



Honourable Elected Members for the Shire of Nungarin,

Notice of Ordinary Council Meeting
Wednesday, 15 May 2024, at 4:30 pm

Dear Members,

Your attendance is required on Wednesday, 15 May 2024, at 4:30 pm at the Shire of Nungarin Ordinary Council Meeting to be held at the Council Chambers located at Shire Administration Building, 66 Railway Avenue, Nungarin, WA.

Members unable to attend the scheduled meeting must give notice to the Shire President in writing. Please use this form **Elected Members Leave of Absence**. Elected members may request in writing to attend the Council Meeting via video conference call if prior notice is made to the Shire President via **Elected Members Video Conference Meeting**.

Additionally, members are encouraged to consider the officer report prior to attending the meeting to assess if officer recommendations trigger a conflict of interest as set out in the **Conflict of Interest Rules**. If you meet the criteria please complete the form and submit to the Shire President prior to the meeting. **Elected Member Conflict of Interest Form**.

Richard Halse

Chief Executive Officer

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ATTACHMENTS

Click on the any blue text throughout the report and it will direct you to the attachment. If you require a copy of the attachments, please click on the blue text and go to 'save as' or download.

[OCM Minutes – 17th April 2024](#)

[8.1A – Payment listing April 2024](#)

[8.2A – Monthly Financial Report April 2024](#)

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[9.3 Presentation – Lotterywest](#)

[9.4 For noting - Importance of WALGA becoming a registered employer organisation](#)

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 A Eksanow
Elected Member	Cr W Lee
Elected Member	Cr M Caughey

Council Officers

Chief Executive Officer	Mr R Halse
Manager Works & Services	Mr D Nayda

Observers / Visitors

2.2 APOLOGIES

2.3 REQUEST FOR LEAVE OF ABSENCE

- 3. DEPUTATIONS AND PETITIONS
 - a) DEPUTATIONS
 - b) PETITIONS
- 4. PUBLIC QUESTION TIME
 - a) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
 - b) PUBLIC QUESTION TIME
- 5. DECLARATIONS OF INTEREST
 - a) FINANCIAL AND PROXIMITY INTEREST
 - b) DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT
- 6. ANNOUNCEMENT BY THE PRESIDING MEMBER

Leave blank for Presiding Member.
- 7. PREVIOUS COUNCIL MEETING MINUTES
 - a) ORDINARY COUNCIL MEETING – 17 APRIL 2024

[7.0A OCM Minutes – 17th April 2024](#)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 17 April 2024 be confirmed as being a true and accurate record.

Moved:

Seconded:

.....

8. OFFICER REPORTS

8.1 LISTING OF PAYMENTS FOR THE MONTH OF APRIL 2024	
File Ref:	NA
Previous Items:	Nil
Responsible Officer:	Crystal Pearce, Manager Corporate Services
Author and Title:	Crystal Pearce, Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.1A – Payment listing April 2024

OFFICER RECOMMENDATION

That Council in relation to the Payment Listing for April 2024, resolves to formally accept and acknowledge the contents of the report. The following payments were outgoing throughout April 2024

Municipal:

- EFT: \$109,705.49
- Cheque: \$275.30
- Credit Card: \$1,419.45
- Direct Debit: \$33,284.10

Trust:

- Cheque: \$0.00

• **Grand Total: \$144,684.34**

Moved:

Seconded:

.....

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire’s Municipal, Trust and Credit Card funds throughout the month of April 2024.

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
Aspiration	Effective forward planning and engagement with our community
Objective	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 for each account which requires council authorisation in that month (i) the payee's name;
 - i. the amount of the payment; and
 - ii. sufficient information to identify the transaction.
 - iii. 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) prepared; and
 - c) recorded in the minutes of that meeting.

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic

Nil

Social

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

8. OFFICER REPORTS (continued)

8.2 MONTHLY FINANCIAL REPORT APRIL 2024	
File Ref:	NA
Previous Items:	Nil
Responsible Officer:	Crystal Pearce, Manager Corporate Services
Author and Title:	Darren Long Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.2A – Monthly Financial Report April 2024

OFFICER RECOMMENDATION	
That Council Resolves to:	
The Council, regarding the Monthly Financial Report for April 2024, resolves to formally accept and acknowledge the contents of the report.	
Moved:
Seconded:

IN BRIEF

For Council to consider the monthly financial report for the period ending 30 April 2024.

SUMMARY AND KEY ISSUES

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

BACKGROUND

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 require local governments to prepare monthly reports containing the information that is prescribed.

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Our organisation
Aspiration	Effective forward planning, and engagement with the community
Objective	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

There are no Strategic Plan implications evident at this time.

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: Monthly Statement of Financial Activity

1. **Preparation of Monthly Statements:** A local government must prepare a monthly statement of financial activity. This statement reports on the sources and applications of funds as outlined in the annual budget under regulation 22(1)(d). The statement must include the following details for the month:
 - a) **Annual Budget Estimates:** Includes any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c).
 - b) **Budget Estimates to End of Month:** Estimates up to the end of the month to which the statement relates.
 - c) **Actual Amounts:** Details actual expenditure, revenue, and income up to the end of the month.
 - d) **Material Variances:** Highlights significant differences between the budget estimates and actual amounts.
 - e) **Net Current Assets:** Reports the net current assets at the end of the month.
2. **Subsequent Regulations (Sub-regulations 2, 3, 4, 5, and 6):** These sub-regulations prescribe additional details that must be included in the monthly statement of financial activity.

OFFICER COMMENT

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
- 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 2024 shows a closing surplus of \$1,293,173.

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic

No economic risks to report.

Social

No social risks to report.

Policy Implications

No policy risks to report.

Risk Management Implications

Risk Level	Comment
Medium	

CONSULTATION

Financial Consultant – Darren Long.

RESOURCE IMPLICATIONS

Financial

No financial implications to report.

Workforce

No workforce implications to report.

8. OFFICER REPORTS

8.3 INVESTMENT REPORT AS AT 30 APRIL 2024	
File Ref:	Nil
Previous Items:	Nil
Responsible Officer:	Crystal Pearce, Manager Corporate Services
Author and Title:	Crystal Pearce, Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

OFFICER RECOMMENDATION

That Council in relation to the Investment Report for the period 30 April 2024, resolves to acknowledge receipt of this report.

Moved:

Seconded:

.....

IN BRIEF

For Council to receive the investment Report as at 30 April 2024.

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 30 April 2024. Investment funds from the Municipal account ending in 1074 reached maturity at 04 March 2024. These funds and accumulated interest have since been transferred back into the associated bank account.

INVESTMENT REGISTER						
1 APRIL 2024 TO 30 APRIL 2024						
COMMONWEALTH BANK – FIXED TERM DEPOSIT						
ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNT TO 30.04.2024	INVESTMENT TRANSFERS	CLOSING BALANCE 30.04.2024
38132004	03/06/2024	4.99%	\$860,204.92	\$0.00	\$0.00	\$860,204.92

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Our organisation
Aspiration	Effective forward planning, and engagement with our community
Objective	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

No Strategic Plan implications

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
 - (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 –

Nil

Social -

Nil

Policy Implications

Council Policy 3.07 applies to the investment of surplus funds.

Risk Management Implications

Risk Level	Comment
Low	

CONSULTATION

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

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

8. OFFICER REPORTS (continued)

8.4 LOCAL REGIONAL ROAD NETWORK STRATEGY	
File Ref:	Nil
Previous Items:	Nil
Responsible Officer:	Ric Halse, Chief Executive Officer
Author and Title:	Ric Halse, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.3A Appendix 01 - Functional Road Hierarchy

OFFICER RECOMMENDATION

The Council resolves to:

1. Endorse the proposed framework for the local road network strategy as detailed in the attached report.
2. Acknowledge that the strategy aims to guide the preparation, delivery, and allocation of resources for the ten-year local road investment plan.
3. Authorise the Chief Executive Officer to coordinate an on-site inspection of priority road issues with elected members and to organise a workshop to discuss the formulation of the local road network strategy.

Moved:

Seconded:

.....

Introduction

The Shire has strategically invested to forecast both capital and maintenance expenditures required to manage a safe and reliable road network for the present and future. The capital expenditure forecast aims to guide decision-making on resource allocation, the estimated expenditure to maintain road standards, and the capital cost of asset replacement and renewal.

To guide officers on how to plan to effectively manage the road network, Council is asked to consider establishing a strategy for the expenditure to achieve community priorities whilst achieving our statutory obligations to maintain a safe and reliable road network.

To frame the strategy, we establish the parameters which Council is to consider. To provide context to the discussion the following elements outlines the road purpose and its objectives. Council may elect to include additional objectives, but it must at a minimum achieve what is set out.

Strategic Goals and Objectives

Safety	The Shire is dedicated to maintaining and managing the road network to meet or exceed prescribed safety standards, ensuring the well-being of all users.
Economic	The road network is a critical infrastructure that bolsters the local economy by facilitating efficient transportation and access to markets.
Efficiency	The road network is effectively resourced and managed to fulfil its safety and economic objectives, optimising performance and minimising disruptions.

Overview of the Shire of Nungarin Road Network

Road Purpose

For clarification, road purpose is not the same as its function. The road purpose as set out below apply to all road types. The function of the road and the expected types of vehicles determine the road category, and each category is defined by criteria that restrict or permit certain types of vehicles. Road maintenance obligations are based on their condition, traffic volume, and strategic importance, aiding in budgeting and planning.

Primary	Facilitate the efficient and safe movement of vehicles.
Secondary	Facilitate the efficient and safe movement of vehicles.
Tertiary	Enable effective stormwater management in urban and built-up areas.

Road Category and Standards

To assist the Council in determining a strategy for its strategic expenditure, it is essential to consider the metrics of the network and the Shire's management of it. Roads within the Shire are categorised and maintained according to the specific functions they serve, and the types of vehicles permitted to use them.

This categorisation helps in aligning the road maintenance and design standards with the needs of the community and the expected traffic flow.

Key Points

Function-Based Rating

Roads are rated based on the function they serve within the overall road network. This approach ensures that each road is equipped to handle its designated traffic efficiently and safely.

Vehicle Type Permissions

Each road category is associated with specific types of vehicles that are permitted to use it. This designation helps in managing traffic flow and maintaining road safety according to the expected vehicle load and type.

Design Standards

Roads are designed to meet specific standards that correspond to their category. This ensures consistency in road quality and performance across the network.

Maintenance Obligations

The Shire is obligated to maintain its local road network to prescribed standards. This obligation ensures that all roads are kept in a condition that meets or exceeds safety and usability criteria.

Road Network Metrics

The Shire is responsible for maintaining a road network totaling 586 kilometers, with the following composition:

ROAD	METERS	PERCENTAGE
Road sealed	130	77.82%
Road unsealed	456	22.18%
TOTAL		586

Budget expenditure and investment

These figures are three-year averages and are estimates due to the difficulty of extracting precise accounting data. However, they provide a sufficient overview of the Shire's historical financial management.

Over the past three years, the Shire's average annual expenditure on its local road network was:

Table 01: Three-year (avg) Shire expenditure

TYPE	AMOUNT	ALLOCATION
Maintenance	\$908,362	24.66%
Services	\$223,687	6.07%
Admin	\$93,410	2.54%
Corporate	\$242,788	6.59%
Staff	\$852,835	23.15%
Plant	\$270,259	7.34%
Roads	\$1,092,157	29.65%

The financial contribution for local road over the same three (3) year period was shared over across:

Table 02: Three-year (avg) Shire expenditure - Roads

ROAD ITEM	VALUE
Maintenance	\$115,469
Construction	\$343,203
Staff	\$341,583
Plant	\$201,915
TOTAL	\$1,002,170

Comparatively, over the same 3-year period, the Shire's annual budget expenditure for all operational and capital expenditure was:

Table 03: Three-year (avg) funds contribution to roads by group

AVERAGE CONTRIBUTION – ROADS	
Shire	\$956,409
State	\$1,190,639
Federal	\$585,528
TOTAL	\$2,732,576

Note: Shire excludes staff or plant cost as these are considered as in-kind, and reflected more accurately under Table

9. CORRESPONDENCE RECEIVED

[9.1 Great Eastern Country Zone Minutes of meeting held 11 April 2024](#)

[9.2 Presentation - Water Corporation](#)

[9.3 Presentation – Lotterywest](#)

[9.4 For noting - Importance of WALGA becoming a registered employer organisation](#)

10. NEW BUSINESS OF AN URGENT NATURE

New business of an urgent nature approved by the Presiding Member.

11. CONFIDENTIAL ITEMS

12. CLOSURE

The being no further business the meeting closed at {time}.

Presiding Member

Date