



AGENDA FOR THE ORDINARY COUNCIL MEETING

19 APRIL 2023



Ordinary Council Meeting Notice Paper

19 April 2023

An Ordinary Meeting of Council is called for Wednesday, 19 April 2023, in the Council Chambers, Victoria Street, Mingenew, commencing at 5.00 pm. Members of the public are most welcome to attend.

Matt Fanning
Chief Executive Officer
14 April 2023

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p>Petitions A formal process where members of the community present a written request to the Council.</p>	<p>Deputations A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p>Presentations An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government</p>
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PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email governance@mingenew.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email governance@mingenew.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

PROCEDURE FOR PETITIONS

Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.

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- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

PROCEDURE FOR PUBLIC QUESTION TIME

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision-making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

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**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
19 APRIL 2023 COMMENCING AT 5.00PM**

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- 4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE
- 6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES
- 7.1 ORDINARY COUNCIL MEETING HELD 15 FEBRUARY 2023

OFFICER RECOMMENDATION - ITEM 7.1

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 15 February 2023 be confirmed as a true and accurate record of proceedings.

7.2 SPECIAL COUNCIL MEETING HELD 15 MARCH 2023

OFFICER RECOMMENDATION - ITEM 7.2

That the Minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 15 March 2023 be confirmed as a true and accurate record of proceedings.

- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
- 9.0 DECLARATIONS OF INTEREST

10.0 RECOMMENDATIONS OF COMMITTEES

10.1 MINGENEW LOCAL EMERGENCY MANAGEMENT COMMITTEE

10.1.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 MARCH 2023 .

OFFICER RECOMMENDATION - 10.1.1

That the Minutes of the Mingenew Local Emergency Management Committee Meeting held on 20 March 2023 be received.

10.2 SHIRE OF MINGENEW BUSH FIRE ADVISORY COMMITTEE

10.2.1 MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 20 MARCH 2023 .

OFFICER RECOMMENDATION - 10.2.1

That the Minutes of the Shire of Mingenew Bush Fire Advisory Committee Meeting held on 20 March 2023 be received.

10.2.2 ELECTION OF CAPTAINS AND DEPUTY CAPTAINS FOR SHIRE OF MINGENEW BRIGADES

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.2.2

That the following persons be appointed to the position of Captain or Deputy Captain for the following Bush Fire Brigades / Farm Response Units:

- | | | |
|----|------------------|----------------|
| | Yandanooka | |
| a) | Captain:_ | Justin Bagley |
| b) | Deputy Captain: | Jarrad Spencer |
| | Lockier | |
| a) | Captain:_ | Daniel Michael |
| b) | Deputy Captain:_ | Paul Flanders |
| | Guranu | |
| a) | Captain:_ | Ben Cobley |
| b) | Deputy Captain:_ | Ben McTaggart |
| | Mingenew North | |
| a) | Captain:_ | Alex Pearse |
| b) | Deputy Captain: | Andrew Green |
| | Mingenew Town | |
| a) | Captain:_ | Anthony Smyth |
| b) | Deputy Captain: | Jarrad Kupsch |

10.2.3 NOMINATIONS FOR SHIRE OF MINGENEW BUSHFIRE CONTROL OFFICERS

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.2.3

1. That the following person be nominated to the position of Chief Bushfire Control Officer for the Shire of Mingenew: Murray Thomas;
2. That the following person be nominated to the position of Deputy Chief Bushfire Control Officer for the Shire of Mingenew: Ben Cobby

11.0 CHIEF EXECUTIVE OFFICER

11.1 MINGENEW TOWN HALL SURVEY RESULTS

Location/Address:	19 Victoria Street, Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	CP.DSC.5
Date:	12 April 2023
Author:	Erin Greaves, Governance & Community Manager
Authorising Officer:	Matt Fanning, Chief Executive Officer
Voting Requirements:	Simple Majority

Summary

To receive the results from the Mingenew Town Hall Survey that was prepared in December 2022 and closed in February 2023.

Key Points

- A total of 82 survey responses were received (in consideration of the number of ratepayers (189), this equates to a 43% response rate)
- One of the key points of information in this survey is the response to Q6 around priority projects, with the Hall ranking third for first priority and overall priority, behind the Day Care Centre Upgrade and Road Improvements
- When posed with the option to demolish, refurbish or replace, respondents indicated a preference to refurbish – at 63%. Strong support was also given to ensure the facility is multi-purpose

OFFICER RECOMMENDATION – ITEM 11.1

Council receives the collated Mingenew Town Hall Survey responses, as attached, and releases the survey results to the community.

Attachment

11.1.1 Summarised Mingenew Town Hall Survey Results

11.1.2 Copy of Town Hall Survey questions

Background

The Mingenew Town Hall was built in 1959. Since that time, it has been used by the community for a range of uses and functions including: regular dances, balls, cabarets, private and public dinners, wedding receptions, regional meetings for a range of community organisations, reparatory shows, sports celebrations, school concerts, weekly picture shows, traveling shows, Shire functions, fund raising events including quiz nights, art and craft displays, fashion parades, Brownies, Girl Guides, Cubs and Scouts, Junior Farmers, badminton, volleyball, dance, gymnastic classes and much more.

The Hall is an integral element of the local government's presence in the town, representing the original Mingenew Agricultural Hall (1895 site, 1917), the former Roads Board building (1906), the Art Deco addition to the Agricultural Hall (1935), and the Shire Hall (1959), demonstrating the development and commitment over time, to the Mingenew community and district.

The Hall has been closed to the public since approximately 2013. Since that time, the Shire has engaged experts to prepare various reports, estimates and provide advice on the risk to public safety and offer solutions to any issues raised. The Shire has also engaged with the community on numerous occasions regarding challenges and future options, but a thorough investigation of need has yet to be undertaken. Establishing need and demonstrating community support is an essential requirement for building any business case and making application for grant assistance. Council is committed to determining an outcome for the future of the Hall, and the establishment of this survey is the first step in gathering data for current and future need.

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In December 2022, the Shire prepared and released a community survey to assist in informing the future of the Mingenew Town Hall. The survey was promoted via the website, Mingenew Matters, Facebook and to those visiting the Shire Administration. Surveys were made available online via a link to survey monkey, and a mailout of hard copy surveys was issued in January 2023. The survey closed at 2pm, Thursday 9 February 2023.

A total of 82 survey responses were received, with 8 x hard copy responses and the remainder being completed online through the Survey Monkey survey link. In consideration of the number of ratepayers (189), this equates to a 43% response rate or approximately 26% of total residents over 18 years (noting that there will nil respondents under the age of 18).

Questions developed for the survey aimed to determine:

- Who is completing the survey (and their demographics)?
- What proposed uses for the hall are likely to be supported?
- If the Hall is considered a priority project in comparison to other key projects/priority areas?
- What aspects of the Hall, and its history, are important?
- Whether there is a strong preference to replace, refurbish or demolish?
- What funding options should be considered (other than grant funding)?
- Level of support from potential sponsors/donors?
- Any other ideas or preferences not yet considered.

The Shire's current strategy is firstly to establish public interest and seek ideas for the Hall's use to ensure the project is feasible. The Hall survey gives us real and timely data that will assist in informing grant applications and seeking solid estimates to better inform the community on whole-of-life costs. Whole-life cost is the total expense of owning an asset over its entire life, from purchase to disposal, including purchase and installation, design and building costs, operating costs, maintenance, associated financing costs, depreciation, and disposal costs.

In contemporary project management the concept and design stages are the greatest opportunities to influence a successful facility structure and operation, ensuring value for money for ratepayers. Therefore, the Shire will seek to undertake an assessment of the building structure, hazardous materials, need and feasibility as a next step. Decisions regarding asset operations and maintenance, renewal, disposal and acquisitions will be based on the "life cycle" cost and take into consideration the levels of service and affordability, which are informed by a needs analysis.

Comment

The information produced from the survey responses have been collated and developed into a flyer, which is intended to be released the public to assist in understanding broader public perceptions and ideas for the hall's future. These results are only an indication of a portion of the ideas, opinions and concerns within the community and will not be the only source of feedback in which Council will rely on to inform its decisions.

One of the key questions within the survey was Q6 - *In your view, of the following, what are the priority projects for the community? [please rank in order of priority from 1-5]* - and the following options were provided:

- Hall Refurbishment
- Day Care Centre Upgrade
- Rec Centre Refurbishment
- Road Improvements
- Town beautification and amenities

As outlined in the results flyer, respondents indicated the Day Care Centre Upgrade was ranked number 1, followed by Road improvements and then the Hall Refurbishment. It is recognised that this doesn't mean the

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Town Hall Refurbishment is not a priority, it just indicates there is a priority of other projects of higher need or value to them.

When posed with the option to demolish, refurbish or replace the hall (Q10), respondents indicated a preference to refurbish – at 63%. Strong support was also given to ensure the facility is multi-purpose, catering to wide range of needs and uses. Given a majority of respondents represented families, there was a strong interest indicated for most of the activities listed (theatre / performing arts, arts and crafts, dance, indoor sports, gym / fitness classes, movies and markets). People were also given an opportunity to add any other suggestions for types of use as a comment, which included: meetings, weddings, travelling shows, aboriginal cultural dances and education/awareness classes, catered events, social gatherings, school holiday programs, music events (choirs, bands etc). Further analysis on what activities cannot already be offered in existing facilities may help to determine the need. For example, one respondent within the survey indicated that existing facilities are not necessarily adequate in size to cater to large gatherings, or acoustics would be more appropriate in the hall for music-related events and activities.

Of the 70 respondents to Q12 around how the project should be funded (exclusive of grant funding), 59 respondents were supportive of municipal funds being used or a loan taken out. 26 respondents did not wish the project to proceed if external funding does not adequately cover the costs. In reviewing the comments, it appears there is some expectation from the community that the project can be fully covered by grants, despite the question being worded to clarify this is not likely to be the case. Funding bodies with the capacity to fund large infrastructure projects, such as Lotterywest or the Department of Local Government, Sport and Cultural Industries (DLGSCI), do not fully fund such projects therefore, Council will be reliant on other means.

Whilst there were several comments outlining frustration that the Hall has been closed so long for public use and there is a suggested perception that Council should have received sufficient information in the past, to make an informed decision about the Hall future now, the previously collected survey responses, estimates and reports are out of date, are limiting in the detail provided and are not sufficiently wholistic to clarify future use and further investigation is required on ensuring compliance with Building Code. Further investigations are currently underway, and the community will continue to be engaged regarding any findings.

Statutory Environment

Local Government Act 1995

There is no statutory requirement for the Hall survey results to be published but in the interest of transparency and the level of public interest, a summary document has been prepared.

Policy Implications

1.3.2 Asset Management Policy

“Policy Statement:

The Shire of Mingenew delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are:

- a) Managed in a way that promotes maximum performance for the most cost-effective ‘Life Cycle’ cost;*
- b) Meeting community expectations of time, quality, and value for money.*

Achieving this objective in an affordable and sustainable manner requires a strategic and long-term approach to asset planning and management. The Shire aims to deliver this through:

- a) Agreed levels of service that are cost effective and relevant;*
- b) The adoption of a continuous improvement approach to asset management;*
- c) Community and key stakeholder consultation in regard to expected levels of service; and*
- d) Endeavouring to achieve Asset Ratio benchmarks as set by the Department of Local Government, Sport and Cultural Industries (although these ratios are no longer required to be included in the Annual Financial Statements)”*

Financial Implications

The cost of the survey is nil (prepared and promoted in-house) however, future actions will need budgetary consideration, in particular any assessments

Strategic Implications

Strategic Community Plan 2019-2029:

1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders.

12.0 FINANCE

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2023

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	FM.FRP
Attachment/s:	Monthly Financial Report – February 2023
Disclosure of Interest:	Nil
Date:	9 March 2023
Author:	Helen Sternick, Senior Finance Officer
Approved by:	Jeremy Clapham, Finance & Administration Manager
Voting Requirement:	Simple Majority

Summary

This report recommends that the Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 28 February 2023 as presented to the Council be received.

OFFICER RECOMMENDATION – ITEM 12.1

That with respect to the Monthly Financial Report (containing the Statement of Financial Activity), Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity, and associated documentation for the period 1 July 2022 to 28 February 2023, as included at Attachment 12.1.1.

Attachment

12.1.1 Monthly Financial Report for period ending 28 February 2023

Background

The Monthly Financial Report to 28 February 2023 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Nature or Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Lease Liabilities
- Reserve Accounts
- Other Current Liabilities
- Operating Grants, Subsidies and Contributions
- Non-operating Grants, Subsidies and Contributions
- Bonds and Deposits Held
- Budget Amendments
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 28 February 2023	
Municipal Funds – Corporate cheque account	\$2,100,897
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$563,254

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2022/23 financial year.

Audit of the 2021/22 Annual Financial Report was completed on 9 December 2022 with no further adjustments to the opening surplus.

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(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 that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
- (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

- (a) according to nature and type classification; or

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- (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.2 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2023

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	FM.FRP
Attachment/s:	Monthly Financial Report – March 2023
Disclosure of Interest:	Nil
Date:	13 April 2023
Author:	Helen Sternick, Senior Finance Officer
Approved by:	Jeremy Clapham, Finance & Administration Manager
Voting Requirement:	Simple Majority

Summary

This report recommends that the Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 31 March 2023 as presented to the Council be received.

OFFICER RECOMMENDATION – ITEM 12.2

That with respect to the Monthly Financial Report (containing the Statement of Financial Activity), Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity, and associated documentation for the period 1 July 2022 to 31 March 2023, as included at Attachment 12.2.1.

Attachment

12.2.1 Monthly Financial Report for period ending 31 March 2023

Background

The Monthly Financial Report to 31 March 2023 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Nature or Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Lease Liabilities
- Reserve Accounts
- Other Current Liabilities
- Operating Grants, Subsidies and Contributions
- Non-operating Grants, Subsidies and Contributions
- Bonds and Deposits Held
- Budget Amendments
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 31 March 2023	
Municipal Funds – Corporate cheque account	\$1,827,297
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$563,254

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2022/23 financial year.

Audit of the 2021/22 Annual Financial Report was completed on 9 December 2022 with no further adjustments to the opening surplus.

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(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 that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
- (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

- (a) according to nature and type classification; or

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- (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.3 LIST OF PAYMENTS FOR THE PERIOD 1 FEBRUARY 2023 TO 31 MARCH 2023

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	FM.CRD
Attachment/s:	List of Payments – February and March 2023
Disclosure of Interest:	Nil
Date:	11 April 2023
Author:	Maria Snowden-Giles Payroll/Finance Officer
Approved by:	Jeremy Clapham Finance & Admin Manager
Voting Requirement:	Simple Majority

Summary

This report recommends that Council receive the list of payments for period 1 February to 31 March 2023 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

OFFICER RECOMMENDATION – ITEM 12.3

That Council in accordance with Local Government (Financial Management) Regulations 1996 Regulation 13 confirms the list of payments for the period of 1 February to 31 March 2023, as included at Attachment 12.3.1. as follows:

\$516,763.38	Municipal EFTs.
\$75,090.00	Municipal Direct Debit Department of Transport (Licencing) Payments.
\$127,335.52	Municipal Direct Debit Other.
\$150,621.45	Net Salaries
\$869,810.35	Total Payments

Attachment

12.3.1 List of Payments – February and March 2023

Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and that the amounts shown were due for payment.

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

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13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil.

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
Nil.

15.0 CONFIDENTIAL ITEMS
Nil.

16.0 TIME AND DATE OF NEXT MEETING
Next Ordinary Council Meeting to be held on Wednesday 21 June 2023 commencing at 5.00pm.

17.0 CLOSURE
The meeting was closed at ____pm.

These minutes were confirmed at an Ordinary Council meeting on 21 June 2023.

Signed _____
Presiding Officer

Date: _____