

Date: 16 June 2023

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 21 June 2023 at 4:30pm to consider and resolve the matters set out in the attached agenda.

Acting Chief Executive Officer  
David Nayda

---

### **DISCLAIMER**

*Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.*

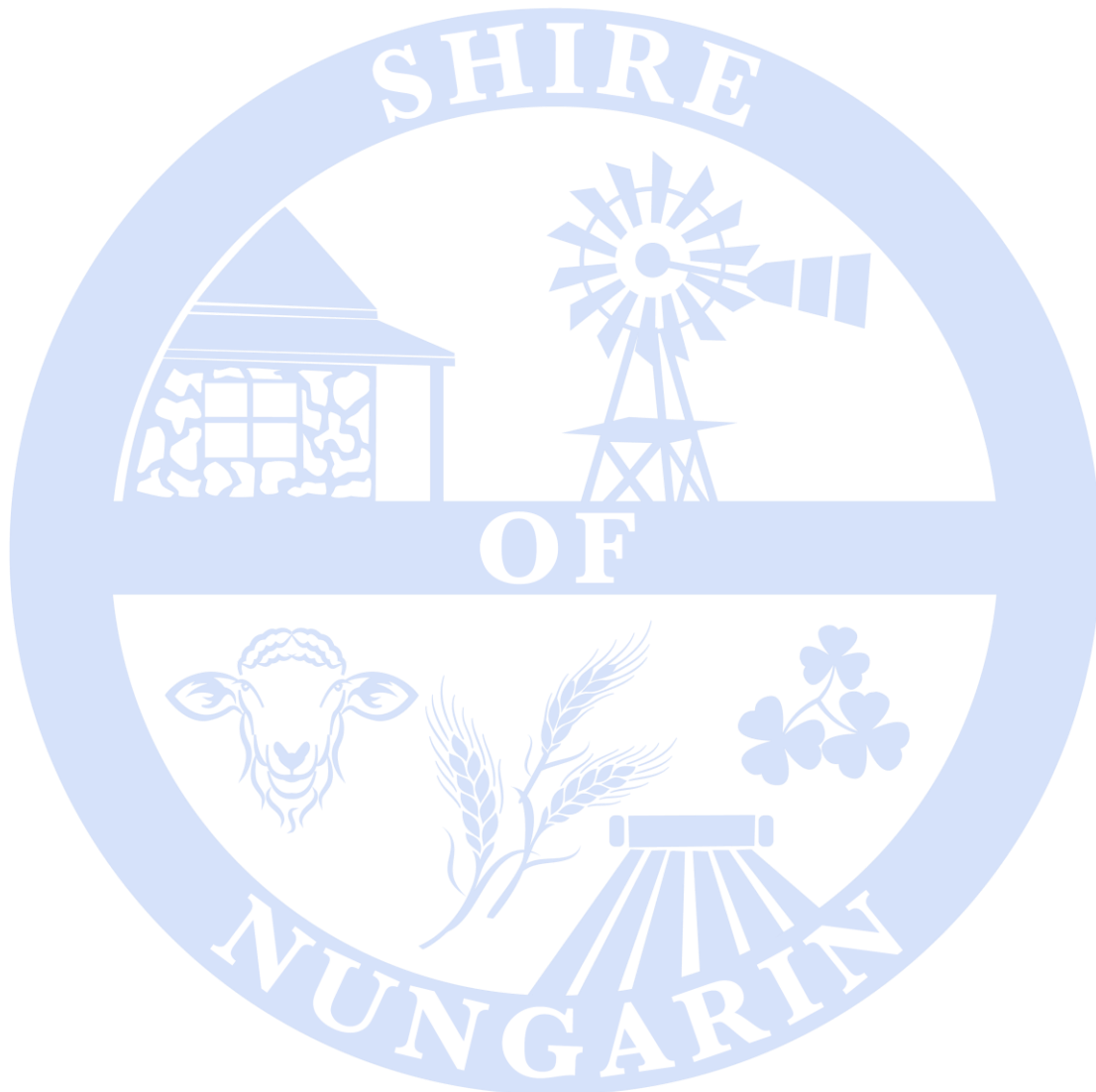
*Any statement, comment or decision made at a Council or Forum meetings regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.*

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

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

**PUBLIC QUESTION TIME**

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



## Table of Contents

<b>1. DECLARATION OF OPENING .....</b>	<b>4</b>
<b>2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....</b>	<b>4</b>
<b>2.1 ATTENDANCE .....</b>	<b>4</b>
<b>2.2 APOLOGIES.....</b>	<b>4</b>
<b>2.3 REQUEST FOR LEAVE OF ABSENCE .....</b>	<b>4</b>
<b>3. DEPUTATIONS AND PETITIONS .....</b>	<b>4</b>
<b>3.1 DEPUTATIONS .....</b>	<b>4</b>
<b>3.2 PETITIONS .....</b>	<b>4</b>
<b>4. PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>5</b>
<b>4.2 PUBLIC QUESTION TIME .....</b>	<b>5</b>
<b>5. DECLARATIONS OF INTEREST .....</b>	<b>5</b>
<b>5.1 FINANCIAL AND PROXIMITY INTEREST .....</b>	<b>5</b>
<b>5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT .....</b>	<b>5</b>
<b>6. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) .....</b>	<b>5</b>
<b>7. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATION .....</b>	<b>5</b>
<b>7.1 ORDINARY COUNCIL MEETING – 17 May 2023 .....</b>	<b>6</b>
<b>8. OFFICER REPORTS.....</b>	<b>7</b>
<b>8.1 LISTING OF PAYMENTS FOR THE MONTH OF MAY 2023.....</b>	<b>7</b>
<b>8.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD     ENDING 31 MAY 2023 .....</b>	<b>10</b>
<b>8.3 ABATEMENT OF LEASE FEES FOR MCCORRYS HOTEL AND WAIVER OF     HIRE FEES FOR THE RECREATION CENTRE BUILDING.....</b>	<b>13</b>
<b>8.4 AUDIT REGULATION 17 REVIEW.....</b>	<b>17</b>
<b>8.5 FINANCIAL MANAGEMENT REVIEW .....</b>	<b>20</b>
<b>8.6 WA LOCAL GOVERNMENT CONVENTION .....</b>	<b>23</b>
<b>9. MINUTES OF COMMITTEES.....</b>	<b>27</b>
<b>10. DELEGATES REPORTS.....</b>	<b>27</b>
<b>11. NEW BUSINESS OF AN URGENT NATURE.....</b>	<b>27</b>
<b>12. CONFIDENTIAL ITEMS OF BUSINESS .....</b>	<b>27</b>
<b>13. CLOSURE .....</b>	<b>27</b>

## AGENDA

**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at \_\_\_pm.

**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 D Nayda
Manager of Corporate Services	Ms C Pearce

**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 / OUT OF SESSION CONFIRMATION**

**7.1 ORDINARY COUNCIL MEETING – 17 May 2023**

**OFFICER RECOMMENDATION ../06/23**

That the Minutes of the Ordinary Council Meeting held on 17 May 2023 be confirmed subject to the following amendment:

**(a) Item 8.4 BUDGET AMENDMENT – DANBERRIN ROAD RECONSTRUCTION**

Deletion of the table in the resolution 36/05/23 and replace it with the following table:

Description	GL/JOB No	Reduce	Increase
RRG – Danberrin Road	RRRG02		\$90,000
Regional Road Group Grant Income	312101		\$60,000
Lot 186 Danberrin Road Capital Expenses	404211	\$30,000	

Moved: .....

Seconded: .....

.....



**8. OFFICER REPORTS**

<b>8.1 LISTING OF PAYMENTS FOR THE MONTH OF MAY 2023</b>	
<b>File Ref:</b>	10.13
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	David Nayda Acting Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	8.1A – Payment List

**OFFICER RECOMMENDATION ../06/23**

**That Council Resolves to:**

- 1. Receive the following payments made throughout the month of May 2023:**

<b>Municipal</b>	<b>Cheque</b>	<b>\$16,702.19</b>
	<b>EFT</b>	<b>\$716,538.34</b>
	<b>Direct Debit</b>	<b><u>\$23,965.68</u></b>
<b>Trust</b>	<b>Cheque –</b>	<b>Nil</b>
	<b>Grand Total</b>	<b>\$757,206.21</b>

**Moved:** .....

**Seconded:** .....

.....

**IN BRIEF**

The purpose of this report is to present the listing of payments made from the Shire’s Municipal and Trust funds throughout the month of May 2023.

**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 INTEGRATED STRATEGIC PLAN 2023 – 2033**

<b>Focus Area</b>	Our Organisation
<b>Community Priority</b>	Effective forward planning, and engagement with our community
<b>Success Measurement</b>	We deliver sound financial and asset management

**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**

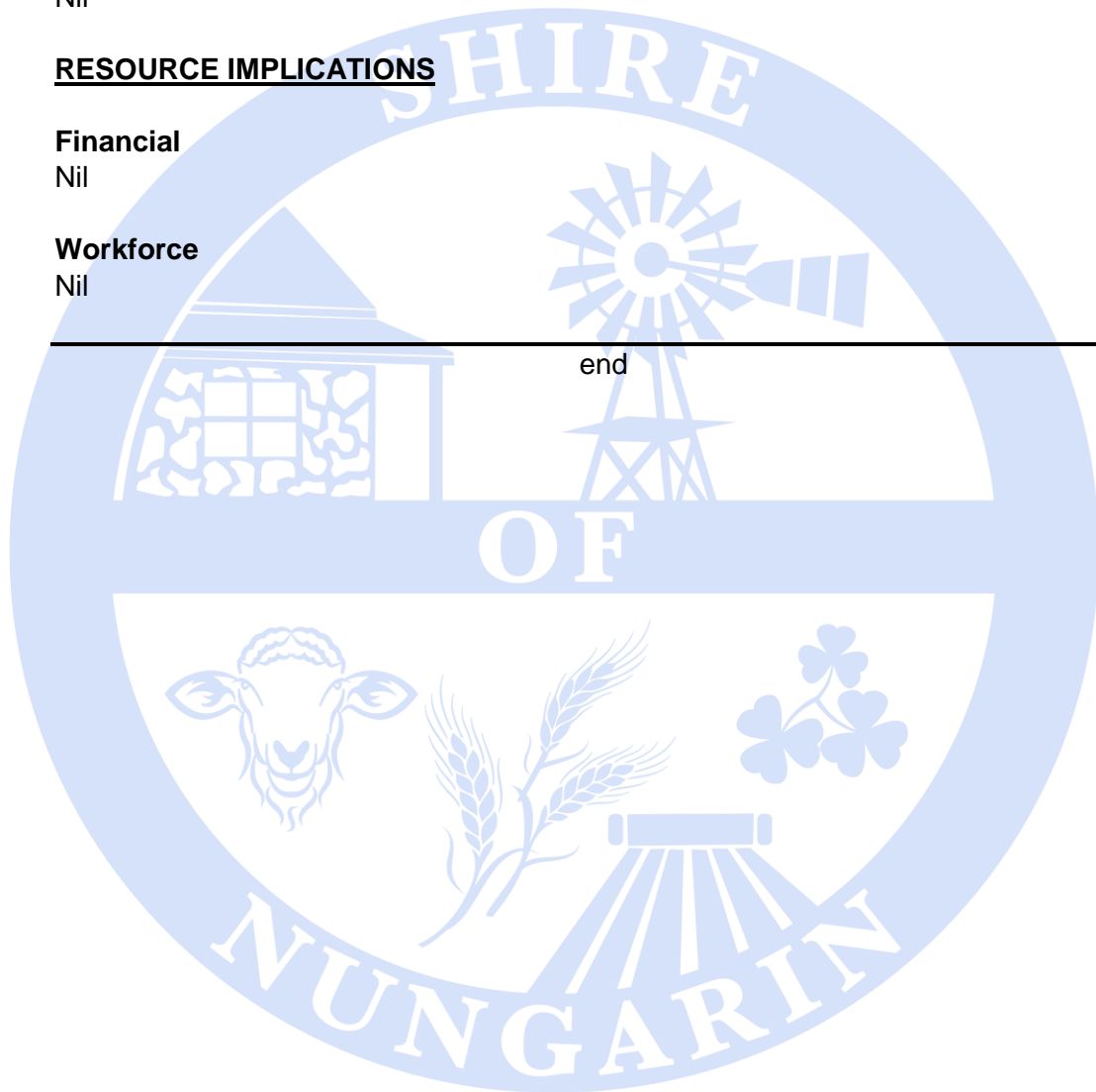
Nil

**Workforce**

Nil

---

end



<b>8.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2023</b>	
<b>File Ref:</b>	10.2.2
<b>Previous Item Ref:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	David Nayda Acting Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachment Number:</b>	8.2A – Monthly Statement

**OFFICER RECOMMENDATION ./.05/23**

**That Council Resolves to:**

- Receives the monthly financial activity statement for the period ending 31 May 2023.**

**Moved:** .....

**Seconded:** .....

.....

**IN BRIEF**

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

**BACKGROUND**

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

**REPORT DETAIL**

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

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

- (m) Detailed Operating and Non-Operating Schedules.

### **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. Attached to this report is a copy of the month by month cumulative budget estimates, set out in the Statement of Financial Activity format.

The Statement of Financial Activity as at 31 May 2023 shows a closing surplus of \$598,515

### **SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 – 2033**

<b>Focus Area</b>	Our Organisation
<b>Community Priority</b>	Effective forward planning, and engagement with our community
<b>Success Measurement</b>	We deliver sound financial and asset management

### **OTHER STRATEGIC LINKS**

Shire of Nungarin 2022/23 Annual Budget

### **STATUTORY ENVIRONMENT**

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

*Local Government (Financial Management) Regulations 1996*:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
  - (e) the net current assets at the end of the month to which the statement relates.

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

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

Nil

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

Nil

**Policy Implications**

Nil

**Risk Management Implications**

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

**CONSULTATION**

Shires Financial Consultant

**RESOURCE IMPLICATIONS**

**Financial**

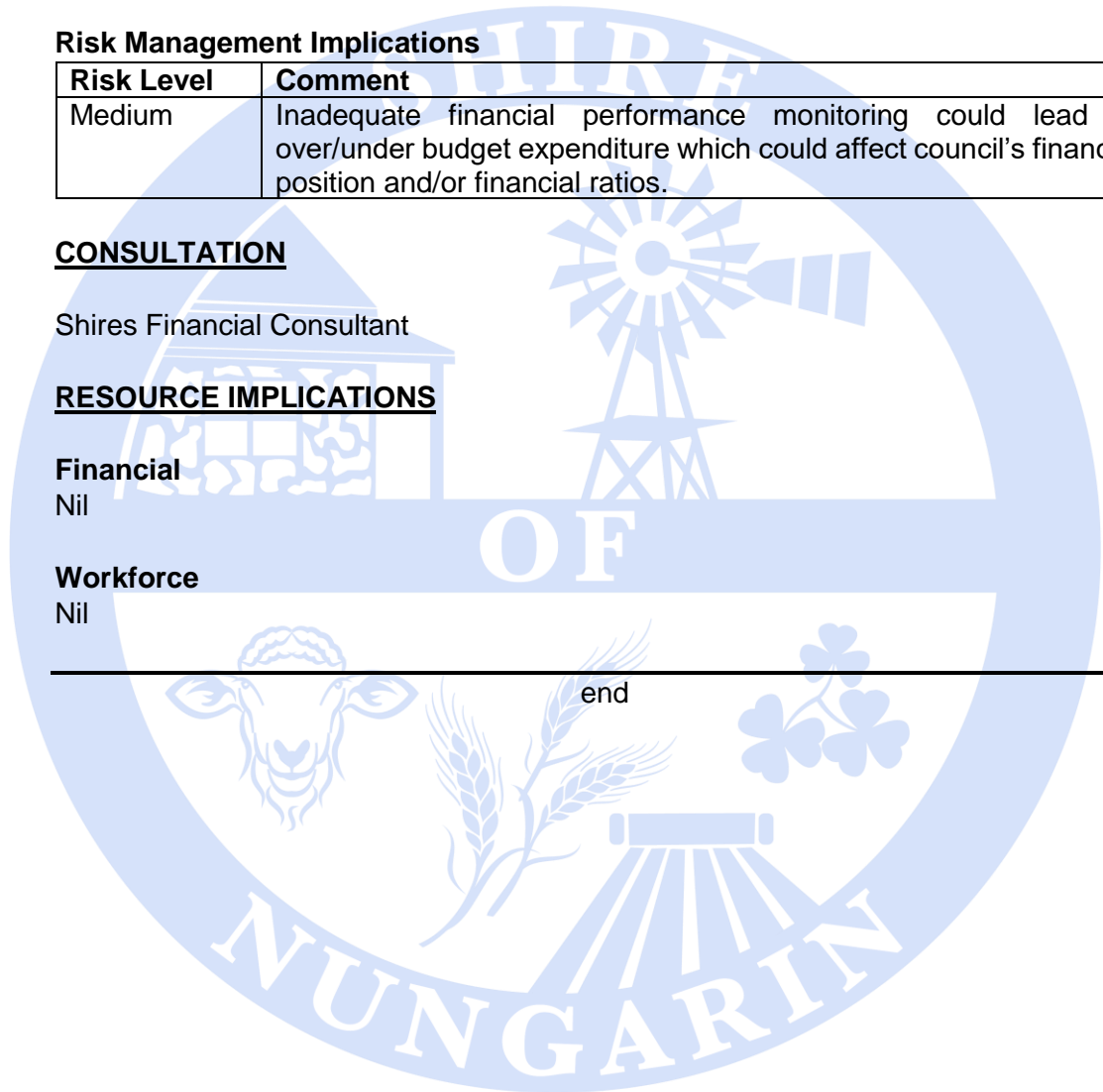
Nil

**Workforce**

Nil

---

end



<b>8.3 ABATEMENT OF LEASE FEES FOR MCCORRYS HOTEL AND WAIVER OF HIRE FEES FOR THE RECREATION CENTRE BUILDING</b>	
<b>File Ref:</b>	14.17
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	David Nayda Acting Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

#### **OFFICER RECOMMENDATION**

##### **That Council:**

- 1. Approve a waiver of the hire fees for the Recreation Centre Building – Main building (incl kitchen but excluding Bar) for current and future function and events until such time as roof and ceiling repairs are completed to McCorrys Hotel.**
- 2. Approve an abatement to the lease fees for McCorrys hotel of 80% until such time works can be performed to repair the ceiling and ensure safety compliance.**

#### **IN BRIEF**

Council is requested to consider:

1. A waiver of the hire fees for the Recreation Centre Building – Main building (incl kitchen but excluding Bar) for current and future function and events until such time as roof and ceiling repairs are completed to McCorrys Hotel.
2. An abatement in the lease rental applicable to McCorrys Hotel until such time as the roof and ceiling repairs are completed and the rooms are made fit for use.

#### **BACKGROUND**

Damage to the ceilings at McCorrys Old Hotel were sustained as a result of cyclone Seroja. An insurance claim for repairs to the ceiling was not progressed as damage to the ceiling, it would have gotten progressively worse if the roof was not repaired first. Due to budget constraints at the time roof repairs did not progress.

Further damage to the ceilings at McCorrys Old Hotel has occurred due to the condition of the roof. At this point in time one bedroom, one bathroom and the functions room are considered unsafe to use. The lessee has been instructed to close these rooms to guests, patrons and themselves to minimise exposure to risk of injury until repairs can be completed.

The inability to utilise the function room and bathroom is having an impact on the lessee's ability to market and attract functions and events to McCorrys Hotel.

The Lessees have written to Council seeking:

1. An abatement in the lease rental applicable to McCorrays Hotel until such time as the roof and ceiling repairs are completed and the rooms are made fit for use; and
2. A waiver of the hire fees for the Recreation Centre Building – Main building (including kitchen but excluding Bar) for current and future function and events until such time as roof and ceiling repairs are completed to McCorrays Hotel.

## **REPORT DETAIL**

The Lessee has also requested consideration for the full waiver of the hire fee associated with the Recreation Centre Building – Main building to host functions and events whilst the Hotel roof and ceilings are repaired.

Section 6.12(1)(b) of the *Local Government Act 1995*, provides Council with the power to grant a waiver or a concession in relation to any amount of money.

A full waiver of the hire fees relating to the Recreation Centre Building is suggested as being appropriate in recognition of the potential impact on future revenue capacity of the Lessee arising from the inability to make use of the function room at McCorrays Hotel, and the potential added expense in hosting functions and events at another appropriate location.

It is suggested the bond applicable to the hire of the Recreation Building remain a condition of hire, to provide protection against any damage that may arise from hiring the facility.

The Lease Agreement between the Shire of Nungarin and the Lessee, states:

### **21. Damage or destruction of premises**

#### **21.1 Abatement of Rent**

If the premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, the rent or a proportionate part thereof (according to the nature and extent of the damages) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee.

Under this clause, Council is obligated to consider some abatement to the rent, given that the function room and a bathroom are unable to be used.

The function room and bathroom make up a significant proportion of the overall facility and the inability to use these areas directly impacts on the hire and use of the facility to patrons. The Lessee is still able to utilise the living quarters of the facility.

In recognition of the loss of the function room and the bathroom due to the damaged ceilings, an abatement of rent between 80%-100% is suggested as being appropriate. It is considered appropriate the abatement continue until the building is made fit for the occupation and use by the Lessee.



Officers are currently sourcing quotations from suitably qualified builders to undertake the roof and ceiling repairs. A further report will be presented to Council once this information is available.

### **SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033**

<b>Focus Area</b>	Civic Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnership.
<b>Objective</b>	1. Provide and maintain adequate community services and facilities that responds well to the needs of all ages and sectors of the community.

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

Section 6.12 – Power to defer, grant discounts, waive or write off debts.

Clause 21 of the Lease Agreement between the Shire of Nungarin and the Lessee.

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

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

Nil

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

Nil

#### **Policy Implications**

Nil

#### **Risk Management Implications**

<b>Risk Level</b>	<b>Comment</b>
High	Council is exposed to a high level of risk with the current condition of the building and loss of revenue related to the use of the facility. Council may also be in breach of Clause 21 of the Lease Agreement.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

#### **Financial**

Abatement of the lease rental fees will cost the Shire \$2,800 in potential rental income.



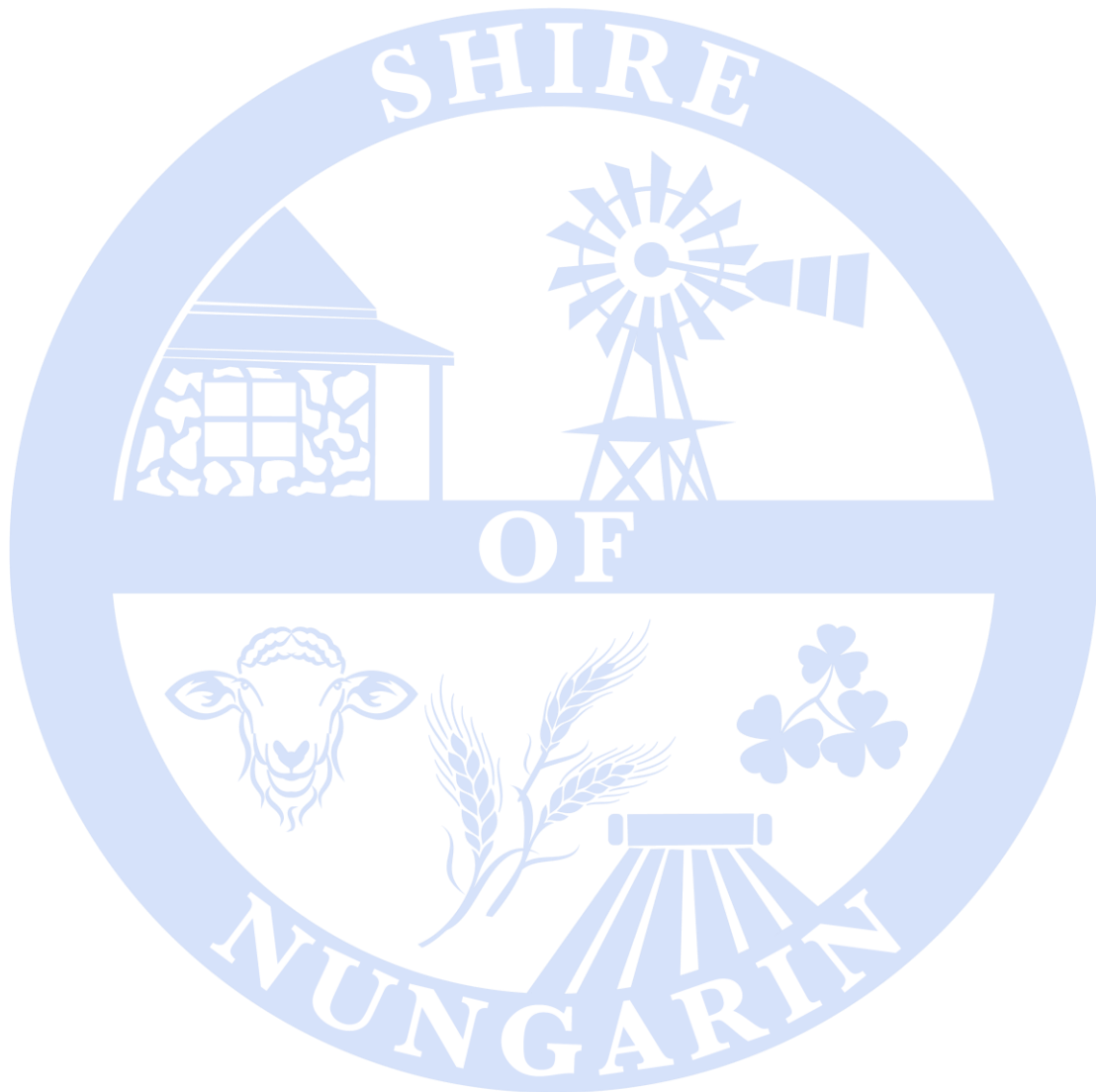
Waiver of the hire fees for the Recreation Centre Building equates to \$199 per occasion.

**Workforce**

Nil

---

End



<b>8.4 AUDIT REGULATION 17 REVIEW</b>	
<b>File Ref:</b>	
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	David Nayda Acting Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority / Absolute Majority
<b>Attachment Number</b>	8.4A – Review of Legislative Compliance Internal Controls and Risk Management Systems

### **OFFICER RECOMMENDATION**

**That Council:**

- 1) Accept the Legislative Compliance, Internal Controls, and Risk Management Systems Review Report.**
- 2) Request the CEO to prepare a detailed response to the recommendations within the Review Report for consideration at a future Audit Committee Meeting.**

### **IN BRIEF**

Review and adoption of the recommendations set out in document 8.7a Review of Legislative Compliance Internal Controls and Risk Management Systems.

### **BACKGROUND**

The Shire of Nungarin appointed Darren Long Consulting to undertake a review of the local government's legislative compliance, internal control and risk management systems and procedures, as required by regulation 17(1) of the Local Government (Audit) Regulations 1996 and report as to their appropriateness and effectiveness.

The compliance programs of a local government are a strong indication of attitude towards meeting legislative compliance and risk management approach.

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

### **REPORT DETAIL**

Pursuant to Regulation 17(1) of the Local Government (Audit) Regulations 1996, the Chief Executive Officer (CEO) of a local government is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) Legislative compliance;

- (b) Internal control; and
- (c) Risk management

Regulation 17(2) states that the review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

In addition, Regulation 17(3) requires the CEO to report to the audit committee the results of that review.

Darren Long Consulting have prepared and presented the attached report for consideration by the Audit Committee and Council. The review makes a significant number of recommendations which should be carefully considered by the substantive Chief Executive Officer before reporting back to the Audit Committee.

**SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033**

<b>Focus Area</b>	CMC Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnerships
<b>Objective</b>	16.7 Annual review compliance methods

**OTHER STRATEGIC LINKS**

nil

**STATUTORY ENVIRONMENT**

Regulation 17(1) of the Local Government (Audit) Regulations 1996

**SUSTAINABILITY AND RISK CONSIDERATIONS**

**Economic –**

Nil

**Social**

Nil

**Policy Implications**

Nil

**Risk Management Implications**

<b>Risk Level</b>	<b>Comment</b>
Medium	The Audit Regulation 17 considers the Shire’s Risk Management Systems

## **CONSULTATION**

Darren Long, the Shire's Financial Consultant has prepared the attached report in consultation with staff.

## **RESOURCE IMPLICATIONS**

### **Financial**

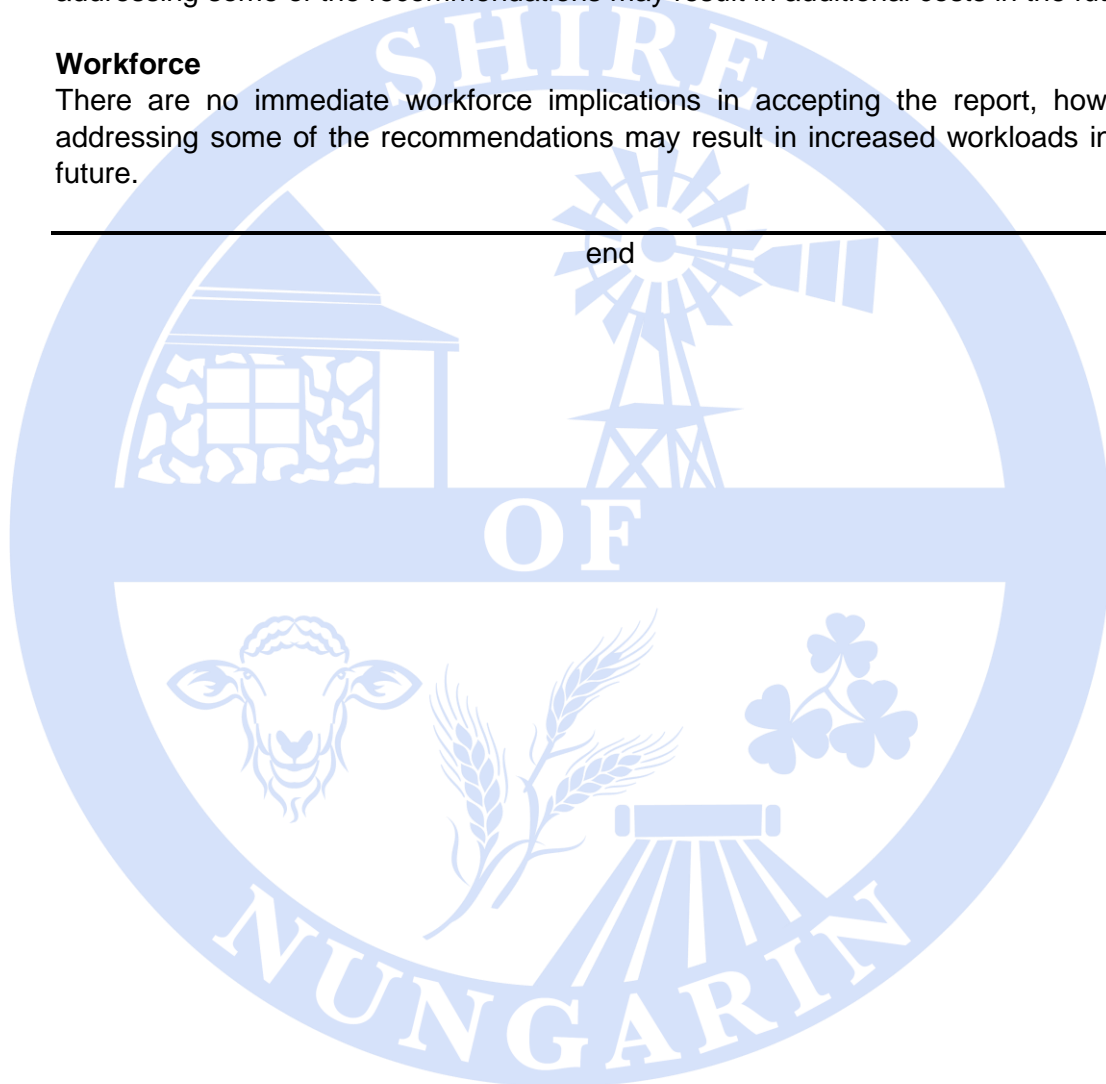
There are no immediate financial implications in accepting the report, however addressing some of the recommendations may result in additional costs in the future.

### **Workforce**

There are no immediate workforce implications in accepting the report, however addressing some of the recommendations may result in increased workloads in the future.

---

end



<b>8.5 FINANCIAL MANAGEMENT REVIEW</b>	
<b>File Ref:</b>	
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	David Nayda, Acting Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	8.5a Financial Management Review 2023

**OFFICER RECOMMENDATION**

**That Council:**

- 1) Accept the Financial Management Review Report as attached.**
- 2) Request the CEO to prepare a detailed response to the recommendations within the Review Report for consideration at a future Audit Committee Meeting.**

**Moved:** .....

**Seconded:** .....

.....

**IN BRIEF**

Council is requested to consider the recommendations contained in the Financial Management Review Report.

**BACKGROUND**

The Shire of Nungarin appointed Darren Long Consulting to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government (not less than once in every 3 financial years) and report to the local government the results of those reviews.

**REPORT DETAIL**

Pursuant to Regulation 5(1) of the Local Government (Financial Management) Regulations 1996, the Chief Executive Officer of a local government is to establish efficient systems and procedures for:

- (a) The proper collection of all money owing to the local government;
- (b) The safe custody and security of all money collected or held by the local government;
- (c) The proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);

- (d) Ensuring the proper accounting for municipal or trust-
  - (i.) Revenue received or receivable;
  - (ii.) Expenses paid or payable; and
  - (iii.) Assets and liabilities;
- (e) Ensuring the proper authorisation for the incurring of liabilities and the making of payments;
- (f) The maintenance of payroll, stock control and costing records; and
- (g) Assisting in the preparation of budgets, budget reviews, accounts and reports required by the Act or regulations.

In addition, Regulation 5(2) requires the Chief Executive Officer of a local government to-

- (a) Ensure that the resources of the local government are effectively and efficiently managed;
- (b) Assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

The Financial Management Review provides the CEO and Council with an independent assessment of the appropriateness and effectiveness of the Shires' Financial Management Systems and whether the Shire has complied with the requirements of the Local Government Act 1995 and the Local Government [Financial Management] Regulations 1996.

**SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033**

<b>Focus Area</b>	CMC Leadership
<b>Aspiration</b>	A strong local democracy with an actively engaged community and effective partnerships
<b>Objective</b>	16.7 Annual review compliance methods

**OTHER STRATEGIC LINKS**

There are no other strategic links.

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996, Regulation 5 – CEO’s duties as to financial management

**SUSTAINABILITY AND RISK CONSIDERATIONS**

**Economic –**

Nil

**Social**

Nil

**Policy Implications**

There are no immediate policy implications, but addressing the recommendations may require changes to existing policies, or new policies to be created.

**Risk Management Implications**

Risk Level	Comment
Medium	Financial management process with strong internal controls reduces the Shire's risks

**CONSULTATION**

The review was carried out by Darren Long in consultation with Staff.

**RESOURCE IMPLICATIONS**

**Financial**

There are no immediate financial implications.

**Workforce**

There are no immediate workforce implications, but the recommended improvements may have future impacts on workloads.

---

end



<b>8.6 WA Local Government Convention</b>	
<b>File Ref:</b>	
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	David Nayda Acting Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority / Absolute Majority
<b>Attachment Number</b>	

**OFFICER RECOMMENDATION**

That Council Resolves to:

1. Approve \_\_\_\_\_ Shire \_\_\_\_\_ President, Cr(s) \_\_\_\_\_ and Chief Executive Officer to attend the 2023 Western Australian Local Government Convention to be held on 18 and 19 September 2023.
2. Authorise the Shire President \_\_\_\_\_ and Councillor \_\_\_\_\_ to be the voting delegates at the Western Australian Local Government Annual General Meeting.
3. Authorise Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to be the proxy delegates should one of the Councillors in (2.) not be able to attend the Western Australian Local Government Annual General Meeting.
4. Request the Chief Executive Officer to arrange accommodation at Crown Towers.
5. Authorise the Chief Executive Officer to issue a purchase order to cover all expenses incurred by the delegates, as per Council Policy

Moved: .....

Seconded: .....

.....

**IN BRIEF**

The 2023 WA Local Government Convention will be held at Crown Perth on Monday, 18 and Tuesday, 19 September 2023, with an invite only event for all Local Government Mayors and Presidents on 17 September 2023 (3:30pm – 5:00pm).

This report recommends Council be represented at both the convention and Annual General Meeting by nominating delegates and proxies accordingly.

**BACKGROUND**

The Local Government Convention is the premier event for Elected Members and Officers within Local Government.

Themed *Local Futures*, this year’s Convention will explore how Local Governments can enact and drive change for the benefit of their communities and the diversity of solutions that can emerge when you start local.

**REPORT DETAIL**

The Convention will feature panels on pressing issues such as active mobility, regional housing and diverse representation, where experts and insiders will share their thoughts on how to tackle some of the most important topics facing Local Governments today (Attachment 8.10a

The Association’s Annual General Meeting forms part of the convention program, and will be held on 18 September 2023 at 2:00pm – 5:00pm

In accordance with Western Australian Local Government’s constitution, member Councils are entitled to have two (2) voting delegates and up to two (2) proxies. Registration of the voting delegates and the proxies is required by 8 September 2023.

Member Local Governments are invited to submit motions for the following:

- Constitutional amendments, submission deadline 26 June 2023; and
- Motions for the Annual General Meeting, submission deadline 4 August 2023.

In previous years Shire of Nungarin has been well represented with at least three Councillors and the Chief Executive Officer attending.

The estimated cost per attendee is \$2000 , depending on involvement with member development programs.

Whilst it is often hard to quantify the benefit of attending conferences, the convention get together does provide the opportunity to view a range of vendors wares, speak with various representatives.

It also provides a good opportunity for delegates to network with each other potentially over matters currently being experienced in their local government. This interaction is important in so many ways as it provides a forum for sharing ideas and experiences and as such is more akin to training.

**SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033**

<b>Focus Area</b>	The Convention program will enable delegates to gain information that will benefit local government, as will interaction with elected members from throughout Western Australia.
<b>Aspiration</b>	
<b>Objective</b>	

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

**Economic –**

Nil

**Social**

The interaction with significant dignitaries will provide Council leaders with a very broad perspective and further the opportunity for cultural exchange.

**Policy Implications**

Policy Number 1.09 – Attendance at the Annual Local Government Convention  
 Policy 1.05 Members Travelling Allowances

**Risk Management Implications**

Risk Level	Comment
Medium	

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

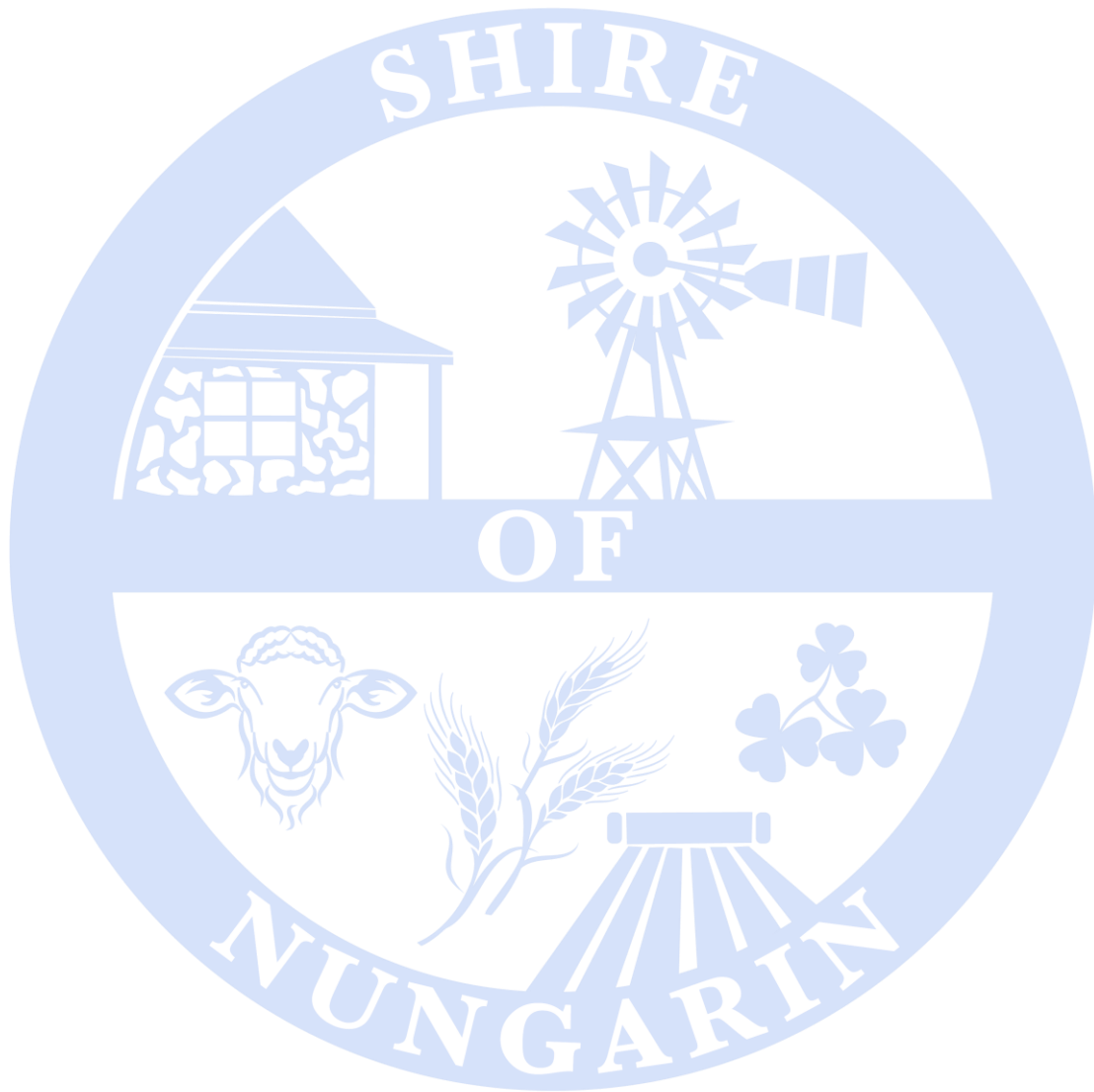
Expenditure will be incurred in 2023/24 and would be budgeted accordingly.

**Workforce**

Reference any impact on the workforce

---

end



**9. MINUTES OF COMMITTEES**

Nil

**10. DELEGATES REPORTS**

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

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

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

**12. CONFIDENTIAL ITEMS OF BUSINESS**

**13. CLOSURE**

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

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

\_\_\_\_\_  
Date

**OF**

