

Date: 12 May 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 17 May 2023 at 4:30pm to consider and resolve the matters set out in the attached agenda.

A handwritten signature in cursive script, appearing to read 'Leonard Long'.

Leonard Long
Chief Executive Officer

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PUBLIC QUESTION TIME

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

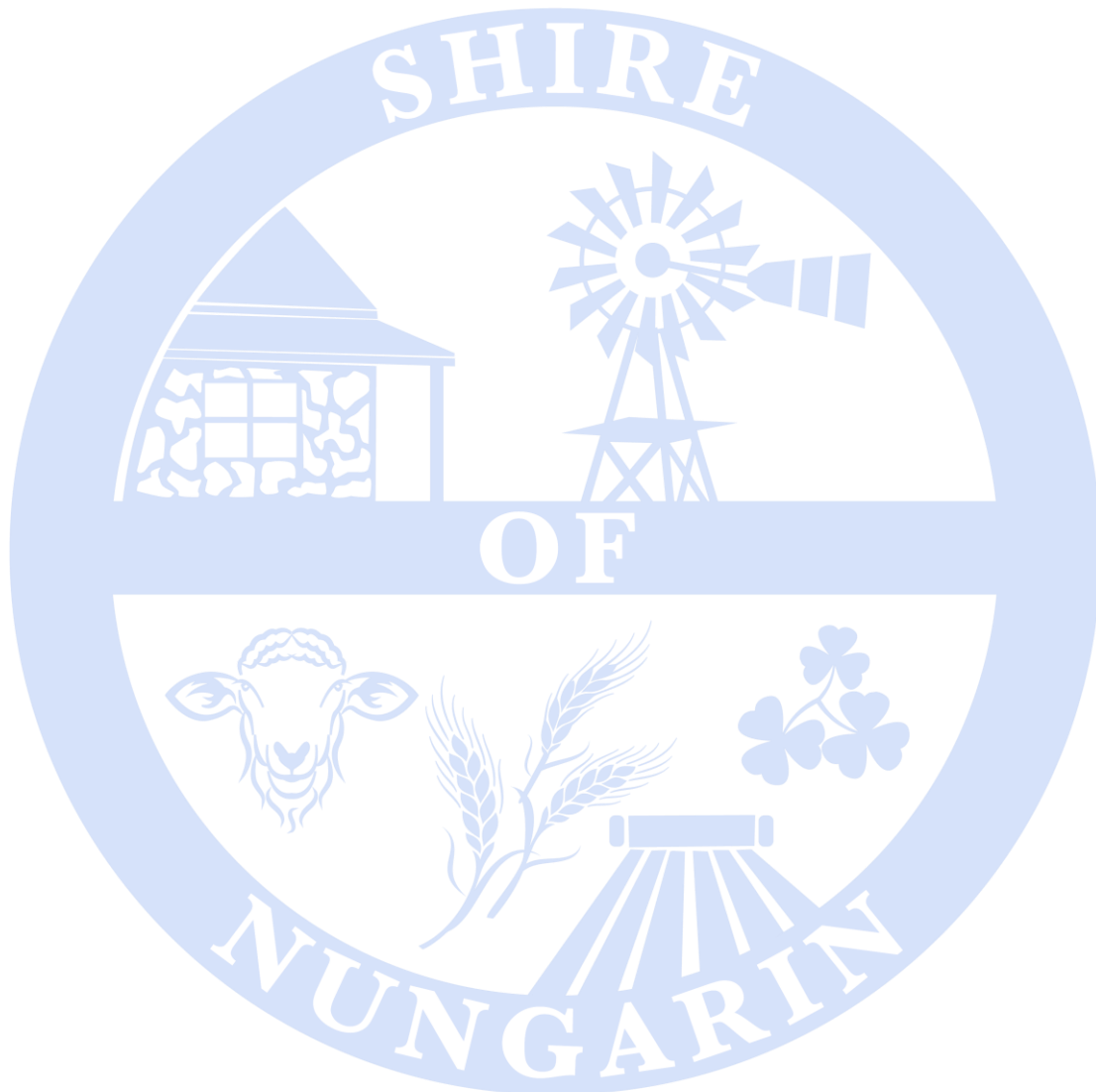


TABLE OF CONTENTS

1. DECLARATION OF OPENING	4
2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	4
2.1 ATTENDANCE	4
2.2 APOLOGIES.....	4
2.3 REQUEST FOR LEAVE OF ABSENCE	4
3. DEPUTATIONS AND PETITIONS.....	4
3.1 DEPUTATIONS.....	4
3.2 PETITIONS	4
4. PUBLIC QUESTION TIME.....	5
4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
4.2 PUBLIC QUESTION TIME	5
5. DECLARATIONS OF INTEREST	5
5.1 FINANCIAL AND PROXIMITY INTEREST	5
5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT	5
6. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	5
7. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATION	5
7.1 ORDINARY COUNCIL MEETING – 19 April 2023.....	5
7.2 SPECIAL COUNCIL MEETING – 10 MAY 2023	6
8. OFFICER REPORTS.....	6
8.1 LISTING OF PAYMENTS FOR THE MONTH OF APRIL 2023.....	6
8.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2023	9
8.3 APPOINTMENT OF FINANCIAL CONSULTANCY	12
8.4 BUDGET AMENDMENT – DANBERRIN ROAD RECONSTRUCTION	14
9. MINUTES OF COMMITTEES	16
9.1 Kununoppin Medical Practice – 27 April 2023 (Attachment 9.1A)	16
9.2 Greater Eastern Zone - 17 April 2023 (Attachment 9.2A).....	16
9.3 Sub Regional Roads Group – 18 April 2023 (Attachment 9.3A)	16
9.4 NEWROC Council Meeting – 27 April 2023 (attachment 9.4A).....	16
10. DELEGATES REPORTS.....	16
10.1 Cr O’Connell (ATTACHMENT 10.1A)	16
11. NEW BUSINESS OF AN URGENT NATURE.....	16
12. CONFIDENTIAL ITEMS OF BUSINESS	16
13. CLOSURE.....	16

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 L Long
Manager Works & Services	Mr D Nayda

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 – 19 April 2023

OFFICER RECOMMENDATION ../05/23

That the Minutes of the Ordinary Council Meeting held on 19 April 2023 be confirmed as being a true and accurate record.

Moved:

Seconded:

.....

7.2 SPECIAL COUNCIL MEETING – 10 MAY 2023

OFFICER RECOMMENDATION ../05/23

That the Minutes of the Confidential Special Council Meeting held on 10 May 2023 be confirmed as being a true and accurate record.

Moved:

Seconded:

.....

8. OFFICER REPORTS

8.1 LISTING OF PAYMENTS FOR THE MONTH OF APRIL 2023

File Ref:	10.13
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.1A – Payment List

OFFICER RECOMMENDATION ../05/23

That Council Resolves to:

1. Receive the following payments made throughout the month of April 2023:

Municipal	Cheque	\$ 24,707.10
	EFT	\$248,739.67
	Direct Debit	<u>\$ 10,572.05</u>
		\$284,018.82
Trust	Cheque –	Nil
	Grand Total	\$284,018.82

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 April 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

Focus Area	Our Organisation
Community Priority	Effective forward planning, and engagement with our community
Success Measurement	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 unclean compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

end

8.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2023	
File Ref:	10.2.2
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:	8.2A – Monthly Statement

OFFICER RECOMMENDATION .J/05/23

That Council Resolves to:

- 1. Receives the monthly financial activity statement for the period ending 30 April 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;
- (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. 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 30 April 2023 shows a closing surplus of \$783,448.

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 – 2033

Focus Area	Our Organisation
Community Priority	Effective forward planning, and engagement with our community
Success Measurement	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

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

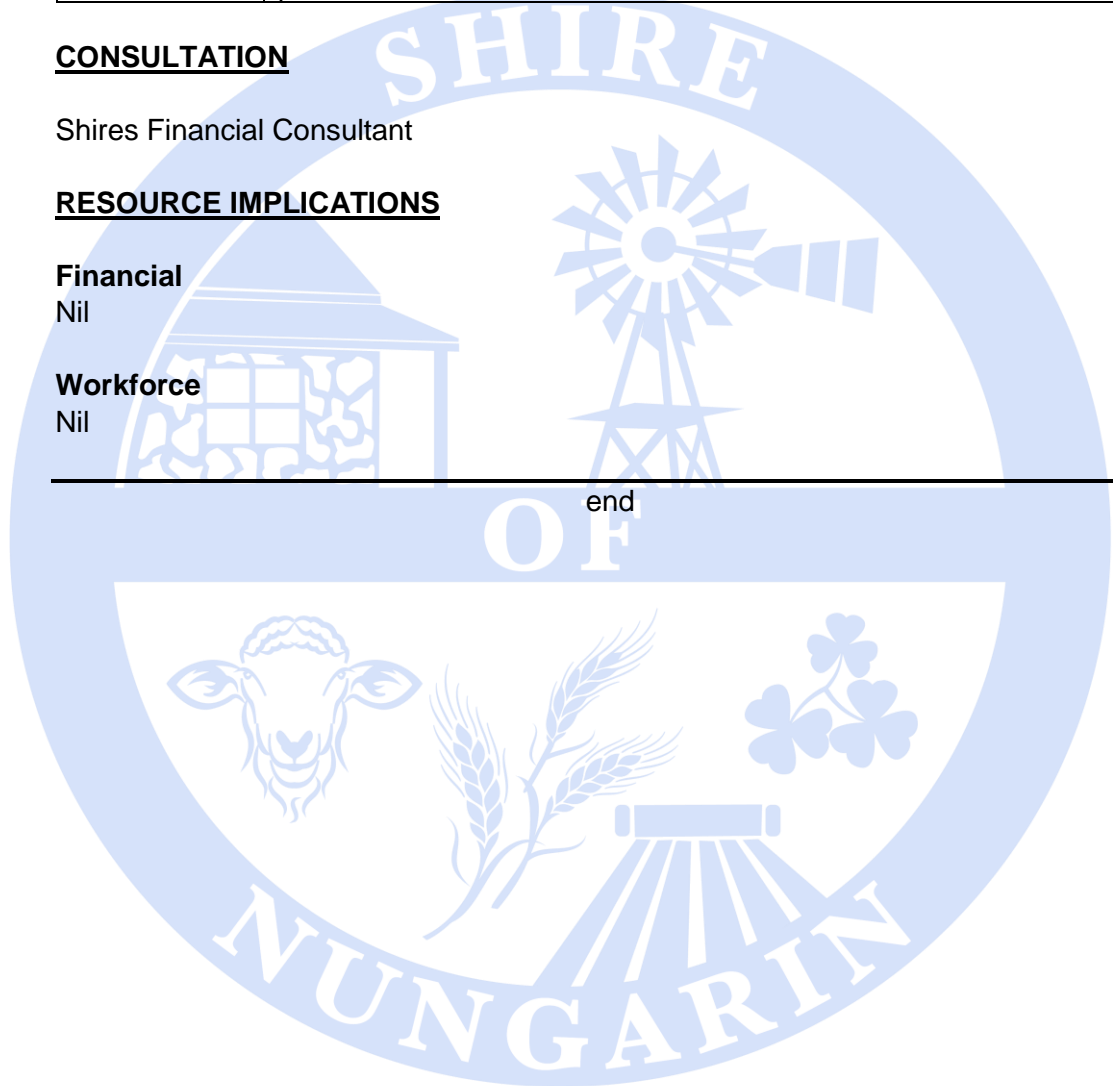
Financial

Nil

Workforce

Nil

end



8.3 APPOINTMENT OF FINANCIAL CONSULTANCY	
File Ref:	
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Simple Majority
Attachment Number:	8.3A – Request for Quotation 8.3B – Confidential DL Consulting 8.3C – Confidential Moore Australia Pty Ltd

OFFICER RECOMMENDATION .../05/23

That Council Resolves to:

- Appoint DL Consulting as per Attachment 8.3B for a period of two (2) years (2023/24 and 2024/25) to provide financial consultancy services to the Shire of Nungarin.**

Moved:

Seconded:

.....

IN BRIEF

Council is requested to consider the appointment of DL Consulting to provide the Shire with financial services.

BACKGROUND

Due to the small workforce and the added difficulty of recruiting a suitably qualified person the Shire has always engaged the services of a Financial Consultant. DL Consulting has been engaged by the Shire for the past several years and has provided an outstanding service.

REPORT DETAIL

In January 2023, the Shire sent out a request for quotation to a number of financial consultancies requesting (if interested) to provide a quotation as per the ‘Scope of Work’ contained in the ‘request for quotation’ (**ATTACHMENT 8.3A**).

Two responses were received as a result of the ‘request for quotation’ sent out:
 - Moore Australia (WA) Pty Ltd (**CONFIDENTIAL ATTACHMENT 8.3C**); and
 - DL Consulting (**CONFIDENTIAL ATTACHMENT 8.3B**).

It is the opinion that either of the two applicants could do the work, as such the recommendation is based on the cost of the service, which is contained in the

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 – 2033

Focus Area	Our Organisation
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Community Priority	Skilled and capable shire staff and community leaders
Success Measurement	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
High	It is imperative for the shire to ensure its financial responsibilities are met at all times, which will not be possible without financial services

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

The cost of the Financial Consultancy will be included in the budgets for the subsequent years.

Workforce

Nil

end

8.4 BUDGET AMENDMENT – DANBERRIN ROAD RECONSTRUCTION	
File Ref:	26.5.4.1
Previous Item Ref:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements	Absolute Majority
Attachment Number:	Nil

OFFICER RECOMMENDATION .../05/23

That Council Resolves to:

- Approve the additional expenditure on the RRG – Danberrin Road reconstruction project and amend the 2022/2023 budget as follows:**

Description	GL N#	Reduce	Increase
RRG – Danberrin Road	412102		\$30,000
Lot 186 Danberrin Road Capital	404211	\$30,000	

Moved:

Seconded:

Absolute Required.....

IN BRIEF

Council is requested to consider the amendment of the approved budget to fund the forecast budget overrun on the reconstruction of Danberrin Road.

BACKGROUND

Danberrin Road reconstruction is a long-term project to be done over several years and mainly funded through the Regional Road Group funding stream, with a contribution from Council. The current phase, phase 2 of its reconstruction is nearing completion with phase 3 to be started in the next financial year.

REPORT DETAIL

The expected forecast overrun for this project is estimated to be \$90,000, this is mainly due to cost escalations out of the officers control. To fund the forecast overrun, the Shire requested through the Sub Regional Roads Group (SRRG) to assist. The request to assist was approved subject to the Council contributing one third of the cost, \$30,000.

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 – 2033

Focus Area	Our Organisation
Community Priority	Skilled and capable shire staff and community leaders

Success Measurement	We deliver sound financial and asset management
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OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
High	Should the amendment not be approved the Shire will not be able to fund the completion of the current phase.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

The amendment will still ensure the budget remains a balanced budget.

Workforce

Nil

end

9. MINUTES OF COMMITTEES

(Minutes of the various Committees and other Forums where Council is represented by an Elected member is listed below for Councillors information only.)

- 9.1 Kununoppin Medical Practice – 27 April 2023 (Attachment 9.1A)**
- 9.2 Greater Eastern Zone - 17 April 2023 (Attachment 9.2A)**
- 9.3 Sub Regional Roads Group – 18 April 2023 (Attachment 9.3A)**
- 9.4 NEWROC Council Meeting – 27 April 2023 (attachment 9.4A)**

10. DELEGATES REPORTS

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

- 10.1 Cr O’Connell (ATTACHMENT 10.1A)**

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

