



# AGENDA

## ORDINARY MEETING OF COUNCIL

to be held on

**Thursday, 16 November 2023 at 5:30pm**

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 5:30pm.

**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 Grant Chadwick  
Councillor Mark Coaker  
Councillor Debbie Collins  
Councillor Diana North

**Staff**

Chief Executive Officer Scott Wildgoose  
Executive Manager Corporate & Community Services Jackie Hawkins

**Members of the Public****3.2 Apologies****3.4 Approved Leave of Absence****3.5 Disclosure of Interests****Item 4 Applications for Leave of Absence****Item 5 Response to Previous Questions****Item 6 Public Question Time****Item 7 Questions from Members without Notice**

<b>Item 8 Announcements by Presiding Member without Discussion</b>
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President's Meetings for the month of October 2023.

<b>Date</b>	<b>Details of Meeting</b>
5 October 2023	Safer Streets and Better Places Program Discussion
5 October 2023	Arc Infrastructure Rail Costs Meeting
6 October 2023	Morawa CEO Performance Review Consultation
18 October 2023	MWAC October 2023 Meeting
19 October 2023	Lunch with Students from Morawa District High School
19 October 2023	Shire of Morawa – Ordinary Council Meeting
19 October 2023	RMEP Meeting
23 October 2023	Shire of Morawa – New Councillor Induction
23 October 2023	Shire of Morawa – New Councillor Swearing in Ceremony
23 October 2023	Shire of Morawa – Special Council Meeting

<b>Item 9 Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting</b>
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The Elected Members to declare that they had given due consideration to all matters contained in the agenda.

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

The Minutes of the 19 October 2023 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 26 October 2023.

The Minutes of the 23 October 2023 Special Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 24 October 2023.

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**OFFICER'S RECOMMENDATION**

That Council confirm that:

1. the Minutes of the Ordinary Council Meeting held 19 October 2023 are a true and correct record.
2. the Minutes of the Special Council Meeting held 23 October 2023 are a true and correct record.

***SIMPLE MAJORITY VOTE REQUIRED***

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*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 October 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 RECOMMENDATION**

That with respect to **Actions Performed under Delegated Authority for October 2023**, Council:

1. **Accept the Report.**

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

To report back to Council, actions performed under delegated authority from the period 01 October 2023 to 31 October 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 October 2023 to 31 October 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***

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

***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 Adoption of Ordinary Council Meeting and Audit and Risk Committee Meeting Dates for 2024**

<b>Author:</b>	Governance and Executive Support Officer
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	The Author/Authorising Officer declares that they do not have any conflicts of interest in relation to this item.

**OFFICER RECOMMENDATION**

That with respect to Adoption of Ordinary Meeting of Council and Audit and Risk Committee Meeting Dates for 2024, Council:

**1. Resolve to set the Ordinary Council Meeting dates as follows:**

- Thursday 15 February 2024
- Thursday 21 March 2024
- Thursday 18 April 2024
- Thursday 16 May 2024
- Thursday 20 June 2024
- Thursday 18 July 2024
- Thursday 15 August 2024
- Thursday 19 September 2024
- Thursday 17 October 2024
- Thursday 21 November 2024
- Monday 16 December 2024

**2. Resolve that all Ordinary Council Meetings will be held at the Council Chambers, Shire Administration Centre, 26 Winfield Street, Morawa, and commence at 5:30pm. The exception being the Council meeting scheduled for Thursday, 19 September 2024 which will commence at 1:30pm and representatives from the Morawa District High School will be invited to attend.**

**3. Resolve to set the Audit and Risk Committee Meeting dates as follows:**

- Thursday 14 March 2024
- Thursday 11 July 2024
- Monday 9 December 2024

**4. Resolve that all Audit and Risk Committee Meetings will be held at the Council Chambers, Shire Administration Centre, 26 Winfield Street, Morawa, and commence at 6pm.**

**5. Direct the Chief Executive Officer to give public notice of the Ordinary Council and Audit and Risk Committee Meetings to be held in 2024 as per the above dates, providing the date, time, and location of all meetings to meet legislative requirements.**

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

Council is requested to select the Ordinary Meeting dates for 2024.

**DETAIL**

## Ordinary Council Meetings

The proposed motion sets Council meeting dates for 2024, with all meetings set for the third Thursday of the month, except the December meeting which is brought forward to the Monday of the third week of the month. This is to allow adequate time after the meeting for the Administration to implement the resolutions prior to the Christmas/New Year office closure.

Suggested meeting dates are listed below:

- Thursday 15 February 2024
- Thursday 21 March 2024
- Thursday 18 April 2024
- Thursday 16 May 2024
- Thursday 20 June 2024
- Thursday 18 July 2024
- Thursday 15 August 2024
- Thursday 19 September 2024
- Thursday 17 October 2024
- Thursday 21 November 2024
- Monday 16 December 2024

Recent practice has been to hold all Council meetings at 5:30pm to ensure they are accessible to Councillors and community members who have work commitments during the day. It is proposed that all meetings, except the September meeting, remain at 5:30pm.

The September 2022 and October 2023 meetings were held earlier in the day to accommodate a visit from the Morawa District High School students. The September 2024 meeting is again proposed to be brought forward to 1:30pm to allow students to be invited to attend and gain understanding around civic governance.

S5.25 of the Local Government Act 1995 requires the giving of public notice of the date and agenda for Council or Committee meetings and the Local Government (Administration) Regulations requires this notice to be given before the beginning of the year in which the meetings are to be held.

It should be noted that there may be instances where a meeting is to be scheduled early in the month and where the Financial Statements for the previous month are still being determined.

In this regard, Staff will advise Council of those instances and the outcome could be that the Statements are referred to the following month.

### Agenda Forum (Agenda Settlement)

Councillors can send any queries through to the CEO to seek clarification on any agenda item leading up to the Council meeting. Any queries will be responded to by the CEO who will disseminate the response to all councillors.

### Audit & Risk Committee Meetings

Under the Local Government Reforms the Minister for Local Government is seeking to enhance the role of the Audit Committee.

The new reform, once implemented, will ensure each Local Government has an independent Chair of their Audit Committee.

The Minister also refers to the Panel Report that suggests Audit Committees should be expanded to include improved Risk Management. The Minister's reform proposal suggests Audit Committees would also need to consider proactive risk management and the reform factsheets reference the committee as the Audit, Risk, and Improvement Committee (ARIC).

To add more value to this Committee it is proposed to define three (3) set meetings of the Committee each year to coincide with significant events impacting the Shire's financial and risk management status. These being the Regulation 17 review, Interim Audit and acceptance of the Final Audit report. Having set meetings will encourage a focus on risk management as well as financial control.

The proposed motion sets Audit & Risk Committee (ARC) meeting dates for 2024, with all meetings set for the week prior to the Ordinary Council Meetings. Suggested meeting dates are listed below:

- Thursday 14 March 2024
- Thursday 11 July 2024
- Monday 9 December 2024

ARC meetings will be scheduled for 6pm to ensure the independent chair (once selected) can work around any other commitments they may have.

### **LEVEL OF SIGNIFICANCE**

Medium – Compliance with legislation

### **CONSULTATION**

Senior Management Team  
WALGA

### **LEGISLATION AND POLICY CONSIDERATIONS**

Local Government (Administration) Regulations; Regulation 12

*12. Publication of meeting details (Act s. 5.25(1)(g))*

*(1) In this regulation — meeting details, for a meeting, means the date and time*

*when, and the place where, the meeting is to be held.*

*(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*

*(a) ordinary council meetings;*

*(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

*(3) Any change to the meeting details for a meeting referred to in sub regulation (2) must be published on the local government's official website as soon as practicable after the change is made.*

*(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.*

#### **Local Government Act 1995:**

*Division 2 — Council meetings, committees and their meetings and electors' meetings Subdivision 1 — Council meetings*

#### **5.3. Ordinary and special council meetings**

*(1) A council is to hold ordinary meetings and may hold special meetings.*

*(2) Ordinary meetings are to be held not more than 3 months apart.*

*(3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

#### **5.4. Calling council meetings**

*An ordinary or a special meeting of a council is to be held —*

*(a) if called for by either —*

*(i) the mayor or president; or*

*(ii) at least  $\frac{1}{3}$  of the councillors,*

*in a notice to the CEO setting out the date and purpose of the proposed meeting; or*

*(b) if so decided by the council.*

#### **5.5. Convening council meetings**

*(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*

*(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

#### **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**

Cost of advertising meeting dates (budgeted).

**RISK MANAGEMENT CONSIDERATIONS**

There is a risk of non-compliance if the public are not notified of meeting dates, times, and location.

**CONCLUSION**

That meeting dates be considered and advertised as per resolution of Council.

**ATTACHMENTS**

Nil



## 11.2 Executive Manager Corporate & Community Services

### 11.2.1 Statement of Financial Activity – October 2023

<b>Author:</b>	Executive Manager Corporate & Community Services
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

#### OFFICER'S RECOMMENDATION

That Council receive:

1. the Monthly Financial Report including the Statement of Financial Activity for the period ending 31 October 2023.
2. the Bank Reconciliation Report for period ending 31 October 2023.
3. the attached List of Payments for the period ending 31 October 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 October 2023.

**SIMPLE MAJORITY VOTE REQUIRED**

#### PURPOSE

The Monthly Financial Report is prepared to provide Council with a comprehensive report on the financial position on a monthly basis.

The Monthly Financial Report includes the Statement of Financial Activity Report, Bank Reconciliation Report and the List of Payments made during the reporting month.

#### 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 31 October 2023 is as follows:

Account	Balance
Municipal Account	1,775,215.83
Municipal Online Account	3,045,080.25
Trust Account	1,525.11
Reserve Account	4,670,679.90
Term Deposits (Reserves)	2,100,000.00
<b>Total Cash &amp; Investments</b>	11,592,501.09

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 October 2023 to 31 October 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)	245,739.15
Municipal	Cheques No: 12054	528.63
Municipal	Direct Debit Transactions	31,499.06
Municipal	Bank Transfers / Payroll / Other Payments	151,794.98
Municipal	Corporate Credit Cards	3,642.82
Trust	Electronic Funds Transfers (EFT)	0.00
	<b>TOTAL</b>	\$433,204.64

### Reimbursement Applications

There have been \$1,109.08 of reimbursements claimed and 5 days of leave taken by the Chief Executive Officer during the month of October 2023.

### 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

1. 76.1% of rates levied for 2023-2024 have been collected.
2. Reserve Interest earnings currently \$38,299 compared to \$9,546 for the same period last year. An increase of 75.1%.
3. Cash reserves have increased by \$633,690 since October 2022.
4. Municipal Bank interest earnings currently \$33,362 compared to \$2,937 for the same period last year. An increase of 91.2%.

**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 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 Monthly Financial Report that contains the 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 October 2023*

*Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 31 October 2023*

*Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 31 October 2023*

**11.2.2 Budget Review – 1 July to 30 September 2023**

<b>Author:</b>	Executive Manager Corporate & Community Services
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	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****That Council:**

- 1. Adopt the 1<sup>st</sup> quarter budget review based on the financials for the period ending 30 September 2023 as presented in the Report and Attachment 1.**
- 2. Direct the Chief Executive Officer to update and implement the amended the budget.**

***ABSOLUTE MAJORITY VOTE REQUIRED***

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**PURPOSE**

For Council to consider and adopt a review of the Annual Budget and the associated account amendments.

**DETAIL**

Under Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council is obliged to undertake a review of the annual budget between 1 January and 31 March each financial year, based on financials as at no earlier than 31 December.

Whilst this September Budget Review is not deemed a requirement under regulatory obligations the Shire administration agreed with Council during budget development that it made prudent financial management sense to implement more than one budget review each financial year to ensure that no expenditure is incurred without advance resolution in line with Section 6.8 of the Local Government Act.

These review points also provide an opportunity for the administration to present to Council any changes, more accurately, that have come to light after the adoption of the Annual Budget.

A review of the 2023-2024 Annual Budget has been undertaken by the Chief Executive Officer and other senior staff using the monthly financial statements as at 30 September 2023 and other knowledge related to operational activities.

The 1<sup>st</sup> Quarter Budget Review - September 2023 (*Attachment 1*) document details the examination undertaken and all recommended budget movements.

## Statutory Budget

The Statutory Budget Review Template varies from that of the Monthly Statements that are supplied to Council. This template is provided to Councils in WA by Moore with the approval of the Auditor General. The variations in the templates may cause some confusion so the following will explain what each note is meant to achieve.

### **Statement of Budget Review**

There are 2 Statements of Budget Review included one being by Nature or Type (page 1) which is now the mandatory statement and the other by Program (page 2) which is no longer required but which we have continued to supply as it provides valuable information to Council, and both are included in all financial reporting that comes to council.

Both the current budget column and the actual column in these report pages should balance back to Note 3 Net Current Funding Position (page 5). The budget changes are not reflected in Note 3.

### **Note 2 - Summary Graphs – Budget Review**

The inclusion of these summary graphs (page 4) is a quick way for Council to see what Council originally adopted in the budget against actuals year to date and then the predicted year-end balance.

The operating expense graph shows that the actuals have been running below budget in July to September with it continuing until January 2024 where it starts to run on budget to the end of the year.

The operating revenue was above the budget slightly in September with income to continue running at above budget until November when it gets back on track to year end.

Capital expenditure is currently running below budget with this expected to continue until November with December onwards running on track,

Capital income is running on budget and is expected to continue to do so until year end.

### **Note 3 – Net Current Funding Position**

This report is used to show the budgeted deficiency of Council. The report shows the items that are excluded from the budget as they are not used to fund budgeted expenditure.

The Closing funding surplus / (deficit) should be the same as that shown in the Statements of Budget Review but does not include the amounts shown as part of the budget review process.

### **Note 4 - Predicted Variances**

This note (page 7) reports on the Budget Review changes made by Nature and Type with balances for Operating Revenue, Operating Expenses, Capital Revenue, Capital Expenses, and the total predicted variances. This total balances back to the Statements of Budget Review.

**Note 5 – Budget Amendments**

It is a requirement that a running total of changes made to the budget be listed at general ledger account level. This note shows every account line that has been predicted to be altered with this budget review and ends with the expected overall balance of a surplus/deficit that matches what is shown in the Statements of Budget Review. These changes can also be seen in the attached schedules with the account changes highlighted for easier viewing.

Summarised below are the major variations included in the Budget Review:

**Increase in Operating Revenue**

Various operating revenue accounts have been modified to rectify under allocations in the budget with the significant changes being:

- Commercial rubbish collection charges increased by \$11,352 to align with actual figures expected for 2023-2024.
- Inclusion of \$4,000 income to be received for the registration renewals of excavation licences not previously budgeted for.

A reduction in rate revenue of \$18,000 due to the increased provision amount for rates write offs specifically to cover those write offs approved under resolution 181109.

Overall decrease in operating revenue through budget review is \$2,248.

**Operating Expenditure**

There has been an inclusion of \$40,000 to cover the agreed costs associated with the Morawa Speedway lighting project approved under resolution 230815.

**Capital**

Various capital accounts have been modified to rectify under allocations in the budget with the significant changes being:

- An increase of \$35,000 to cover the cost of the engineering report for the renewal of the tennis courts as per resolution 231003.
- The inclusion of \$5,000 to cover the installation of a solar pump to the fire tank installed during 2022-2023 that will be fully grant funded.

**Building Renewals**

There has been a reallocation of the under spent budget of \$3,960 from the Museum project to staff housing renewals.

Overall increase in capital expenditure through the budget review of \$35,000.

A list of all capital projects included in the original budget and those that are part of this budget review are listed on page 9 and 10.

### Final Position

With the budget review movements presented in attachment 1 the Shire's end of year closing position is expected to reduce from a balanced budget to a \$77,248 deficit. It is very difficult to judge where potential savings could be in the 1<sup>st</sup> quarter of the year, but administration envisage that savings will be found in the 2<sup>nd</sup> quarter review to cover most if not all of this deficit.

The Shire will undertake the required midyear review in February based on 31 December 2023 financials with a report to be presented to Council in March 2024.

### **LEVEL OF SIGNIFICANCE**

High – Sound financial management is the cornerstone of a well-run organisation, and the proposed amendments will allow council to continue to renew assets and manage expenditure in line with strategic goals.

### **CONSULTATION**

Shire President  
Senior Staff

### **LEGISLATION AND POLICY CONSIDERATIONS**

*Local Government Act 1995*

*6.8 Expenditure from municipal fund not included in Annual Budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

- a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- b) is authorised in advance by resolution\*; or*
- c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*(1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

*(2) Where expenditure has been incurred by a local government —*

- a) Pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- b) Pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

*Local Government (Financial Management) Regulations 1996*

*33A. Review of budget*

*(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*

*(2A) The review of an annual budget for a financial year must —*

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
- (b) consider the local government's financial position as at the date of the review; and*
- (c) review the outcomes for the end of that financial year that are forecast in the budget.*



- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
\*Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”*

**FINANCIAL AND RESOURCES IMPLICATIONS**

The Shire of Morawa 2023-2024 1<sup>st</sup> quarter Budget Review outcome is that Council is expected to have a deficit of \$77,248 at 30 June 2024 (adopted budget was balanced)

**RISK MANAGEMENT CONSIDERATIONS**

Reviewing budget expectations at regular intervals represent a significant risk management tool. It is designed to embed a culture of regular review into the administration and provides Council with a clear snapshot on how the Shire is progressing in more detail than standard monthly financial reporting.

**CONCLUSION**

The review has considered all operational and capital areas of council and compared year to date figures to projected 30 June figures to ensure accounts are tracking in line with budget. Where changes and variations are known these changes have been incorporated to ensure that the desired financial result is achieved by Council.

The net effect of the projected income and expenditure to 30 June 2024 is that Council is expected to have a deficit of \$77,248 at year end instead of the budgeted break even balance.

**ATTACHMENTS**

*Attachment 1 – 11.2.2a 1 July to 30 September 2023 Budget Review*

**11.2.3 Response to Request from Morawa MDHS**

<b>Author:</b>	Executive Manager Corporate & Community Services
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	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****That Council:**

1. Do not support the request from the Morawa District Historical Society to install signage at the aerodrome.

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

For Council to consider a request from the Morawa District Historical Society (MDHS) to erect signage at the Morawa Aerodrome.

**DETAIL**

On the 8 October 2023, the Secretary/Treasurer of MDHS wrote to the Shire CEO regarding three items:

1. The placement of large sign in bay 2 of the open sided shelter showing the history of the gliding club including photographs.
2. The placement of a "Welcome to Morawa" sign in another one of the bays and
3. The placement of a sign acknowledging Paul Joseph McGuinness, a co-founder of Qantas and a local farmer in the 1920's.

In terms of item 1, the MDHS have received a donation from the now disbanded Morawa Gliding Club, with the proviso that some of the funds be used for signage to be erected at the Morawa Aerodrome to acknowledge and remember the group.

On inspection of the Aerodrome facilities the MDHS are requesting that Council permit them to place a large sign measuring approximately 2m x 3m commemorating the club and its members in the open-ended shelter next to the Terminal Building which has 3 bays that are protected from the weather.

In terms of item 2, the MDHS are requesting that a "Welcome to Morawa" sign, similar to the Shire entrance signs, be installed in one of the bays of the open-ended shelter after noticing that one was not installed when they did the inspection of the Aerodrome facilities.

This suggestion is appreciated, and Council may wish to investigate the feasibility of the "Welcome to Morawa" signage being located at the aerodrome that currently has patrons limited

to RFDS, local farmers and occasional other users or whether there is a better location for the sign.

In terms of item 3, the MDHS are requesting that a sign be installed acknowledging Paul Joesph McGuinness be installed in the final bay of the open-ended structure.

The MDHS acknowledge that the Aerodrome does not receive any commercial flights and therefore the only users of the facility would be the Royal Flying Doctors and the occasional visiting dignitaries but would like to improve the welcoming aspect to the Aerodrome.

The building that the MDHS are proposing to use falls within the operational area of the aerodrome and as such only authorised personnel are allowed unescorted access. Access to the Aerodrome is restricted by the Aerodrome Manual as per CASA's requirements and would therefore not be available for tourists to access to peruse the history around the Gliding Club or Aerodrome.

As such the officer does not support the request and believes the Shire should not agree to the signage being installed at the aerodrome.

### **LEVEL OF SIGNIFICANCE**

Low significance – This request and implementation is of low significance.

### **CONSULTATION**

Morawa District MDHS Inc.

### **LEGISLATION AND POLICY CONSIDERATIONS**

*Section 5.5 of the Aerodrome Manual informs staff of the requirements of entry into the Aerodrome.*

#### *5.5.1 – Controlling airside access*

*To prevent unauthorised access by persons, vehicles, equipment, mobile plant, animals and other things that may endanger aircraft safety, a fence has been installed around the perimeter of the airside boundary:*

*The Shire of Morawa ensures that only authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome. For those persons not authorised, escorted access is provided as required.*

*Airside access gates are:*

- Always locked by padlock and pin code*
- Access is authorised by the Aerodrome reporting officer*
- No keys are issued and all ARO's have access via the pin coded padlock.*

*Only authorised vehicles driven by an airside driver are permitted airside as per the Airside Vehicle Control section of this manual.*

**FINANCIAL AND RESOURCES IMPLICATIONS**

There is no cost to the shire for the installation of requested signage.

**RISK MANAGEMENT CONSIDERATIONS**

The main risk is around the signage location and tourists gaining access to a restricted area, possibly interfering with aircraft and the failure to comply with CASA requirements which leads to the risk being access as high

**CONCLUSION**

It is recommended that Council do not support the installation of signage at the aerodrome.

**ATTACHMENTS**

*Attachment 1 – 11.2.3a Letter from Morawa District Historical Society Inc.*

**Item 12 Reports from Committees**

**Item 13 Motions of Which Previous Notice Has Been Given**

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

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

**Item 16 Closure**

**16.1 Date of Next Meeting**

The date of the next ordinary meeting of Council will be on Thursday, 21 December 2023 commencing at 5:30pm, in the Council Chambers.

**16.2 Closure**

There being no further business, the President to declare the meeting closed.