



Minutes

Ordinary Council Meeting
Wednesday, 15 February 2023

Date	Wednesday 15 February 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Document Distribution Date	Friday 17 February 2023



Shire of Wickepin Ordinary Council Meeting

The Chief Executive Officer recommends the endorsement of these minutes at the next Council Meeting.

Nathan Cain
Chief Executive Officer
Friday 17 February 2023

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council / committee meetings or during formal / informal conversations with Shire of Wickepin employees or representatives. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council / committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

Contents

1	Declaration of Opening	4
2	Attendance	4
2.1	Present	4
3	Public Question Time	4
3.1	Responses to Previous Public Questions Taken On Notice	4
3.2	Public Question Time	4
4	Apologies and Leave of Absence	4
4.1	Apologies	4
4.2	Previously Approved Leave of Absence	4
4.3	Requests for Leave of Absence	5
5	Petitions, Memorials and Deputations	5
5.1	Petitions	5
5.2	Memorials	5
5.3	Deputations	5
6	Declarations of Councillors and Officers Interest	5
7	Confirmation of Minutes of Previous Meetings	6
7.1	Minutes of the Ordinary Council Meeting held on 14 December 2022	6
8	Status Report	7
9	Motions of Which Notice Has Been Given	13
9.1	Excessive Vehicle Noise – Heavy Vehicles Entering Wickepin Town Site	13
10	Receipt of Committee Minutes or Reports and Consideration of Recommendations	16
11	President’s Report	17
12	Report by the Chief Executive Officer	18
13	Notices of Motions for the Following Meeting	19
14	Reports and Information	20
14.1	Monthly Schedule of Accounts Paid – December 2022	20
14.2	Statement of Financial Activity – December 2022	23
14.3	Monthly Schedule of Accounts Paid – January 2023	25
14.4	Statement of Financial Activity – January 2023	28
15	Confidential Reports and Information	30
16	Urgent Business	30
17	Closure	30

1 Declaration of Opening

The Presiding Member declared the meeting open at 3.35pm.

2 Attendance

2.1 Present

Councillors

J Russell	Shire President
W Astbury	Deputy Shire President
J Mearns	Councillor
T Miller	Councillor
F Allan	Councillor
P Thompson	Councillor
L Corke	Councillor

Employees

N Cain	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
M Martin	Executive Support Officer

Members of the Public

There was one (1) member of the public in attendance at the commencement of the meeting.

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

Nil

4 Apologies and Leave of Absence

4.1 Apologies

Nil

4.2 Previously Approved Leave of Absence

Nil

4.3 Requests for Leave of Absence

Council Decision

Resolution 150223-01
 Moved Cr T Miller
 Seconded Cr L Corke

That Cr J Mearns be granted leave of absence for the 15 March 2023.

Carried 7/0

5 Petitions, Memorials and Deputations

5.1 Petitions

Nil

5.2 Memorials

Nil

5.3 Deputations

Mr M Fulford

Mr M Fulford addressed Council to present his family's opinion in relation to the Ernie White Memorial. (Item 177-200422-06)

6 Declarations of Councillors and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

9.1 Excessive Vehicle Noise – Heavy Vehicle Entering Wickepin Townsite	
Name	Shire President J Russell
Nature of interest	Proximity
Interest description	Own land adjoining boundary.

9.1 Excessive Vehicle Noise – Heavy Vehicle Entering Wickepin Townsite	
Name	Cr T Miller
Nature of interest	Proximity
Interest description	Owens land 100m from proposed sight.

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held on 14 December 2022

Officer Recommendation

That Council –

Confirm the minutes of the Ordinary Council Meeting held on Wednesday 14 December 2022, as attached, as a true and accurate record.

Council Decision

Resolution 150223-02

Moved Cr F Allan

Seconded Cr P Thompson

That Council –

Confirm the minutes of the Ordinary Council Meeting held on Wednesday 14 December 2022, as attached, as a true and accurate record.

Carried 7/0

8 Status Report

Item	Subject	Council Resolution	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Still to be undertaken. Will discuss at the next AFH Committee Meeting.
1161-150921- 13	Townscape & Cultural Planning Committee Recommendations	That the current Wogolin Road information board not be re-sited and that a new board be redesigned.	○	Researching digital signs.
1177-200422-06	Bush Fire Control Officers' Meeting Recommendations	That a photo of Ernie White along with a plaque be commissioned to be hung in an appropriate place at the discretion of Council.	○	Photo received, now to be copied and framed.
1230-161122-06	Route Determination - V121112/VA8188 - ACFS Port Logistics	That Council approve the Route Determination - V121112/VA8188 application from ACFS Port Logistics Pty Ltd	○	Letter sent to ACFS 2/12/2022.
1235-141222-03	RFT 6 2022/23 Skate Park	That Council accept the tender from Skate Sculpture to design and construct the new Skate Park at a cost of \$399,242.69 excl GST.	✓	Successful tender email sent 15/12/22.
1236-141222-10	Astrotourism Signage	That Council amend the 2022/23 Budget and reallocate \$15000 from Media Content to Astrotourism signage which includes 2 x Astrotourism markers for the Yealering townsite along with two significant signs for the Yealering foreshore, a concrete pad & 2 x bench seats.	○	Awaiting signage. Once received concrete pad will be laid. Bench seats have arrived.
1237-141222-11	Southwest Settlement Land Base Consultation	That Council advise the Department of Planning Lands and Heritage that it has objection on the transfer of Water	✓	Email sent 15/12/22. Awaiting feedback.

		Reserves PIN's 984056 (Road Parking Bay), 1000499 (Historic School Site and Fire Water Tanks) and 983917(Historic Water Tank and Trough), and has no objection to the transfer of Water Reserves PIN's 982685 and 765475, under the Southwest Native Title Settlement to the Noongar Land Estate;		
1238-141222-12	Fuel Facility – Public Transport Authority of Western Australia	That council: 1. Agree to the Public Transport Authority of WA 24 Lease Agreement L7239-2 terms and conditions for the Shire of Wickepin, located on Fisher Road, Rail Corridor Region for the purpose of a Fuel Outlet/Bulk Fuel Depot for a term of 10 years commencing on the 01/12/2022. 2. Authorise signing of the Public Transport Authority Lease L72392.	○	Awaiting final documentation.
1239-141222-13	WALGA – Best Practise Governance Review	The Shire of Wickepin support Option 1, Two Tier Model, Existing Zones, in the WALGA Best Practice Governance Review.	✓	Completed
1240-141222-14	Local Government Election Reform	a. That following the Ward and Representation Review 2022, the Shire of Wickepin reduce the number of Councillors for the Shire of Wickepin from 8 to 7 permanently, with the changes being	✓	Completed

		<p>commenced for the 2023 Local Government Election.</p> <p>b. That Council advise the DLGSC and the Local Government Advisory Board of the outcomes of the Ward and Representation Review 2022 and of Council's decision and request that an Order be made to formalise the changes.</p>		
1241-141222-18	Australia Day Community Awards 2022	<p>That council award the Australia Day 2022 Community awards to:</p> <p>Citizen of the Year – Jean Chalmers</p> <p>Senior Citizen of the Year – Maureen Preedy</p> <p>Young Citizen of the Year – Sarah Corke</p>	✓	<p>Awards presented at the 2023 Australia Day Breakfast.</p> <p>No Young Citizen of the Year Award was presented as nominee was too old.</p>
1242-141222-19	Appointment – Chief Executive Officer	<p>That Council:</p> <p>Receives the CEO Recruitment Panel's assessment summary and recommendation as to which applicant or applicants are suitable to be employed as the Chief Executive Officer (CEO) for the Shire of Wickepin.</p> <p>1. Makes an offer of employment for the position of CEO to Mr Nathan Owen Watts Cain as the preferred candidate, with Council being satisfied that the candidate is suitably qualified and that the person's character, work history, competencies, performance, and any other claims made by</p>	✓	<p>Appointment made and CEO commenced on 03/01/2023.</p>

		<p>the applicant have been verified.</p> <p>2. Authorises the Shire President to execute the CEO Employment Contract, as presented under separate confidential cover, based on a 5-year term with a six-month initial probation period and total remuneration package of \$196,719, commensurate with the Salaries and Allowances Tribunal’s Local Government Chief Executive Officers and Elected Members Determination No 1 of 2021 (SAT Determination) for a Band 4 local government.</p> <p>3. Endorses provision for accommodation, utilities, private use of a motor vehicle as remuneration benefits as outlined in Schedule 2 of the Contract, exclusive from the Total Reward Package as per Part 5.1(2) of the SAT Determination, with an estimated value of;</p> <p>a.\$5,000 per annum for accommodation and utilities</p> <p>b.\$15,000 per annum for private use of motor vehicle (large SUV);</p> <p>4. Endorses the reimbursement of relocation expenses up to the value of \$5,000, upon receipt of</p>		
--	--	--	--	--

		<p>supporting documentary evidence.</p> <p>5. Certifies that Council has complied with the requirements of the Shire of Wickepin's adopted CEO Recruitment, Performance and Termination Standards and, within 14 days of this resolution, provides a copy of the resolution as confirmation to the Department of Local Government, Sport and Cultural Industries [as per s.5.39B(7) of the Local Government Act 1995 and r.18FB of the Local Government (Administration) Regulations 1996].</p>		
--	--	---	--	--

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc).

Key

○ = in progress ✓ = completed ✕ =superseded

4.03pm Cr J Russell and Cr T Miller declared their interest regarding Item 9.1 of the Agenda and left the meeting.

Cr W Astbury assumed the Chair.

Council Decision

Resolution 150223-03
Moved Cr L Corke
Seconded Cr F Allan

That Council –

Pursuant to Section 5.68 of the Local Government Act 1995, and regarding item 9.1 – Excessive Vehicle Noise – Heavy Vehicles Entering Wickepin Town Site.

- 1. Allows Cr J Russell and Cr T Miller to be present during any discussion or decision making procedure relating to the matter as the matter is considered insignificant and unlikely to influence the disclosing member's conducted, and**
- 2. Allows Cr J Russell to preside at the meeting.**

Carried 7/0

4.07pm Cr J Russell and Cr T Miller returned to the meeting.

9 Motions of Which Notice Has Been Given

9.1 Excessive Vehicle Noise – Heavy Vehicles Entering Wickepin Town Site

Submission To	Ordinary Council Meeting
Location / Address	Wickepin Town Site
Name of Applicant	-
File Reference	GO.CME.1307
Author	N Cain – Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 February 2023
Attachments	-

Summary

Cr J Mearns has submitted the following Notice of Motion –

That Council –

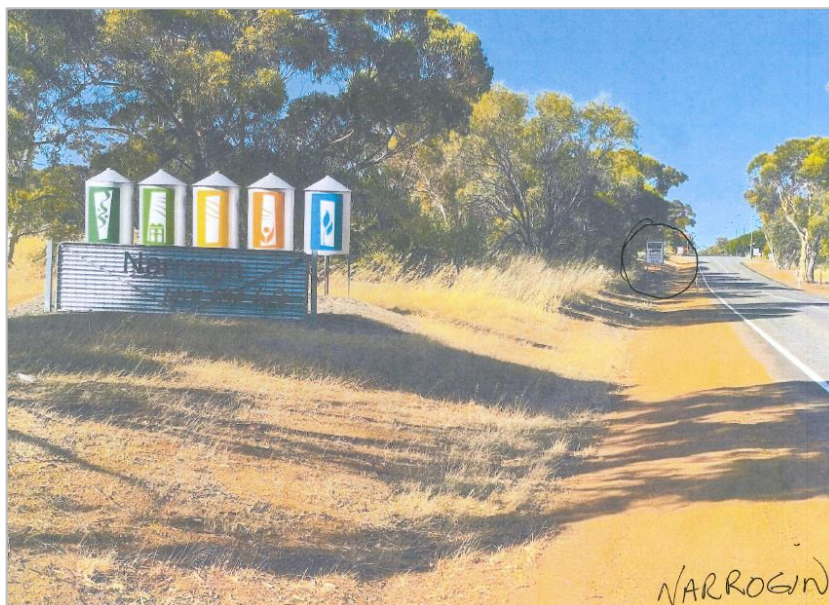
- a. *Support Reduction of Noise Signage on all three (3) hill entrances to Wickepin Residential Zone, and*
- b. *Request the Chief Executive Officer contact relevant agencies to ensure this can happen.*

Background

Cr J Mearns has offered the following reasons in support of the Notice of Motion –

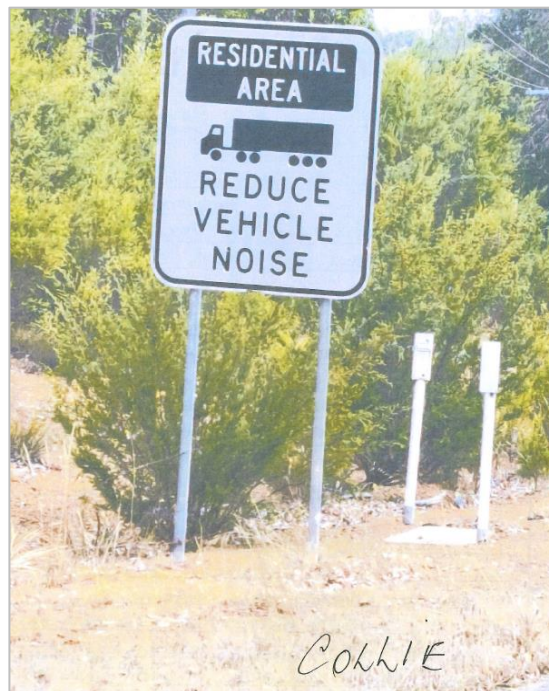
- a. Disruption to residents' daily peace and enjoyment of our town,
- b. Complaints from residents including to me from sadly now deceased resident, and
- c. Sitting in Council Chambers with apologies made to CEO applicants that “unable to have windows open because of truck noises”.

Cr J Mearns has supplied the following photographs in support of the Notice of Motion –





NARROGIN.



COLLIER

Comments

Main Roads Western Australia have been contacted regarding the installation of “Residential Area – Reduce Vehicle Noise” signage with the summary of the correspondence received below –

Manager Heavy Vehicle Transport Compliance, M Wainwright

- Traffic inspectors can become involved in regards to noisy vehicles insofar as exhaust systems.
- A defect notice will be issued to any vehicle which does not have a silencing device fitted to the exhaust system.
- The “Residential Area – Reduce Vehicle Noise” signage is not a regulatory sign.
- The sign is not enforceable under the *Road Traffic Code 2000*.

Incident Manager, G Putland

- The cost of signage is borne by Main Roads Western Australia.
- Anecdotally the noise from trucks increases upon the installation of this signage.
- The system is a genuine part of the truck operation.
- A process of assessment is required if Council wishes for the installation of the signs.

Council considered this matter at the 15 August 2018 Ordinary Council Meeting with the following recommendation presented by the Chief Executive Officer –

- 1 *That the Shire of Wickepin places reduce vehicle noise signs at the entry to Wickepin town site on the Pingelly Wickepin and Wickepin Harrismith Roads.*
- 2 *That the Shire of Wickepin request Main Roads to place reduce vehicle noise signs on the entry into the Wickepin Town site on the Narrogin Kondinin Road.*

No elected member moved the motion and Council moved to the next item.

Statutory Environment

Shire of Wickepin Local Laws Relating to Standing Orders 1998 – Section 10. Notices of Motion

A Councillor may bring forward at a meeting particular business in the form of a motion of which notice has been given, in writing, to the Chief Executive Officer.

Policy Implications

Nil

Financial Implications

Main Roads Western Australia have indicated the assessment, design, cost of signage, and installation of road signage is borne by them meaning there should be no cost to Council. If Council wishes to proceed, and there is a resultant cost to Council, this may need to be the subject of further consideration by Council.

Strategic Implications

Nil

Voting Requirement

Simple majority

Notice of Motion

That Council –

- a. Support Reduction of Noise Signage on all three (3) hill entrances to Wickepin Residential Zone, and*
- b. Request the Chief Executive Officer contact relevant agencies to ensure this can happen.*

Council Decision

Resolution 150223-04

Moved Cr J Mearns

Seconded Cr F Allan

That Council –

- a. Support Reduction of Noise Signage on all three (3) hill entrances to Wickepin Residential Zone, and**
- b. Request the Chief Executive Officer contact relevant agencies to ensure this can happen.**

Lost 2/5

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

Nil

11 President's Report

Welcome back to all Councillors and Staff after our Christmas and New Year break, and special welcome to Nathan Cain, our new CEO who joined us on 3 January, 2023.

The Annual Australia Day celebrations were held this year at the Wickepin Community Centre.

It was a lovely morning as the BBQ's sizzled whilst Councillors prepared breakfast for a nice crowd of around 110 people of our district.

It was with much pleasure that Cr Miller, Cr Allan, CEO Nathan and myself presented the Citizen of the Year 2022 Award to Jean Chalmers and Senior Citizen of the Year 2022 award to Maureen Preedy.

Congratulations also to Clinton Hemley and Skye Moxham who were the recipients for the Facey Group Progressive Agricultural Award for 2022, which was presented by the Facey Group Executive Officer Kelly Pearce.

Thank you to all who attended and assisted in the day's proceedings and congratulations to all of the award recipients and all other nominees.

It has now been 12 months since the Wickepin Fire Control Officers and Volunteer Bushfire Brigades faced one of their biggest challenges in history when, on Sunday 6 February 2022, fire broke out in atrociously windy and hot conditions at Armstrong Road and swept at great and dangerous speed across stubbles and timber road reserves towards Nomans Lake at South Wickepin, threatened the CBH receival site and the Wickepin townsite, and came within 7km of the southern town boundary.

FCO's along with our ground crews, Shire works crew and local earthmoving contractors worked tirelessly throughout the night and for the following 2 intense days to bring the fire to containment. A very scary and dangerous situation that ended up burning 18,300ha in area across three Shires of Narrogin, Cuballing and Wickepin.

Although losses of livestock sheep and pigs were recorded, and some sheds, there were no loss of houses in the Wickepin shire and thankfully no injuries or loss of human life.

Although the road to recovery is still on-going, and scars will take a long time to heal, a year on from this extraordinary event has brought relief and some recovery through the sheer hard work and resilience of the community and people who were affected the most. Timely rain provided the early start and favourable grain prices contributed to a successful cropping and stock feed year and the communities were provided with the much needed confidence to assist with the "move on".

The community is very grateful for the dedication and efforts of the local Fire Control Officers, Bushfire Volunteers, Shire works crews and local contractors in managing these unforeseen events.

On Wednesday 1 February 2023 I took part in the Central Country Zone Executive Meeting by Teams in readiness for the full Central Country Zone Meeting to be held Friday 10 February at Corrigin.

Further upcoming scheduled meetings also include the Wheatbelt South Regional Roads Group meeting in Wickepin on Friday 24 February 2023.

12 Report by the Chief Executive Officer

A summary of some of the actions undertaken by the Chief Executive Officer for January 2023 is below –

Independent Living Units – Wickepin

Meetings with K Woodham (KBuilt Constructions) have twice taken place onsite. Progress is steady, although the unavailability of suitable sub-contractors means delays continue to occur.

An independent building inspector will be engaged to act as the Shire Representative for the purpose of the impending final inspection.

Individual Councillor Meetings

Introductory meetings with the majority of Councillors have taken place.

Inspection of Wickepin – Yealering Water Pipeline

The Wickepin town site was recently without water for eight (8) hours due to a burst pipe near the CBH Bin / Rail Line / Town Boundary, which was stated as being caused by aging infrastructure. A request was made at the Australia Day Community BBQ to inspect the Wickepin – Yealering Water Pipeline for excessive vegetation growth which may be deemed a fire hazard. During the inspection it was noted leaks and other water pipeline damage, which has now been reported. I intend contacting the appropriate Minister to highlight the aging water pipeline infrastructure in the District as well as the potential fire hazard caused by the excessive vegetation growth.

Australia Day Community BBQ

Councillors and I assisted in the delivery of a successful Australia Day Community BBQ and presentation of Australia Day Awards. I was warmly welcomed by community members.

Hon Steve Martin MLC

I met with the Hon Steve Martin MLC and raised with him concerns regarding the aging water pipeline in the District and the deterioration of the road network.

Discussion also took place regarding the current State Government position on the Tier Three (3) Rail Network.

Department of Local Government, Sport and Cultural Industries

I attended a workshop held by the Department of Local Government, Sport and Cultural Industries regarding the significant changes soon to be made to the *Local Government Act 1995*. Amongst several other matters, the primary issues include –

- Standardised Standing Orders to be applied across all Councils,
- Elected member representation on Councils will be reduced, and
- The method for conducting elections will change.

Any matters requiring Council consideration will be presented as, and when, required.

13 Notices of Motions for the Following Meeting

The following Notice of Motion was tabled for consideration at the next Council meeting –

Cr J Russell

That Council-

- a. Support a wider 50km/h speed zone around the Wickepin townsite, and
- b. Request the Chief Executive Officer to liaise with Main Roads Western Australia to ensure this can happen.

14 Reports and Information

14.1 Monthly Schedule of Accounts Paid – December 2022

Submission To	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 February 2023
Attachments	Monthly Schedule of Accounts Paid – December 2022

Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for December 2022, and
- Trust Fund Payments for December 2022.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as attached.

Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and this is attached.

The schedule of accounts, covering vouchers as listed below, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

For the month under review the following summarised details are presented –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	13094-13199	\$428,774.66
Cheques	15861-15865	\$25,665.34
Direct Deductions	December 2022	\$243.90
Superannuation	December 2022	\$13,532.76
Credit Card	December 2022	\$422.10
BPay Payments	December 2022	\$4,784.24
Payroll	December 2022	\$99,524.54
Licensing	December 2022	\$21,208.25
Municipal Fund Total		\$594,155.79
Trust Fund		
Electronic Funds Transfer		\$0.00
Cheques		\$0.00
Trust Fund Total		\$0.00
Total	December 2022	\$594,155.79

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

Financial Implications

Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$594,155.79 and from the Trust Fund of \$nil, as attached, for December 2022.

Council Decision

Resolution 150223-05

Moved Cr F Allan

Seconded Cr T Miller

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$594,155.79 and from the Trust Fund of \$nil, as attached, for December 2022.

Carried 7/0

14.2 Statement of Financial Activity – December 2022

Submission To	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 February 2023
Attachments	Statement of Financial Activity – December 2022

Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended December 2022.

Council is requested to accept the Statement of Financial Activity.

Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and this is attached.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 accepts the Statement of Financial Activity and associated documentation for December 2022, as attached.

Council Decision

Resolution 150223-06

Moved Cr T Miller

Seconded Cr P Thompson

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 accepts the Statement of Financial Activity and associated documentation for December 2022, as attached.

Carried 7/0

14.3 Monthly Schedule of Accounts Paid – January 2023

Submission To	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 February 2023
Attachments	Monthly Schedule of Accounts Paid – January 2023

Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for January 2023, and
- Trust Fund Payments for January 2023.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as attached.

Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and this is attached.

The schedule of accounts, covering vouchers as listed below, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

For the month under review the following summarised details are presented –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	13200-13259	\$235,537.27
Cheques	15866-15869	\$18,269.16
Direct Deductions	January 2023	\$2,049.46
Superannuation	January 2023	\$12,809.32
Credit Card	January 2023	\$251.48
BPay	January 2023	\$1,680.06
Payroll	January 2023	\$85,708.00
Licensing	January 2023	\$21,314.00
Municipal Fund Total		\$377,618.75
Trust Fund		
Electronic Funds Transfer	13235-13235	\$406.00
Cheques	15868-15868	\$5.00
Trust Fund Total		\$411.00
Total	January 2023	\$378,029.75

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

Financial Implications

Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$377,618.75 and from the Trust Fund of \$411.00, as attached, for January 2023.

Council Decision

Resolution 150223-07
Moved Cr W Astbury
Seconded Cr F Allan

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$377,618.75 and from the Trust Fund of \$411.00, as attached, for January 2023.

Carried 7/0

14.4 Statement of Financial Activity – January 2023

Submission To	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	8 February 2023
Attachments	Statement of Financial Activity – January 2023

Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended January 2023.

Council is requested to accept the Statement of Financial Activity.

Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and this is attached.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 accepts the Statement of Financial Activity and associated documentation for January 2023, as attached.

Council Decision

Resolution 150223-08

Moved Cr L Corke

Seconded Cr P Thompson

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 accepts the Statement of Financial Activity and associated documentation for January 2023, as attached.

Carried 7/0

Cr T Miller left the meeting at 4.48pm and returned at 4.50pm.

15 Confidential Reports and Information

Nil

16 Urgent Business

Nil

17 Closure

The Presiding Member declared the meeting closed at 4.51pm.

These Minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Wednesday 15 March 2023.

Presiding Member, Cr J Russell _____

Date _____