



# MINUTES

## ORDINARY MEETING OF COUNCIL

held on

**Monday, 20 February 2023 at 4:00pm**

at the

**Shire of Morawa Council Chambers,  
26 Winfield Street, Morawa**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

*'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'*

**DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Morawa for any act, omission, statement or intimation occurring during Council Meetings. The Shire of Morawa 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, and statement of intimation occurring during Council Meetings.*

*Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Shire of Morawa advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.*

## DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

*Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local Government (Administration) Regulation 34C*

<i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C</i>			
Name of person declaring the interest			
Position			
Date of Meeting			
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing		
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Important Note:**

Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

*“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

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**Item 1 Opening of Meeting**

The President to declare the meeting open at 4.02pm.

**Item 2 Acknowledgement of Traditional Owners and Dignitaries**

The President acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elder's past, present and future, in working together for the future of Morawa.

**Item 3 Recording of Attendance****3.1 Attendance****Council**

President (Presiding Member) Councillor Karen Chappel  
Deputy President Councillor Ken Stokes  
Councillor Jane Coaker  
Councillor Yvette Harris  
Councillor Shirley Katona

**Electronic Attendance**

Councillor Mark Coaker

**Staff**

Chief Executive Officer	Scott Wildgoose
Executive Manager Works & Assets	Paul Devcic
Executive Manager Corporate & Community Services	Jackie Hawkins

**Members of the Public**

Nil

**3.2 Apologies**

Councillor Debbie Collins

**3.4 Approved Leave of Absence**

Nil

**3.5 Disclosure of Interests**

Nil

**Item 4 Applications for Leave of Absence**

Cr Katona has sought leave of absence from Council duties from 7 to 18 March 2023, inclusive of the Ordinary Council Meeting on the 16 March 2023.

**COUNCIL RESOLUTION****230201****Moved: Cr Katona****Seconded: Cr Stokes**

**That Council approve leave of absence for Cr Katona from 7 to 18 March 2023, inclusive of the Ordinary Council Meeting on the 16 March 2023.**

***CARRIED BY SIMPLE MAJORITY 6/0***

**Item 5 Response to Previous Questions**

Nil

**Item 6 Public Question Time**

*Important note:*

*‘The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.*

*Members of the public are also reminded that in accordance with section 6.17(4) of the Shire of Morawa Meeting Procedures Local Law 2012 mobile telephones must be switched off and not used during the meeting.’*

**6.1 Public Question Time**

Nil

**6.2 Public Statement Time**

Nil

**6.3 Petitions/Deputations/Presentations/Submissions**

Nil



**Item 7 Questions from Members without Notice**

Nil

**Item 8 Announcements by Presiding Member without Discussion**

President's Meetings for the months of December 2022 and January 2023.

<b>Date</b>	<b>Details of Meeting</b>
1 December 2022	LGIS Board Meeting
5 December 2022	Shire of Morawa Audit Close Meeting
5 December 2022	Shire of Morawa - Audit Exit meeting
7 December 2022	State Council meeting and Strategic Forum
8 December 2022	Pre-SAC Meeting
8 December 2022	Shire of Morawa Agenda Settlement
9 December 2022	State Road Funds to Local Government Advisory Committee
14 December 2022	MWAC December 2022 Meeting
15 December 2022	Shire of Morawa Ordinary Council Meeting & Concept Forum
19 January 2023	WALGA meeting
25 January 2023	Shire of Morawa President and CEO meeting
25 January 2023	Shire of Morawa Special Council and Electors Meeting

**Item 9 Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting**

The Elected Members to declare that they had given due consideration to all matters contained in the agenda.

- President (Presiding Member) Councillor Karen Chappel
- Deputy President Councillor Ken Stokes
- Councillor Mark Coaker
- Councillor Jane Coaker
- Councillor Yvette Harris
- Councillor Shirley Katona

**Item 10 Confirmation of Minutes of Previous Meeting**

The Minutes of the 15 December 2022 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 20 December 2022.

The Minutes of the 25 January 2023 Special Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 31 January 2023.

The Minutes of the 2023 Annual Electors Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 31 January 2023.

The Minutes of the 30 January 2023 Special Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 1 February 2023.

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**OFFICER'S RECOMMENDATION/RESOLUTION****230202****Moved: Cr Stokes****Seconded: Cr J Coaker****That Council confirm that:**

- 1. the Minutes of the Ordinary Council Meeting held 15 December 2022 are a true and correct record.**
- 2. the Minutes of the Special Council Meeting held 25 January 2023 are a true and correct record.**
- 3. the Minutes of the 2023 Annual Electors Meeting held 25 January 2023 are a true and correct record.**
- 4. the Minutes of the Special Council Meeting held 30 January 2023 are a true and correct record.**

**CARRIED BY SIMPLE MAJORITY 6/0***Disclaimer*

*Members of the public are cautioned against taking any action on Council decisions, on items in this agenda in which they may have an interest, until formal notification in writing from the Shire has been received. Decisions made at this meeting can be revoked pursuant to the Local Government Act 1995.*

**Item 11 Reports of Officers****11.1 Chief Executive Officer****11.1.1 Actions Performed under Delegated Authority for December 2022 and January 2023**

**Author:** Executive Assistant

**Authorising Officer:** Chief Executive Officer

**Disclosure of Interest:** The Author/Authorising Officer declares that they do not have any conflict of interest in relation to this item.

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**OFFICER'S RECOMMENDATION/RESOLUTION****230203****Moved: Cr M Coaker****Seconded: Cr Katona**

**That with respect to Actions Performed under Delegated Authority for December 2022 and January 2023, Council:**

- 1. Accept the Report.**

***CARRIED BY SIMPLE MAJORITY 6/0***

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**PURPOSE**

To report back to Council, actions performed under delegated authority from the period 01 December 2022 to 31 January 2023.

**DETAIL**

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for –

- Development Approvals;
- Building Permits;
- Health Approvals;
- One off delegations to the Chief Executive Officer;
- Dangerous Goods;
- Affixing of Common Seal;
- Other Delegations as provided for in the Delegations Register.

The following outlines the actions performed within the Shire relative to Delegated Authority from the period 01 December 2022 to 31 January 2023 ('the period') and are submitted to Council for information.

**Bushfire**

No delegated decisions were undertaken by Shire pursuant to bushfire matters during the period.

**Caravan parks and campgrounds**

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds during the period.

**Common Seal**

No Common Seal actions were undertaken by the Shire during the period.

**Dangerous Goods Safety Act 2004**

No delegated decisions were undertaken by Shire pursuant to Dangerous Goods Safety matters during the period.

**Food Act 2008**

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
15/12/2022		Certificate of Registration	Woop Woop Coffee	

**Hawkers, traders, and stall holders**

No delegated decisions were undertaken by Shire pursuant to Hawkers, traders, and stall holders during this period.

**Liquor Control Act 1988**

No delegated decisions were undertaken by Shire pursuant to liquor matters during the period.

**Lodging houses**

No delegated decisions were undertaken by Shire pursuant to lodging house matters during the period.

**Public Buildings**

No delegated decisions were undertaken by Shire pursuant to public buildings matters during the period.

**Septic Tank Approvals**

No delegated decisions were undertaken by Shire pursuant to the Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974 during the period.

**Planning Approval**

No delegated decisions were undertaken by Shire pursuant to *Planning & Development Act 2005* during the period.

**Building Permits**

No delegated decisions were undertaken by Shire pursuant to building permits during this period.

**Other Delegations**

No other delegated decision was undertaken by Shire pursuant to this category during the period.

**LEVEL OF SIGNIFICANCE**

Low – report provided to Council for information purposes.

**CONSULTATION**

Nil

**LEGISLATION AND POLICY CONSIDERATIONS**

*Building Act 2011*

*Bushfire Act 1954*

*Dangerous Goods Safety (Explosives) Regulations 2007*

*Health Act 1991*

*Health Act 1911*

*Health (Public Buildings) Regulations 1992*

*Liquor Control Act 1988*

*Local Government Act 1995*

*Planning & Development Act 2005*

*Shire of Morawa Local Planning Scheme No. 2*

*Shire of Morawa Cemeteries 2018 - Local Law*

*Shire of Morawa Dogs 2018 - Local Law*

*Shire of Morawa Extractive Industries 2018 - Local Law*

*Shire of Morawa Fencing 2018 Local Law*

*Shire of Morawa Health 2004 - Local Law*

*Shire of Morawa Public Places and Local Government Property 2018 - Local Law*

*Shire of Morawa Meeting Procedures 2012 - Local Law*

*Shire of Morawa Waste 2018 - Local Law*

*Shire of Morawa Delegations Register (2020)*

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no known financial implications relating to this Item.

**RISK MANAGEMENT CONSIDERATIONS**

There are no known risk management implications relating to this Item.

**ATTACHMENTS**

*Nil*

**11.1.2 Draft Community Lease for the Sporting Shooters Association of Australia Morawa Branch**

**Author:** Chief Executive Officer

**Authorising Officer:** Chief Executive Officer

**Disclosure of Interest:** The Author/Authorising Officer declares he does not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION/RESOLUTION****230204****Moved: Cr Stokes****Seconded: Cr J Coaker****That Council:**

- 1. Adopts the draft Community Lease for the Sporting Shooters Association of Australia Morawa Branch (attachment 1) and authorises use of the Common Seal.**
- 2. Authorises the CEO to submit the draft lease for approval with the Minister for Lands.**

***CARRIED BY SIMPLE MAJORITY 6/0***

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**PURPOSE**

This report provides context for renewal of a community lease on Reserve 46614.

**DETAIL*****Background***

Local government play an important role in the disposal of freehold and Crown land by way of leases to community groups, commercial entities and other commercial or public purposes. Crown land is owned by the State of Western Australia, but local governments and some statutory authorities can be granted the power to manage Crown land by way of a vesting order or management order. This process is managed and authorised through the Department of Planning, Lands and Heritage.

The Shire of Morawa currently has several community leases which vary in nature and provide support to community groups in the area. Leasing will vary depending on the land use purpose, location and size. The Shire currently does not have any local laws or policies relating to commercial or community leasing.

The Sporting Shooters Association of Australia Morawa Branch Inc (SSAAM) approached the Shire in October 2022 to request renewal of their expired lease. A five-year lease was executed in 2002 for this group to occupy Crown Land on Koolanooka Spring Road. Prior to this, the group had occupied Crown Land close to the Morawa landfill on Jones Lake Road.

**Location**

This community lease relates to Reserve 46614, located approximately 3.6 kilometres travelling east on Koolanooka Spring Road. The reserve is just over 13.4 hectares in size, largely covered by bush and scrub with three distinctly cleared areas as shown in the below Google Earth image.



Reserve 46614 is comprised of Lot 12100 on Deposited Plan 192839 LR3107/738 for the purpose of “Rifle and Pistol Range” managed by the Shire of Morawa, with power to lease and/or licence for any term not exceeding 21 years subject to prior approval from the Minister for Lands. These details are documented on the reserve Management Order and land title certificate.

**Membership and usage**

The SSAAM are an incorporated group who hold principal access of this site. It is not accessible by the public unless through arrangement and supervision of SSAAM members. The location is advertised online via their national association’s website for the public to visit and use the facility.

The group have experienced fluctuating local engagement over recent years and currently hold a membership of less than 20 members. Membership is open to all community members although not proactively advertised. The group is focussed on providing a space for connection and outdoor activity, aside from the usual sport and recreation clubs. Wellbeing outcomes include increased mental health and enhanced personal knowledge and responsibility. Physical activity outcomes relate to increased arm strength, balance, and hand-eye coordination.

Community leases form an integral part of assisting community groups to increase capacity within the Shire of Morawa and often result in community strengthening, helping to build vibrant, inclusive, and healthy communities.

**Lease content**

This draft lease is based on a Crown Land Community Leasing template provided by McLeods Lawyers and is considered to be best practice.

The lease content is largely consistent with the expired lease, with minor differences being:

- New additional clauses within Sections 7 (rent review), 8.4 (payment of excess on insurance), 9 (indemnity) and 15.2 (safety and testing obligations) which is consistent with related legislation
- Some additional requirements for the lessee in:
  - Section 10 (limit of lessors liability - section 8 in previous version)
  - Section 11 (maintenance, repair, and cleaning)
  - Section 12 (use) expanded to include the sale of alcohol (section 11 in previous version)
  - Section 19 (damage or destruction of premises) expanded to include the abatement of rent (section 16 in previous version)

A representative from the Local Government Insurance Scheme (LGIS) provided early advice on the drafting of this lease and insurance requirements for this area. The draft lease was presented to SSAAM in early January 2023 for feedback. A response was received on 31 January 2023, stating they were happy with the contents of the lease.

It is noted that a significant period has lapsed between lease renewal for this community group. This review has flagged several areas where monitoring of community leases can be improved by the Shire for the future.

#### **Next steps**

Once adopted by Council, the Shire is required to submit a copy of the draft lease to the Minister for Lands in accordance with section 18 of the Land Administration Act 1997. This should take three to four weeks for response, after which it will be executed by the Shire President and CEO.

#### **LEVEL OF SIGNIFICANCE**

Medium – this draft lease follows Shire processes and industry standards for renewal, presenting no major changes.

#### **CONSULTATION**

SSAAM and Local Government Insurance Scheme (LGIS)  
Senior Management Team

#### **LEGISLATION AND POLICY CONSIDERATIONS**

*Local Government Act 1995*  
*Local Government (Functions and General) Regulations 1996*  
*Land Administration Act 1997*  
*Land Administration Regulations 1998*

#### **Strategic Community Plan 2022 - 2032**

**Occupy a safe and healthy living space:**  
Increase active living

**Be future focused in all we do:**  
Ensure the Shire and its assets are well resourced and sustainable.



**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resourcing implications for the Shire in relation to this lease.

**RISK MANAGEMENT CONSIDERATIONS**

The risks identified as part of this report are:

- Low engagement/use from community – mitigated by the Shire continuing to focus on capacity building across the community and enhancing how groups promote themselves.
- Accident or injury – mitigated by the lease stating the group must maintain insurances relating to the purpose of the land, which by nature includes registration with a governing body and ongoing compliance with associated safety and audit requirements.

**CONCLUSION**

Adoption of this renewed community lease is considered to be low risk given the duration of time the group have been operating in the Shire, and the nature of the activity requiring the group to operate in a systematic manner. It is also unlikely any other group would have capacity to utilise the site given its current purpose and design.

**ATTACHMENT**

*Attachment 1 – 1.1.2 Draft Community Lease for the Sporting Shooters Association of Australia Morawa Branch*

## 11.2 Executive Manager Corporate & Community Services

### 11.2.1 Statement of Financial Activity – December 2022

**Author:** Corporate & Community Services Officer

**Authorising Officer:** Executive Manager Corporate & Community Services

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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### OFFICER'S RECOMMENDATION/RESOLUTION

230205

Moved: Cr J Coaker

Seconded: Cr Stokes

That Council receive:

1. the Statement of Financial Activity for the period ending 31 December 2022.
2. the Bank Reconciliation Report for period ending 31 December 2022.
3. the attached List of Payments for the period ending 31 December 2022.
4. with respect to the Chief Executive Officer authorisations and reporting to Council;  
4.1. Reimbursement applications made by the Chief Executive Officer  
for the period ending 31 December 2022

**CARRIED BY SIMPLE MAJORITY 6/0**

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### PURPOSE

The Statement of Financial Activity is prepared to provide Council with a comprehensive report on the financial position on a monthly basis.

The Statement of Financial Activity Report will include the Monthly Financial Report, Bank Reconciliation Report and the List of Payments made.

### DETAIL

In accordance with the provisions of Section 6.4 of the *Local Government Act 1995* and Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*, a local government is to prepare each month a Statement of Financial Activity (**Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget each month.

Under the regulations the report must include the following items,

- Annual Budget estimates
- Budget estimates to the end of the month to which the statement relates,
- Actual amounts of expenditure, revenue, and income.

- Material variances between budget and actual
- Net current assets
- The report is to be accompanied by documents containing an explanation of the net current assets, material variances and other relevant supporting documentation.

As part of the monthly report a bank reconciliation report will be completed and included as **Attachment 2**. The summary of the report for 30 December is as follows:

Account	Balance
Municipal Account	3,111,115.72
Municipal Online Account	1,032,296.47
Trust Account	7,548.73
Reserve Account	4,046,504.92
Term Deposits (Reserves)	2,100,000.00
<b>Total Cash &amp; Investments</b>	<b>\$10,297,465.84</b>

Pursuant to Section 5.42 of the *Local Government Act 1995*, Council has resolved to delegate to the Chief Executive Officer the authority to make payments from the municipal and trust funds.

As a result of this delegation there is a requirement under the *Local Government (Financial Management) Regulations 1996* – Reg 13(3) for a list of payments to be prepared and presented to Council.

The list of accounts paid for the period 1 December 2022 to 31 December 2022 is presented as an attachment to this report (**Attachment 3**) and is summarised in the table below.

Bank	Payment Description	Amount
Municipal	Electronic Funds Transfers (EFT)	218,357.50
Municipal	Cheques No: 12041, 12042, 12043	45,955.87
Municipal	Direct Debit Transactions	82,028.06
Municipal	Bank Transfers / Payroll / Other Payments	122,409.68
Municipal	Corporate Credit Cards	1,202.84
Trust	Electronic Funds Transfers (EFT)	0.00
	<b>TOTAL</b>	<b>\$469,953.95</b>

### Reimbursement Applications

There have been \$0 of reimbursements claimed and 7 days of leave taken by the Chief Executive Officer during the month of December.

### LEVEL OF SIGNIFICANCE

Low significance - report is presented to Council for information purposes only.

### CONSULTATION

Chief Executive Officer  
Executive Manager Corporate & Community Services

### OFFICER'S COMMENTS

The December List of payments show a Decrease of \$154,686.13 to the EFT payments made in December compared to last month. Cheque payments increased from \$12,326.61 by 273% (\$33,629.26) due to payment of vehicle registrations. The direct debit transactions have Decreased by 9.5% (\$8,655.09). The Bank reconciliation shows an increase in all the accounts except the Municipal account which shows a 2.03% (\$64,528.11) decrease. Overall the bank reconciliation shows a decrease of \$57,837.36 decrease and the List of Accounts Paid shows a decrease in sum of payments made of \$135,520.62.

## LEGISLATION AND POLICY CONSIDERATIONS

Section 5.42 *Local Government Act 1995* Delegation of some powers and duties to the CEO.

Section 2.7 of the *Local Government Act 1995* states:

Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

*Local Government (Financial Management) Regulations 1996*

Regulations 34(1)

- (1) A local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) for each month.

Regulation 13

- (1) If the local government has delegated authority 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.
  
- (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

Procurement Policy

Use of Corporate Credit Card Policy

CEO Leave Authorisations and Other Approvals Policy

## Strategic Community Plan 2022 - 2032

**Be future focused in all we do:**

1. Ensure the Shire and its assets are well resourced and sustainable.

## FINANCIAL AND RESOURCES IMPLICATIONS

As presented.

**RISK MANAGEMENT CONSIDERATIONS**

The risks identified as part of this report being inaccurate information is mitigated by Council receiving financial statements on a monthly basis and in the form that is in accordance with the Local Government Act 1995 and associated regulations in the format called Statutory Reporting and is considered Low Risk.

**CONCLUSION**

Council is requested to receive the attached Statement of Financial Activity, the Bank Reconciliation report, the list of accounts paid by the Chief Executive Officer and the list of any work-related expenses/reimbursements submitted by the Chief Executive Officer.

**ATTACHMENTS**

*Attachment 1 – 11.2.1a Monthly Financial Report for the period ending 31 December 2022.*

*Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 31 December 2022.*

*Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 31 December 2022.*

**11.2.2 Statement of Financial Activity – January 2023**

**Author:** Corporate & Community Services Officer

**Authorising Officer:** Executive Manager Corporate & Community Services

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION/RESOLUTION****230206****Moved: Cr Harris****Seconded: Cr Stokes**

That Council receive:

1. the Statement of Financial Activity for the period ending 31 January 2023.
2. the Bank Reconciliation Report for period ending 31 January 2023.
3. the attached List of Payments for the period ending 31 January 2023.
4. with respect to the Chief Executive Officer authorisations and reporting to Council;  
4.1 Reimbursement applications made by the Chief Executive Officer for the period ending 31 January 2023

**CARRIED BY SIMPLE MAJORITY 6/0**

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**PURPOSE**

The Statement of Financial Activity is prepared to provide Council with a comprehensive report on the financial position on a monthly basis.

The Statement of Financial Activity Report will include the Monthly Financial Report, Bank Reconciliation Report and the List of Payments made.

**DETAIL**

In accordance with the provisions of Section 6.4 of the *Local Government Act 1995* and Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*, a local government is to prepare each month a Statement of Financial Activity (**Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget each month.

Under the regulations the report must include the following items,

- Annual Budget estimates
- Budget estimates to the end of the month to which the statement relates,
- Actual amounts of expenditure, revenue, and income.
- Material variances between budget and actual
- Net current assets

- The report is to be accompanied by documents containing an explanation of the net current assets, material variances and other relevant supporting documentation.

As part of the monthly report a bank reconciliation report will be completed and included as **Attachment 2**. The summary of the report for 30 January is as follows:

Account	Balance
Municipal Account	2,832,039.88
Municipal Online Account	1,033,987.74
Trust Account	8,179.06
Reserve Account	4,053,133.25
Term Deposits (Reserves)	2,100,000.00
<b>Total Cash &amp; Investments</b>	<b>\$10,027,339.93</b>

Pursuant to Section 5.42 of the *Local Government Act 1995*, Council has resolved to delegate to the Chief Executive Officer the authority to make payments from the municipal and trust funds.

As a result of this delegation there is a requirement under the *Local Government (Financial Management) Regulations 1996* – Reg 13(3) for a list of payments to be prepared and presented to Council.

The list of accounts paid for the period 1 January 2023 to 31 January 2023 is presented as an attachment to this report (**Attachment 3**) and is summarised in the table below.

Bank	Payment Description	Amount
Municipal	Electronic Funds Transfers (EFT)	285,871.02
Municipal	Cheques No: 12044 & 12045	2,209.68
Municipal	Direct Debit Transactions	113,049.17
Municipal	Bank Transfers / Payroll / Other Payments	122,531.49
Municipal	Corporate Credit Cards	1,515.40
Trust	Electronic Funds Transfers (EFT)	0.00
	<b>TOTAL</b>	<b>\$525,176.76</b>

### Reimbursement Applications

There have been \$0 of reimbursements claimed and no days of leave taken by the Chief Executive Officer during the month of January.

### LEVEL OF SIGNIFICANCE

Low significance - report is presented to Council for information purposes only.

### CONSULTATION

Chief Executive Officer  
Executive Manager Corporate & Community Services

### OFFICER'S COMMENTS

There was an increase to payments made during January which is mainly due to the Christmas closure and accounts not being paid until January. There has been minimal change to the bank

account balances which indicates we received enough income to cover our expenses for the month.

## LEGISLATION AND POLICY CONSIDERATIONS

Section 5.42 *Local Government Act 1995* Delegation of some powers and duties to the CEO.

Section 2.7 of the *Local Government Act 1995* states:

Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

*Local Government (Financial Management) Regulations 1996*

Regulations 34(1)

- (2) A local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) for each month.

Regulation 13

- (2) If the local government has delegated authority 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.
- (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

Procurement Policy

Use of Corporate Credit Card Policy

CEO Leave Authorisations and Other Approvals Policy

## Strategic Community Plan 2023 - 2032

**Be future focused in all we do:**

1. Ensure the Shire and its assets are well resourced and sustainable.

## FINANCIAL AND RESOURCES IMPLICATIONS

As presented.

## RISK MANAGEMENT CONSIDERATIONS

The risks identified as part of this report being inaccurate information is mitigated by Council receiving financial statements on a monthly basis and in the form that is in accordance with the Local Government Act 1995 and associated regulations in the format called Statutory Reporting and is considered Low Risk.



**CONCLUSION**

Council is requested to receive the attached Statement of Financial Activity, the Bank Reconciliation report, the list of accounts paid by the Chief Executive Officer and the list of any work-related expenses/reimbursements submitted by the Chief Executive Officer.

**ATTACHMENTS**

*Attachment 1 – 11.2.2a Monthly Financial Report for the period ending 31 January 2023*

*Attachment 2 – 11.2.2b Bank Reconciliation for the period ending 31 January 2023*

*Attachment 3 – 11.2.2c List of Accounts Paid for the period ending 31 January 2023*

**11.3 Executive Manager Works & Assets**

Nil

**Item 12 Reports from Committees****12.1 December 2022 Minutes and March 2023 Agenda of WALGA State Council Meeting****Author:** Chief Executive Officer**Authorising Officer:** Chief Executive Officer**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.**OFFICER'S RECOMMENDATION/RESOLUTION**

230207

Moved: Cr Harris

Seconded: Cr J Coaker

That Council receive:

1. the Minutes of the WALGA State Council Meeting held 7 December 2022.
2. the Agenda of the WALGA State Council Meeting to be held 1 March 2023

**CARRIED BY SIMPLE MAJORITY 6/0***Attachment 1 – 12.1a Minutes of WALGA State Council Meeting, 7 December 2022**Attachment 1 – 12.1b Agenda of WALGA State Council Meeting, 1 March 2023***Item 13 Motions of Which Previous Notice Has Been Given**

Nil

**Item 14 New Business of an Urgent Nature**

Nil

**Item 15 Matters for Which the Meeting May Be Closed (Confidential Items)**

Nil

<b>Item 16 Closure</b>
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**16.1 Date of Next Meeting**

The next ordinary meeting of Council will be held on Thursday, 16 March 2023 commencing at 5.30pm.

**16.2 Closure**

There being no further business, President declared the meeting closed at 4:08pm.