeping; and
- reporting and managing misconduct.

The CEO is required to prepare and implement a code of conduct to be observed by employees. The CEO may amend the code as required and must ensure that an up-to-date version of the code is published on the local government's official website. Local Governments are required to implement a revised Code of Conduct for Employees that incorporates the Model Code of Conduct as soon as practicable, in accordance with the new s.5.51(3) of the Act.

REPORT DETAIL

In order to comply with the Local Government (Model Code of Conduct) Regulations 2021, local governments must review and/or update their employee code of conduct to ensure that it meets the requirements set out in the Employee Code Regulations. Most of the content of current employee code of conduct already meet the requirements of the regulations.

Local governments will need to incorporate requirements relating to standards of behaviour, the use of information, use of local government resources and finances have been incorporated into the employee code.

Local governments must ensure their employee code of conduct includes requirements relating to reporting of misconduct as provided in the Employee Code Regulations and in accordance with their statutory obligations.

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

- *Local Government Act 1995*
- *Local Government (Administration) Amendment Regulations 2021.*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.*
- *Local Government (Model Code of Conduct) Regulations 2021.*

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 is required by the Local Government Act 1995, to update its 'Employee Code of Conduct'. Not complying with the Act will be reflected in the annual Compliance Audit Report.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

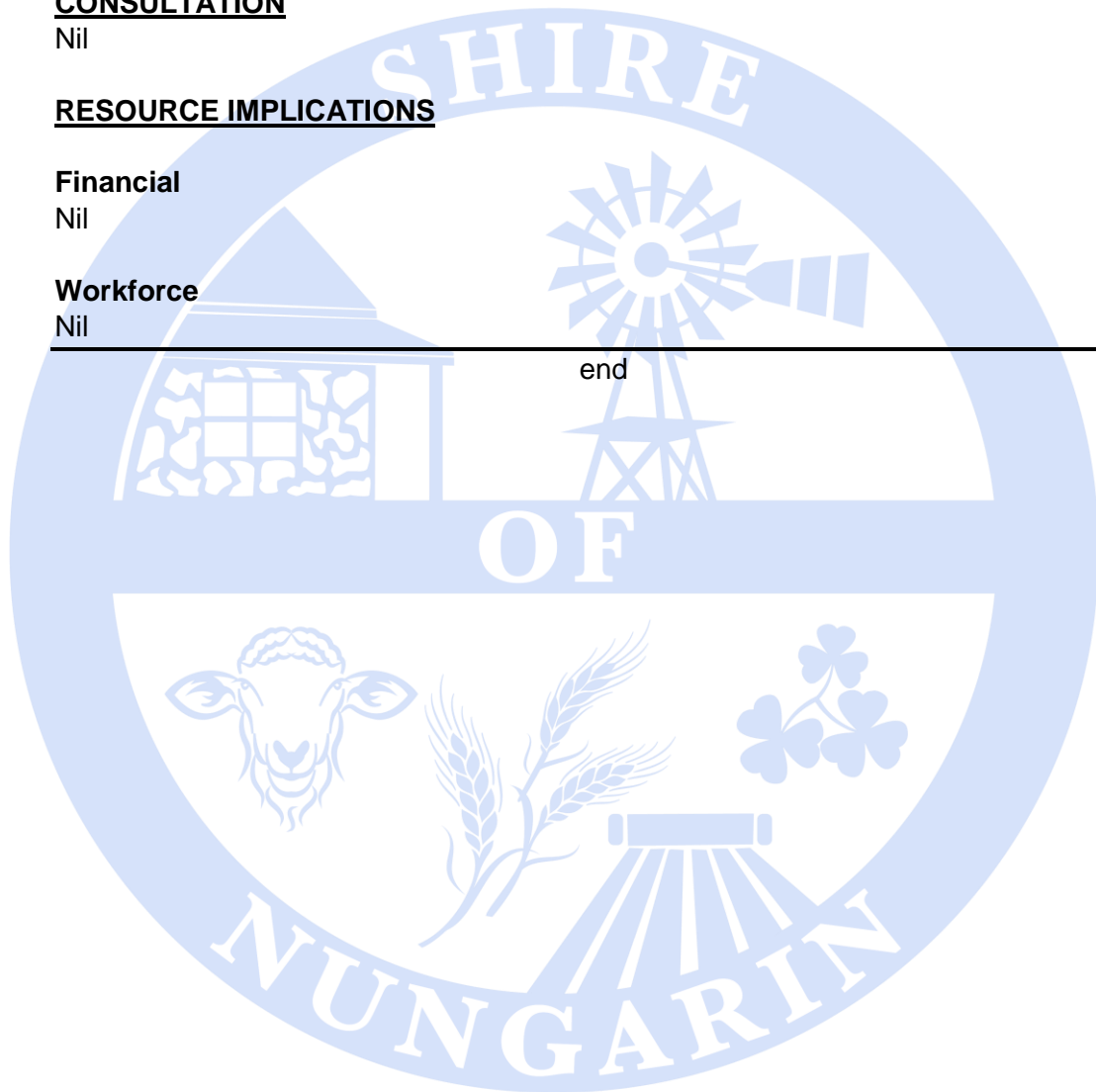
Financial

Nil

Workforce

Nil

end



- Cr Coumbe declared an interest affecting impartiality – Item 8.9 – Request to Waive Hire Fees Associated with the Vintage Rally – being the Chairman and the Nungarin Heritage Machinery and Army Museum.
- Cr Lee declared an interest affecting impartiality – Item 8.9 – Request to Waive Hire Fees Associated with the Vintage Rally – being a committee member of the Nungarin Heritage Machinery and Army Museum.
- Cr O’Connell declared an interest affecting impartiality – Item – 8.9 – Request to Waive Fees Associated with the Vintage Rally – Being a member of the Nungarin Heritage Machinery and Army Museum Committee.

8.9 REQUEST TO WAIVE HIRE FEES – VINTAGE RALLY	
File Ref:	24.2.1.1
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	Nil

COUNCIL RESOLUTION 6802/02/22

That Council Resolves to:

1. Approves the request from the Nungarin Heritage, Machinery and Army Museum to waive the hire fee for the portable ablutions required for the Vintage Rally subject to:
 - a. The cost of having the portable ablution emptied after the event is covered by the Nungarin Heritage, Machinery and Army Museum.

Moved: Cr K Dayman
Seconded: Cr G Coumbe

CARRIED 7 / 7

IN BRIEF

Council is requested to consider waiving the hire fee associated with hiring the portable ablutions required to host the annual Vintage Rally.

BACKGROUND

A request has been received from the Nungarin Heritage, Machinery and Army Museum the event organisers of the Vintage Rally to be held at the Nungarin Heritage, Machinery and Army Museum in March 2022, to waive the hire fee imposed through the approved Fees and Charges for the portable ablutions.

REPORT DETAIL

Events such as the Vintage Rally boost the economy of the town due to the volume of visitors attracted to town, who use the local shop and or pub.

Officers believe it is important for the Council to support any event held in town and as such recommend the waiver of hire fees. However, Officers do not support the waiver of any bonds due to the potential of damage to the equipment / plant, considering the bond is refunded once the equipment / plant is returned.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Social
Aspiration	Our Shire is healthy and happy, contributing to our progress, with accessible places and spaces and our transport is well connected and safe
Objective	Plan and deliver sport and recreation, public and community events

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

The economy of the town will benefit from the event, as a result of the number of visitors and their subsequent spending power.

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

Due to the relative remote location of Nungarin an event such as the Vintage Rally will provide both the immediate community as well as the surrounding community an additional social event to attend

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
Medium	Events as proposed could attract large numbers of people. Waiving the bond is considered a risk due to potential damage.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Should Council approve the request the potential income lost is \$100

Workforce

Nil

end

8.10 ENDORSEMENT OF DISABILITY ACCESS AND INCLUSION PLAN 2022 - 2027	
File Ref:	3.4.1
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	8.10A – Disability Access and Inclusion Plan

COUNCIL RESOLUTION 6803/02/22

That Council Resolves to:

1. Endorse the Disability Access and Inclusion Plan attached as attachment 8.10A, for community consultation, subject to:
 - a. No material comments being received during the community consultation period, the Disability Access and Inclusion Plan be considered adopted by Council. The date of the adoption shall be the date of the first Ordinary Council Meeting following the community consultation period.
2. Request the Chief Executive Officer to forward the Disability Access and Inclusion Plan to the Department of Communities.

Moved: Cr M Caughey

Seconded: Cr K Dayman

CARRIED 7 / 7

IN BRIEF

Council is requested to consider endorsing the updated Disability Access and Inclusion Plan (DAIP) 2022 -2027, attached as **attachment 8.10A**.

BACKGROUND

It is a legislative requirement of the Disability Services Act 1993, that all local governments prepare and submit a Disability Access and Inclusion Plan to the relevant Government department.

Disability Access and Inclusion Plan are required to be prepared for a five-year period and is to be reported on annually to the Department of Communities as well as in the Annual Report.

The existing Disability Access and Inclusion Plan has expired and as such the draft plan has been prepared for endorsement / adoption.

REPORT DETAIL

The objective of the Disability Access and Inclusion Plan is to provide local governments with a five-year plan that identifies ways to improve not just access to Shire facilities but also community services. Works identified in the plan can be used to inform the annual budget.

SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Social
Aspiration	Our Shire is healthy and happy, contributing to our progress, with accessible places and spaces and our transport is well connected and safe
Objective	Plan and deliver sport and recreation, public and community events

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT*Disability Services Act 1993*

Part 5 of the Act requires all local governments to have a Disability Access and Inclusion Plan in place and be reviewed every five years.

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

Ensuring Shire facilities and services cater for those with a disability can have the potential to benefit the economy of the Shire and the region.

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

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
High	Council is required by legislation to have a Disability Access and Inclusion Plan, not complying with the Act will be reflected in the annual Compliance Audit Report.

CONSULTATION

Prior to the adoption of the Plan, the Plan will be advertised for community consultation for a period of 21 days, providing the community / stakeholders an opportunity to comment in the following manner.

- Copy of the Plan will be placed on the Shire website.
- Information with a link to the website will be placed on FaceBook.

- Information will be placed in the Nungarin Newslink directing anyone who would like a copy to contact the Administration Office.

If no material comments are received that substantially change the Plan it is recommended the Plan be endorsed.

RESOURCE IMPLICATIONS

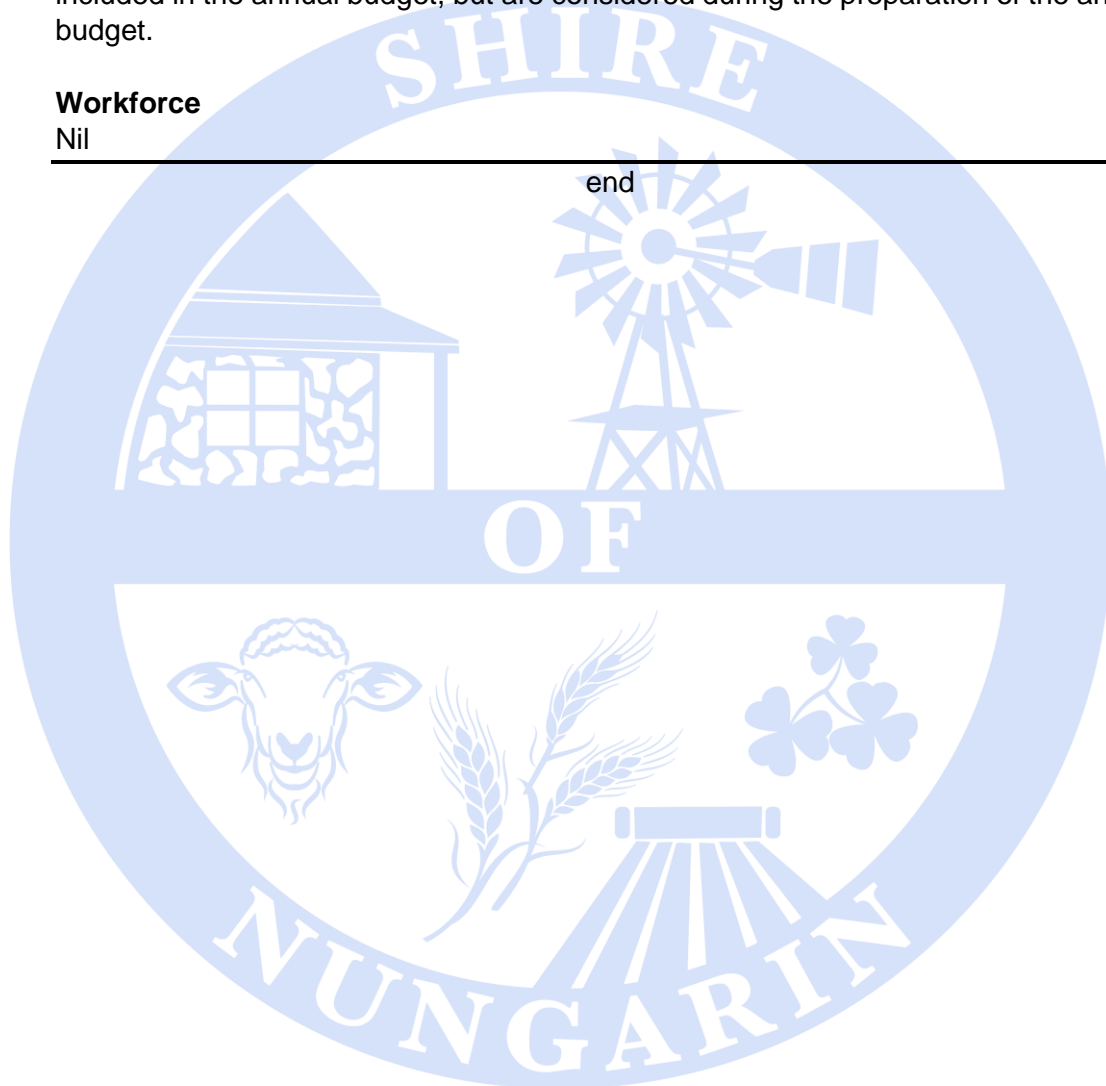
Financial

Initiatives identified in the Disability Access and Inclusion Plan are not automatically included in the annual budget, but are considered during the preparation of the annual budget.

Workforce

Nil

end



8.11 APPROVAL OF CORPORATE CREDIT CARD	
File Ref:	10 Financial Management
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	8.11A – Draft Policy FM001 – Corporate Credit Card

COUNCIL RESOLUTION 6804/02/22

That Council Resolves to:

- Adopt Policy FM001 – Corporate Credit Card attached as attachment 8.11A.**

Moved: Cr K Dayman

Seconded: Cr W Lee

CARRIED 7 / 7

IN BRIEF

Council is requested to consider adopting policy FM001 – Corporate Credit Card, attached as **attachment 8.11A**.

BACKGROUND

The policy proposed has come about due to the growing number of vendors not accepting EFT payments or purchase orders. In these instances, staff are using their own personal credit cards which is not good practice and generally frowned upon by the auditors.

REPORT DETAIL

Should Council approve the policy, only one credit card will be permitted, and will be issued to the Chief Executive Officer. The policy also outlines the conditions under which the credit card may be used.

The proposed credit card limited is reflective of the “Procurement Thresholds and Requirements” contained within Policy 1.22 Procurement Policy, which reads as follows:

Range (excluding GST)	Requirements
\$0 - \$7,500	Purchase directly from a supplier or at least one (1) oral or written quotation must be obtained from a suitable supplier, either from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered and maintained by the Shire; or

	<ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
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SHIRE OF NUNGARIN COMMUNITY STRATEGIC PLAN 2023

Focus Area	Civic Centre
Aspiration	A strong local democracy with an actively engaged community and effective partnership.
Objective	A shire that prospers through partnership and good governance.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) 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
Medium	Significant auditing protocols are required to ensure compliant use of a corporate credit card with expenditures on the card to be reflected on the monthly payment list provided to Council.

CONSULTATION

Financial Consultant – Darren Long

RESOURCE IMPLICATIONS

Financial

Purchases made with the credit card will be required to have a corresponding budget approved by Council through the Annual Financial Budget.

Workforce

Nil

end

9. DELEGATES REPORTS

9.1 Cr O’Connell (APPENDIX 9.1A)

9.2 Cr Coumbe:

Attended Museum Meeting

9.3 Cr de Lacy

Attended Greater Eastern Country Zone Meeting

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. CONFIDENTIAL ITEMS OF BUSINESS

Nil

12. CLOSURE

The being no further business the meeting closed at 3:45pm

Presiding Member

Date

