

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308
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Our Vision:

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

ORDINARY MEETING OF COUNCIL

Agenda 17 September 2020

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Wandering will be held on 17 September 2020 in the Council Chambers, 22 Watts Street, Wandering, commencing at 3:30pm.

BELINDA KNIGHT
CHIEF EXECUTIVE OFFICER

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr I Turton	Shire President	Cr B Whitely	
Cr G Parsons	Deputy Shire President	Cr M Watts	
Cr J Price		Cr P Treasure	
Cr G Curtis		Belinda Knight	CEO
		Barry Gibbs	EMTS

Apologies:

Nil

3. DISCLOSURE OF INTERESTS

3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long-standing personal friendship with the proponent). As a consequence, there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**6.1. ORDINARY & SPECIAL MEETINGS – AUGUST & SEPTEMBER 2020****COUNCIL DECISION**

That:

- a) the Minutes of the Ordinary Meeting of Council held 20 August 2020; and
 - b) the Minutes of the Special Meeting of Council held 7 September 2020;
- be confirmed as a true and correct record of proceedings without amendment

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION**8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS****9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS**

Nil

10. CHIEF EXECUTIVE OFFICER'S REPORTS

10.1. LOCAL PLANNING POLICY – SEA CONTAINERS – DISCUSSION REPORT AND DRAFT POLICY

Proponent	Shire of Wandering
Owner	Shire of Wandering
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	10.106.10605
Attachments	Draft Local Planning Policy 3 – Sea Containers

BRIEF SUMMARY

The purpose of this item is to consider the need to regulate the use of sea containers to ensure they do not detract from the visual amenity of the locality.

BACKGROUND

Development Approval

The Shire of Wandering Town Planning Scheme No. 3 does not make specific reference to Sea Containers, in either the use as an outbuilding or residential dwelling.

Local Planning Policy

Any new Local Planning Policy or modifications to an existing Policy are required to be advertised for public comment for a period of 21 days.

SCHEME OBJECTIVES

The objectives of the relevant zones are:

Residential Zone

- a. to provide for the predominant form of residential development to be single houses
- b. to provide for diversity of lifestyle choice with a range of residential densities where possible.
- c. to achieve a high standard of residential development having regard to the economic importance of tourism to the district.
- d. to allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Rural - Residential Zones

- a. to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.
- b. to generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.
- c. to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.
- d. having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable.

Rural Zone

- a. to ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- b. to provide for diversification and intensive agricultural uses in suitable areas.
- c. to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.

- d. to allow for facilities for tourists and travellers, and for recreation uses.
- e. to have regard to use of adjoining land at the interface of the Rural zone with other zones to avoid adverse effects on local amenities.

TIMING

Subject to an indication of which options Council wish to adopt a draft/revised Local Planning Policy would be advertised for a minimum of 21 days.

At the October Council Meeting any submissions must be considered by Council. It can then resolve to adopt the Policy for final approval with or without modifications. It becomes operational once a notice of the adoption is published in a local newspaper.

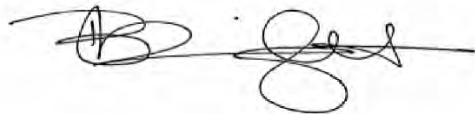
VOTING REQUIREMENTS

Absolute Majority

**OFFICER'S RECOMMENDATION - ITEM 10.1 – LOCAL PLANNING POLICY - SEA CONTAINERS –
DISCUSSION REPORT AND DRAFT POLICY**

That Council:

- Pursuant to Schedule 2 Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council endorses the attached draft Local Planning Policy No 3 – Sea Containers;
- Pursuant to Schedule 2 Clause 4(1)(a) of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council advertise draft Local Planning Policy No 2 (as attached) for a minimum of 21 days; and
- That following advertising Council consider any submissions and determined whether to adopt the Policy.



POLICY TYPE:	LOCAL PLANNING POLICY	POLICY NO:	3
DATE ADOPTED:		DATE LAST REVIEWED:	
LEGAL (PARENT):	<i>Shire of Wandering Town Planning Scheme No. 3</i>	LEGAL (SUBSIDIARY):	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
DELEGATION OF AUTHORITY APPLICABLE:	Nil	DELEGATION No.	

ADOPTED POLICY	
TITLE:	Sea Containers
OBJECTIVE:	<ul style="list-style-type: none"> To regulate the use of sea containers to ensure they do not detract from the visual amenity of the locality. This policy applies to the whole Shire.

DEFINITIONS

All reference to containers shall mean either a sea container, shipping container or railway carriage.

BACKGROUND

In recent years there has been increased use of sea containers within the Shire for storage. While these can serve a useful role in rural areas there have been concerns about aesthetics, particularly in more settled areas such as the Residential and Rural Residential Zones.

Sea containers are generally second-hand structures which were originally designed for commercial and industrial use but are sought by landowners for use in a residential environment.

The Shire of Wandering Town Planning Scheme No. 3 makes no direct reference to containers and Council has regulated them under general development control powers covering amenity and protection of the natural environment.

This policy has been created to provide guidance to Council and land owners on the use and siting of containers.

POLICY STATEMENT

General Requirements for Containers

- (a) All containers shall require the planning approval of Council.
- (b) As they are second-hand relocated structures, containers are not considered as being "ancillary outbuildings".
- (c) Containers may be approved in any zone.
- (d) There is a presumption that no more than one container will be permitted per property, particularly in the Residential Zone. Council may consider additional containers where it is satisfied that there is a genuine need for such container(s).
- (e) Containers may be approved on a vacant property.
- (f) Containers are not to be used for habitable purposes, unless specifically repurposed for such use.
- (g) Containers are not to be located within front boundary setbacks as required by Town Planning Scheme No. 3 or the Residential Design Codes.
- (h) Containers may be temporarily placed on a property to store building materials while construction of a house is being carried out on the property. Where containers are proposed for a temporary period the following will apply:
 - i. The use will expire with the building licence.
 - ii. A building licence for the dwelling must be issued before a planning approval is granted for a container.
 - iii. The container must be maintained in a reasonable condition as determined by Council.
- (i) Where containers are proposed to be permanently installed on a property the following will apply:

- i. They should be adequately screened from view and shall not be easily seen from nearby roads, other public places, or adjoining properties.
 - ii. They should be painted in muted tones to the satisfaction of the Shire, so as not to be visually intrusive.
 - iii. They should be maintained in good repair with no visible rust marks.
- (j) Applications for Town Planning Approval shall include:
- i. A scaled site plan showing the proposed location of the container and detailing setbacks to boundaries. The site plan shall also include other buildings, accessways, watercourses and vegetation on the property.
 - ii. The proposed size and use of the container.
 - iii. Evidence that the sea container will be adequately screened from view and shall not be easily seen from nearby roads, other public places, or adjoining properties.
- (k) Containers approved in the Rural Residential Zones, shall not be located within the front boundary setback area or in areas designated for car parking or landscaping.

Permitted Development

Planning consent is not required for the use of containers that are fully enclosed within a building and are compliant with the objectives of the policy.

ADOPTION

Adopted by Council at its meeting of the _____ 2020

10.2.LOCAL PLANNING POLICY – TEMPORARY ACCOMMODATION – DISCUSSION REPORT AND DRAFT POLICY

Proponent	Shire of Wandering
Owner	Shire of Wandering
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	10.106.10605
Attachments	Draft Local Planning Policy 4 – Temporary Accommodation

BRIEF SUMMARY

The purpose of this item is to provide guidelines on the prerequisite conditions for approval of temporary accommodation for occupation during the completion of a permanent dwelling.

BACKGROUND

Development Approval

The Shire of Wandering Town Planning Scheme No. 3 does not make specific reference to temporary accommodation.

Local Planning Policy

Any new Local Planning Policy or modifications to an existing Policy are required to be advertised for public comment for a period of 21 days.

SCHEME OBJECTIVES

The objectives of the relevant zones are:

Residential Zone

- a. to provide for the predominant form of residential development to be single houses
- b. to provide for diversity of lifestyle choice with a range of residential densities where possible.
- c. to achieve a high standard of residential development having regard to the economic importance of tourism to the district.
- d. to allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Rural - Residential Zones

- a. to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.
- b. to generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.
- c. to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.
- d. having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable.

Rural Zone

- a. to ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- b. to provide for diversification and intensive agricultural uses in suitable areas.
- c. to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.

- d. to allow for facilities for tourists and travellers, and for recreation uses.
- e. to have regard to use of adjoining land at the interface of the Rural zone with other zones to avoid adverse effects on local amenities.

TIMING

Subject to an indication of which options Council wish to adopt a draft/revised Local Planning Policy would be advertised for a minimum of 21 days.

At the October Council Meeting any submissions must be considered by Council. It can then resolve to adopt the Policy for final approval with or without modifications. It becomes operational once a notice of the adoption is published in a local newspaper.

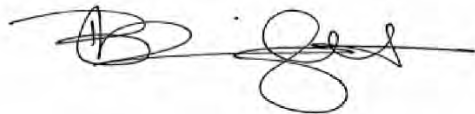
VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION - ITEM 10.2 – LOCAL PLANNING POLICY – TEMPORARY ACCOMMODATION – DISCUSSION REPORT AND DRAFT POLICY

That Council:

- Pursuant to Schedule 2 Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council endorses the attached draft Local Planning Policy No 4 – Temporary Accommodation;
- Pursuant to Schedule 2 Clause 4(1)(a) of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council advertise draft Local Planning Policy No 2 (as attached) for a minimum of 21 days; and
- That following advertising Council consider any submissions and determined whether to adopt the Policy.



POLICY TYPE:	LOCAL PLANNING POLICY	POLICY NO:	4
DATE ADOPTED:		DATE LAST REVIEWED:	
LEGAL (PARENT):	<i>Shire of Wandering Town Planning Scheme No. 3</i>	LEGAL (SUBSIDIARY):	<i>Planning and Development (Local Planning Schemes) Regulations 2015 Caravan Parks & Camping Grounds Regulations 1997</i>
DELEGATION OF AUTHORITY APPLICABLE:	Nil	DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Temporary Accommodation
OBJECTIVE:	<ul style="list-style-type: none"> To provide guidelines on the prerequisite conditions for approval of temporary accommodation for occupation during the completion of a permanent dwelling. This policy applies to the whole Shire.

POLICY STATEMENT

Council will determine applications for temporary accommodation subject to the following conditions:

- Applications must be submitted in writing and accompanied by a Town Planning Application and the appropriate fee.
- Applications will only be considered to reside in a caravan inside an already approved and constructed shed, on a temporary basis whilst constructing a permanent dwelling on the same property; and
 - Will only be granted to those persons who are to occupy the house when completed;
 - For a maximum period of 12 months;
 - Land being zoned "Rural Residential" or "Rural" only;
 - Applicants submitting a bond of \$5,000 cash, to be refunded upon temporary accommodation being vacated to the satisfaction of the Shire.
 - Toilet, hand wash basin in close proximity, bath and/or shower and laundry trough may be provided in the shed (and connected to an approved onsite effluent disposal system and hot and cold potable water supply). The laundry trough is permitted to be used as the hand wash basin. Cooking facilities must be provided for in the caravan.
 - The shed being supplied with a supply of potable water, and where no scheme water is available then it must be in the form of a water tank with a minimum capacity of 92,000L.
 - Installation of a smoke alarm to the temporary accommodation.
- Prior to submitting an application for temporary accommodation, the proponents must already have obtained an approved building licence for the construction of a permanent dwelling.
- Temporary accommodation must be inspected by the Environmental Health Officer/Building Surveyor and approved by the local government prior to occupation.
- In accordance with the provisions of the Caravan Parks and Camping Grounds Regulations 1997, for occupation of temporary accommodation greater than 12 months, applications must be made to the Minister, Department of Local Government and Regional Development. Applications will only be supported where significant progress has been made on the construction of the permanent dwelling.
- Council reserves the right to revoke temporary accommodation permission at any time if it is dissatisfied with the state of progress towards the construction of a permanent dwelling or any general terms of the temporary accommodation approval have not been met.

ADOPTION

Adopted by Council at its meeting of the _____ 2020

10.3.LOCAL PLANNING POLICY – SECOND-HAND BUILDINGS & MATERIALS– DISCUSSION REPORT AND DRAFT POLICY

Proponent	Shire of Wandering
Owner	Shire of Wandering
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	10.106.10605
Attachments	Draft Local Planning Policy 5 – Second-hand Building Buildings & Materials

BRIEF SUMMARY

The purpose of this item is to provide guidelines on the prerequisite conditions for approval of any development utilising second-hand buildings or building materials.

BACKGROUND

Development Approval

The Shire of Wandering Town Planning Scheme No. 3 does not make specific reference to second-hand buildings or building materials.

Local Planning Policy

Any new Local Planning Policy or modifications to an existing Policy are required to be advertised for public comment for a period of 21 days.

SCHEME OBJECTIVES

The objectives of the relevant zones are:

Residential Zone

- a. to provide for the predominant form of residential development to be single houses
- b. to provide for diversity of lifestyle choice with a range of residential densities where possible.
- c. to achieve a high standard of residential development having regard to the economic importance of tourism to the district.
- d. to allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Rural - Residential Zones

- a. to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.
- b. to generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.
- c. to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.
- d. having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable.

Rural Zone

- a. to ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- b. to provide for diversification and intensive agricultural uses in suitable areas.
- c. to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.

- d. to allow for facilities for tourists and travellers, and for recreation uses.
- e. to have regard to use of adjoining land at the interface of the Rural zone with other zones to avoid adverse effects on local amenities.

TIMING

Subject to an indication of which options Council wish to adopt a draft/ revised Local Planning Policy would be advertised for a minimum of 21 days.

At the October Council Meeting any submissions must be considered by Council. It can then resolve to adopt the Policy for final approval with or without modifications. It becomes operational once a notice of the adoption is published in a local newspaper.

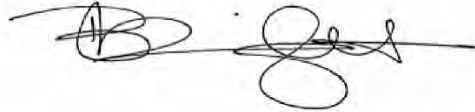
VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION - ITEM – 10.3. LOCAL PLANNING POLICY – SECOND-HAND BUILDINGS & MATERIALS– DISCUSSION REPORT AND DRAFT POLICY

That Council:

- Pursuant to Schedule 2 Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council endorses the attached draft Local Planning Policy No 5 – Second-hand Buildings and Materials;
- Pursuant to Schedule 2 Clause 4(1)(a) of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council advertise draft Local Planning Policy No 2 (as attached) for a minimum of 21 days; and
- That following advertising Council consider any submissions and determined whether to adopt the Policy.



POLICY TYPE:	LOCAL PLANNING POLICY	POLICY NO:	5
DATE ADOPTED:		DATE LAST REVIEWED:	
LEGAL (PARENT):	<i>Shire of Wandering Town Planning Scheme No. 3</i>	LEGAL (SUBSIDIARY):	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
DELEGATION OF AUTHORITY APPLICABLE:	Nil	DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Second-hand Buildings and Materials
OBJECTIVE:	<ul style="list-style-type: none"> To outline what is required to satisfy "Part 5 – General Development Requirements" contained within the Shire of Wandering Town Planning Scheme No. 3. This policy applies to the whole Shire.

DEFINITIONS

"Second-hand Materials" means any construction materials that have previously been used in the construction of any other structure.

"Second-hand Relocated Dwelling" means a dwelling which has previously been located on another site other than on the lot upon which it is to be placed, has previously been used for human habitation and includes a skid mounted transportable unit, donga and/or a light weight prefabricated building.

"Second-hand building" shall include any building or outbuilding which has previously been located on another site other than on the lot upon which it is to be placed, and may include a second-hand relocated dwelling.

POLICY STATEMENT

SECOND-HAND BUILDINGS

- All proposals for the relocation of second-hand buildings to the Shire of Wandering shall be subject to Council approval.
- All second-hand buildings shall be subject to engineering certification confirming that the building is capable of retaining its structural integrity during the course of relocation. Obtaining the certification is the responsibility of the applicant.
- All second-hand buildings, if separated into sections, shall include the following engineering details:
 - The manner in which the building is to be separated including the line of separation.
 - Additional bracing details confirming that the separated sections will retain their structural integrity during the course of the relocation.
 - Re-joining details particularly with respect to structural framing members including plating and fixing details.
- All applications shall be forwarded to the Shire of Wandering on the appropriate forms with three (3) recent photos of the second-hand building and may include lodgement of a bond to be determined by Council, refundable on completion of the project to the satisfaction of the Shire.
- All health and building legislative requirements will be applicable to all second-hand buildings even though those requirements may not be stipulated on the approved plans.
- Any buildings containing asbestos will not be approved for relocation into the Shire of Wandering.

COMPLIANCE STAGES**Stage One - within 6 months of the date of planning approval being issued (25% Bond refund):**

- (a) The dwelling is correctly positioned on site as depicted on the approved plan;
- (b) The dwelling is correctly stumped or suitably affixed to the ground and the site is filled and/or drained satisfactorily, such that it is structurally adequate in accordance with the engineer's certification; and
- (c) The dwelling is up to lock up stage (all external windows, doors and fittings/fixtures installed/repaired).

Stage Two - within 9 months of the date of planning approval being issued (25% Bond refund):

- (a) All gutters, fascia and downpipe work completed to the satisfaction of the Shire;
- (b) All roof end/roofing work is completed (flashings on ridge and gable ends installed); and
- (c) All external surfaces are painted or re clad in accordance with the painting and building approvals (including wall, doors, windows surrounds, sills etc).

Stage Three- within 12 months of the planning approval being issued (50% Bond refund):

- (a) Compliance with planning conditions has taken place;
- (b) An approved effluent disposal system has been installed. The system has been inspected by the Environmental Health Officer and a permit to use has been issued;
- (c) Completion and certification of all electrical work;
- (d) Completion and certification of all plumbing work;
- (e) All wet area tiling completed in accordance with the Building Code of Australia;
- (f) Kitchen fit-out completed (cupboards/benches and stove/hotplate installed etc);
- (g) Building has reached practical completion stage; and
- (h) All debris removed from building site and site to be kept neat and tidy to the satisfaction of the Shire.

SECONDHAND MATERIALS

Written permission shall be obtained from Council before the use of second-hand materials for the construction of fences and outbuildings.

ADOPTION

Adopted by Council at its meeting of the _____ 2020

10.4.POLICY MANUAL REVIEW

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Previous Reports	18/07/2019
Disclosure of any Interest	Nil
File Reference	04.041.04111
Attachments	Nil

BRIEF SUMMARY

To review the Shire of Wandering Policy Manual in accordance with statutory requirements. The original Policy Manual was adopted on 18/07/2019.

BACKGROUND

Policy No.	Heading	Amendments
1	Code of Conduct	Include section relating to <i>"Hospitality Gifts"</i> Include clause relating to new <i>Local Government (Rules of Conduct) Regulation (1)</i> Amend 11.2(b) to read <i>"All employees will be provided with a copy of this Code of Conduct upon commencement."</i>
2	Corporate Transaction Cards	Policy Statement - replace with <i>"Individual transaction card limits are as approved by Council (in relation to the CEO) or the CEO (in relation to other employees, but within the limits determined by Council)."</i> Disputed Transactions - replace <i>"Creditors Officer"</i> with <i>"Finance Officer"</i> . Procedures for lost, stolen and damaged cards – replace <i>"Executive Manager Corporate & Community Services"</i> with <i>"CEO"</i>
3	Equal Opportunity, Harassment and Bullying	Replace "Council" with "the Shire" throughout.
4	Disability Access and Inclusion	Associated Documents - remove date from <i>"Shire of Wandering Disability Access and Inclusion Plan"</i>
5	Council Member Entitlements	Remove reference to dates from <i>"Salaries and Allowances Tribunal"</i> throughout. Remove <i>"Note: All allowances referred to in this policy will be paid in arrears with Council members able to elect to receive payment month, or biannually."</i> as all payments are processed in June & December each year.
6	Council Member Recognition	No change
7	Employee Gratuities and Gifts	No change
8	Financial Management	Rate Setting – add <i>"As part of the annual budget process the Shire will publish a rate setting statement, where appropriate"</i> .
9	Materiality Threshold	No change
10	Investments and Borrowings	Remove "Long Term Financial Planning" section as this is not relevant to this Policy.,
11	Budget Preparation	No change
12	Purchasing and Tenders	Policy Statement – remove <i>"setting up"</i> from first paragraph. Ethics & Integrity – remove <i>"officers and"</i> from first paragraph. Purchasing Thresholds – Up to \$3,000 – replace number of quotations required to read <i>"Preference for one quote to be obtained"</i>

		<p>\$50,000 - \$249,000 – remove “(with procurement decision based on all value for money considerations)” as these are not defined in the Policy.</p> <p>Above \$250,000 – add “or State Government Common Use Agreement” after E-Quote.</p> <p>Replace “Council Officer” with “Shire Employee” throughout.</p> <p>Tender Evaluation - add “Each tenderer will be advised of the particulars of the successful tender.”</p> <p>Records Management – remove “minimum”.</p> <p>Buy Local – delete “To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire of Wandering, or substantially demonstrate a benefit or contribution to the local economy. These criteria will relate to local economic benefits that result from Tender processes.</p> <p>The Shire of Wandering will provide a regional price preference of up to 15% (excluding GST) for local suppliers of goods and services.” and replace with “Separate email sent with content for agenda item plus draft Policy for “adoption” by Council in principle, prior to advertising for public comment.”</p> <p>Purchasing from WA Aboriginal Businesses – replace “Small Business Development Corporation” with “Chamber of Commerce and Industry of Western Australia Limited” due to change of regulations.</p>
13	Legal Representation – Council Members and Employees	Approved Lawyer – replace “Shire’s” with “the WALGA”
14	Record Keeping	No change
15	Integrated Planning	No Change
16	Related Parties	No Change
17	CEO Performance Review	Definitions – Local Government - replace “at” with “of”
18	Audit Committee	Policy Statement – duties – include “(h) The Audit Committee has no delegated authority from Council”.
19	Fraud and Corruption	No change
20	Contiguous Land Valuations – Rates	No Change
21	Use of Shire Logo	Replace “suite of logos” throughout and replace with “Logo”. Remove table of different uses as there is no difference on usage.
22	Use of Common Seal	Remove “Associated Documents” as no relevance.
23	Risk Management	No change
24	Occupational Health and Safety	No change
25	Order of Business at OCM	<p>Petitions/Deputations/Presentations – replace “All petitions are to be submitted to the CEO” with “All submissions may be submitted to the CEO, Shire President or the meeting”.</p> <p>Remove statement regarding question time as contrary to Regulations.</p> <p>Questions in Writing – remove “Where a question is made verbally at a meeting, the member of the public will be required to provide a written form of the question (s) to a Shire employee. If the member of the public is unable to provide the question in writing, a Shire employee will assist.”</p> <p>Because this section relates only to questions in writing. Remove same reference from Attachment 1.</p>
26	Asset Management	Policy Statement – remove “The Shire of Wandering” from first paragraph, not relevant.
27	Private use of Plant and Equipment	Include Definition from Policy 46.

		<p>Replace "Council" with "Shire" throughout.</p> <p>Policy Statement – add "(i) The rates for hire of Shire Plant and equipment will be determined as part of the annual budget Process" and "(j) Fair wear and tear of private use of Shire plant and equipment is accepted, but the CEO may direct that the Shire is to be compensated for breakages or deterioration beyond this."</p> <p>**Assistance for Sporting Groups.... Add "or may be determined by the CEO, under delegated authority" at the end of this section.</p>
28	Unmade Road Contributions	Policy Statement – replace "the following provisions apply" with "will result in the following provisions applying:"
29	Local Public Notice – Media	No change
30	Use of Shire Facilities and Property	Storage of Alcohol – replace "Council" with "Shire"
31	Amending Policies	Replace "Local Authorities" with "Local Governments"
32	Public Interests Disclosure	No change
33	Civic Functions – Guidelines	Replace "Local Authorities" with "Local Governments"
35	Bereavement Acknowledgement	No change
36	Self-supporting Loans	No change
37	Welcome to Country	No change
38	Habitual or Vexatious Complainants	Replace "Council" with "Shire" throughout
39	Caretaker Policy in Lead to Elections	No change
40	Payment of Creditors	Rename "Payment for Goods & Services"
41	Debt Collection	Amend to reflect Delegation
42	Memorials on Land Under Control of Council	<p>Definition of Public Land – add "Freehold land"</p> <p>Memorials located on public land – replace with "Council approval is required for the creation or placement of memorials or monuments on public land."</p>
43	Place Names	No change
44	Workforce Planning	No change
45	Community Engagement	<p>Remove date from "Disability Access and Inclusion Plan"</p> <p>Replace "Council" with "Shire" throughout.</p> <p>3.2 Community - Remove "(d)"</p>
46	Private Works	Replace "\$25,000" with "\$50,000" in Definition.
47	Australia Day Awards	No change
48	Community Funding, Grants and Donations	Correct Minor Community Grant sub-heading to reflect definition.
50	Shire Responsibilities on Crown Land	Replace "rateable" with "rate"
51	Crossovers	Needs definition of "standard gravel crossover"
52	Fence Line Clearing within road and other Reserves	Replace "Council" with "Shire" throughout
53	Plantation Fire Protection	No change
54	Public Library and Internet Access	No change
55	Refilling at Standpipes	No change
56	Stock on Roads Signage	No change
57	Conference Attendance – Council Members and Staff	<p>Policy Statement – add "The CEO will determine all requests by employees for travel and attendance at conferences or training seminars."</p> <p>Replace "Council" with "Shire" throughout (excluding Council Members)</p> <p>Link to Policy 69</p>
58	Road Making Materials	Replace "Council" with "Shire" throughout
60	Asbestos Management	No change
63	Firewood from Reserves	Replace "Council" with "Shire" throughout
64	Special Series Number Plates	Delete "(b)" – not applicable

65	Wildflower, Leaves and Branches, and seed Harvesting from Reserves	Replace "Council" with "Shire" throughout
66	Social Media	Replace "elected" with "Council" throughout Replace "staff" with "employees" throughout Replace "can" with "may" in 5.3 dot point 2.
67	Fair Value of Assets	No change
68	Building Site – Refuse Disposal Bond	No change
69	Continued Professional Development Councillors	Amend title to "Continued Professional Development Council Members".
70	Attendance at Events by Councillors & CEO	Amend title to "Attendance at Events by Council Members and CEO"
71	Financial Hardship	No change
73	Rating Policy	No change
74	Road Sealing	Replace "Council" with "Shire" throughout

STATUTORY/LEGAL IMPLICATIONS

REAMBLE TO POLICY MANUAL REVIEW:

Council and Management Roles in Policy Making

The Council of the Shire of Wandering has determined to review its Policies, Delegations Appointments and Authorisations at least once per calendar year.

This accords with the provisions of s2.7(2)(b) Local Government Act 1995 -

2.7. 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.*

In addition, the Local Government Act 1995 and other Acts require, or contemplate, the development of Policies.

Policies that must be adopted by Council under various Acts include;

Local Government Act

- s5.50 Payments to employees in addition to contract or award (can be delegated to CEO under s5.42)
- s5.103 - Code of Conduct for council members, committee members and employees
- A procurement policy under regulation 11A of the Local Government (Functions and General) Regulations 1996

State Records Act, Freedom of Information Act 1992

- Record Keeping

In addition, Council makes policies under the Local Planning Scheme, which are separate to this review.

Council Policies are high level decisions intended to guide the decision-making processes of the Council, as the local government, and the CEO as the employer of all Shire employees, in implementing decisions of the Council, or under delegated authority (from various Acts). These Policies reflect current practices and procedures for the Shire to ensure compliance with relevant legislative and administrative requirements.

Many of the Council and Management Policies were developed to support delegations and sub delegations contained within the Register of Delegations. Within the Register of Delegations, each instrument of

delegation or sub delegation provides a link to the relevant Council or Management Policy, which serve to guide implementation.

In many cases there will also be detailed operational instructions in place to complement Policies. These may include CEO instructions and procedures, machinery operational instructions etc but such matters are entirely administrative and procedural.

The CEO is responsible for the development and implementation of Management Policies, and Management Policies cannot be amended by Council.

Council Policy is over-ridden by:

- Commonwealth and State legislation and regulations,
- The Local Planning Scheme
- Local Laws
- Council resolutions
- Decisions made under delegated authority (although all such decisions should comply with Council Policy)

Council Policy overrides:

- Management Policy (where both are in conflict)
- Local Government Guidelines – although are not decisions of Council, close observance is strongly recommended
- Operational/Administrative directions/instructions

Council Policy is not binding on the Council, but is binding on employees, unless discretion is stated. Council Policy is to be considered as Council's standing or permanent instructions.

Council Policy Manual - Governance Context

This Manual is an essential component Council's governance framework and guides Council, Management and residents in the context of Council's decision making.

The Policies in the Manual are designed to provide:

- a. Consistency and equity in decision making;
- b. Promptness in responding to customer needs; and
- c. Operational efficiency.

Policies arise generally in response to:

- d. Discretionary legislated powers; and/or
- e. Non-legislated functions/activities of Council; e.g. provision of a range of services, and mainly relate powers under the Local Government Act 1995.

Council Policy provides for "the rationale and guiding principles of what can be done", and Management Practice explains "how" Management will implement or carry out that Policy.

It is important to note that Policies are not legislatively binding and when good reasons prevail and are documented, can be set aside.

Reports to Council should detail relevant Policies as this provides:

- f. Guidance to council members in their deliberations on the matter in hand; and
- g. Information for residents

Policy is not required to be based in legislation but can be a stand-alone instruction of Council or the CEO. However, it cannot be inconsistent with legislation.

The Council and CEO will each review all relevant Policies on an annual basis, but when necessity requires a review to address circumstances this may also occur.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 S.2.7(2)(b)

POLICY IMPLICATIONS

As reviewed

FINANCIAL IMPLICATIONS

The cost of the Consultant's time has been included in the 2020/2021 budget.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Not applicable

COMMENT

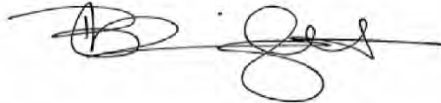
There are some minor grammatical corrections to the Policy Manual not included in the table above, which do not affect the intent of the individual Policy.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER'S RECOMMENDATION – ITEM 10.4 - POLICY MANUAL REVIEW

That Council endorses the amendments to the Policy Manual as contained within the background section of this report.

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'A. B. Jones', written over a horizontal line.

10.5.DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS REVIEW

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Previous Reports	18/07/2019
Disclosure of any Interest	Nil
File Reference	04.041.04111
Attachments	Nil

BRIEF SUMMARY

To review the Shire of Wandering Delegations, Authorisations and Appointments (ROD) in accordance with statutory requirements. The original ROD was adopted on 18/07/2019.

BACKGROUND

PEER REVIEW OF REGISTER OF DELEGATIONS - AUGUST 2020

REGISTER OF DELEGATIONS:

- Need to confirm all position titles are correct
- Need to cross check all Policy and other references
- Some proposed changes reflect updated approaches in WALGA preferred models, others are drawn from progressive approaches by other LGs in their RoD
- LGA s.3.22(1) Compensation and s.3.23 Arbitration – most LGs have this delegation - without it such matters must be determined by Council
- Panels of Pre-Qualified Suppliers for Goods and Services - no provisions - not needed?
- Regional price Preference Policy - the delegation is sound, but I fear the policy is not valid given it appears not to have been advertised for public etc as required. I will provide a new draft Policy and describe the procedures that need to be taken to adopt a valid policy.
- Seem to have “lost” some delegations from CEO - that is those that the CEO is able to do, not as a sub delegation but in own right, thus:
 - Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
 - Local Government (Uniform Local Provisions) Regulations 1996: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
 - Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
 - Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
 - Local Government (Administration) Regulations 1996: r.29(2) &(3) Information to be available for public inspection (Acts s.5.94), r.29B Copies of certain information not to be provided (Act s.5.96) LGA 1995: s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information - **may not be needed if CEO uses acting through**
 - Local Government (Financial Management) Regulations 1996: r.5 CEO’s Duties as to financial management - **may not be needed if CEO uses acting through**
 - Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures- **may not be needed if CEO uses acting through**
 - Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted, s.9.19 Extension of Time, s.9.20 Withdrawal of Notice, re
 - Authority to consider an owner of a vehicle’s submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].

- Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].
- Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20]
- Building Regulations 2012: Regulation 70(1A), (1), (2) Approved officers and authorised officers

Delegation	Heading	Amendments
	General	Replace Shire President throughout and change dates. Remove reference to previous Delegations (eg DA02-1) throughout. – no longer relevant Cross reference Policies throughout Amend s4.20 to read s3.20 throughout – s4.20 cannot be delegated. Remove reference to “Finance Coordinator” throughout Replace “Shire Administration Officers” with “Administration Assistant” and “Customer Service Officer” throughout.
	Introduction	Add “or other persons” to dot point 2. Remove last paragraph before Terminology and Acronyms. Primary/Annual Returns and Gift Disclosures - remove dot point 4 and 5 – due to new gift provisions. Remove last paragraph before Acting Through Another Person.
08 & 08a	Private Property and Thoroughfares	Remove last dot point in “Conditions” section as not relevant.
09	Tenders and Expressions of Interest	Substantially re-written – see separate attachment
12	Donations, Discounts and Debt Write-Offs	Remove information relating to “Authorised Staff” from “Conditions” – not relevant as this is not sub-delegated. Replace “community groups and individuals” with “not for profit community organisations” in Power or Duty Delegated. Replace “\$1,000 per transaction” with “\$1,000 per annum”
14	Investment of Surplus Funds	Insert “A report detailing the investment portfolio’s performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.” And remove “The Chief Executive Officer is to report details of investment made to the Council, whenever new investments are made, rolled over or otherwise amended in the Monthly Financial Statement” as this is a Regulatory requirement. Remove “and subject to further advice received” as this is not relevant.
17 & 17a	Payment from Municipal or Trust Funds	Remove reference to “Finance Coordinator” as this is no longer a relevant position. Include EMTS & CRC Coordinator.
17a	Payment from Municipal or Trust Funds	Remove “or as directed by the CEO for special circumstances”. Remove “Finance Coordinator”
18	Rate Issues – General Delegation	Remove preamble (first paragraph) – not required. Add dot points:

		<p>“• Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year s.6.39(2)(b)</p> <ul style="list-style-type: none"> • Authority to determine the date on which rates or service charges become due and payable to the Shire of Wandering s.6.50. • To agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale.” <p>Remove Dot Point “The time allowed for the payment of the rate before it becomes arrears in accordance with s6.50(2) of the Local Government Act 1995.”</p> <p>Remove dot point “Determine the right to pay rates, service charges and costs, and stay proceedings in accordance with”</p>
19	Rates – Recovery where Unpaid	<p>Add “Decisions under the Delegation must comply with Council Policy on Financial Hardship” in Conditions.</p> <p>Remove dot point “• Take possession of land where any rates or service charges have been unpaid for at least 3 years, in accordance with s6.64(1) and (3)” to enable Council to determine this matter.</p>
22 & 29	Permits for Stall Holder, Trader and/or Outdoor Eating Facilities Street Stalls/Appeals	Add “Regard must be had for the relevant Local Laws of the Shire” to Conditions.
28	Group Values on Contiguous Land	Remove “and in accordance with Policy 20” – duplicate statement.
32	Bush Fires Act – General Delegation	Remove “There is no power to sub-delegate under the Bush Fires Act 1954” superfluous statement.
33	Bush Fires Act – Prohibited Burning Times	<p>Add “Decisions under s,17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8)” to Conditions.</p> <p>Insert dot point “• where seasonal conditions warrant it, determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer s.17(7).”</p> <p>Remove dot point “determine and implement any variation to Prohibited Burning Times in accordance with s17(7), (8)”</p>
35	Bush Fires Act – Restricted Burning Times and other Matters	<p>Add “s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices” to Legal</p> <p>Amend Dot point “Authority to appoint deputy Fire Weather... by removing “Authority to”</p> <p>Add Dot Points “• Institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</p> <ul style="list-style-type: none"> • To serve an infringement notice for an offence against this Act [s.59A(2)].”
35	Cat Act – Duties and Functions	<p>Renumber to 26</p> <p>Add “In relation to authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat – it should be noted this delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995.” To Conditions.</p>

36	Dog Act – Duties and Functions	Add “ <i>In relation to S.31 Control of dogs in certain public places – this cannot be delegated because it requires an absolute majority and therefore must be determined by Council.</i> ” to Conditions Add “ <i>(and which must be determined by the Council)</i> ” on Exclusions. Also note on Delegation 36a
38	Food Act – Payment of Compensation	Add “No power to sub-delegate”
44a	Graffiti Vandalism Act – General Delegation	Add “ <i>sub</i> ” to “CEO delegates” Replace “ <i>Shire</i> ” with “ <i>local government</i> ”
53	Building Site Refuse Bond	Replace “ <i>approve</i> ” with “ <i>determine</i> ”
54	Financial Hardship	
	Appointments & Authorisations	
2	Caravan Parks and Camping Grounds Act 1995 – Authorised Persons	Replace “ <i>CRC Administration Officer</i> ” with “ <i>Administration Assistant</i> ” Remove “ <i>Shire Administration Officer</i> ”
7	FOI Act 1992 – Information Coordinator & Principal Decision Maker	Remove “Finance Coordinator” Insert “Executive Manager Technical Services” – include in item 2 as well.
12	Health (Asbestos) Regulations 1992 – Authorised Officers	Reverse CEO & EMTS in points 1 and 2.
14	Environmental Protection Act 1986 – Referral of Proposals	Remove second paragraph from Conditions. Irrelevant

STATUTORY/LEGAL IMPLICATIONS

PREAMBLE TO REGISTER OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS

Council and Management Roles in Policy Making

The Council of the Shire of Wandering has determined to develop Council Policies and Management Policies and Procedures to guide its direction and operations.

This accords with the provisions of s2.7(2)(b) Local Government Act 1995 -

2.7. 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.*

Within the Register of Delegations, each instrument of delegation or sub delegation provides a link to the relevant Council or Management Policy, which serve to guide implementation.

- It is important to note that all delegations by Council require an absolute majority decision.
- Once a delegation has been made by Council, the delegation must be recorded in the delegation register.
- Under Regulation 19 of the Local Government (Administration) Regulations 1996, the delegate must keep written records of when and how they exercise the delegated power or discharge the delegated duty, and the persons or classes of persons affected by the exercise of the power or discharge of the duty.

Delegations - Governance Context

The Local Government Act 1995 prohibits the delegation of:

- Any decision requiring a special majority.
- Any tender exceeding an amount determined by council.

- Appointment of the auditor.
- Acquiring or disposing of property exceeding an amount determined by council.
- Borrowing funds.
- Anything requiring the approval of the State Governor or Minister.
- Some authorisations and objections.

Different acts have different provisions:

- LG Act permits CEO to sub delegate to any employee - thus cannot sub delegate to a contractor or consultant
- Dog Act permits CEO to sub delegate, BUT ONLY where council has specifically authorised sub delegation – but can delegate to anyone (thus Contract Ranger)
- Bush Fires Act does not permit sub delegation by CEO
- Building Act permits CEO to sub delegate to any employee – thus cannot sub delegate to a contractor or consultant (CEO makes decision informed by expert advice of contractor or consultant in such situations)

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 S.2.7(2)(b)

POLICY IMPLICATIONS

As reviewed

FINANCIAL IMPLICATIONS

The cost of the Consultant's time has been included in the 2020/2021 budget.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Not applicable

COMMENT

There are some minor grammatical corrections to the ROD not included in the table above, which do not affect the intent of the individual Policy.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER'S RECOMMENDATION – ITEM 10.5 - DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS REVIEW

That Council endorse the amendments to the Register of Delegations, Authorisations and Appointments Register as contained within the background section of this report.

AUTHOR'S SIGNATURE:



11. OTHER OFFICER'S REPORTS

11.1.AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

Proponent	Shire of Brookton
Associated Group	Bushfire Brigades
Location/Address	Shire of Wandering
Author of Report	Maureen Mertyn
Date of Meeting	17/09/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	BF40; 05.051.05110
Attachments	Nil

BRIEF SUMMARY

This report seeks Council's consideration to appointing Dual Fire Control Officers from the Shire of Brookton.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance, and lawfully legitimise the officer's authorisation under Bush Fires Act, 1954 in fulfilling their duty.

STATUTORY/LEGAL IMPLICATIONS

The appointment of a Dual Fire Control Officer for the 2020/21 Bush Fire season is under taken in accordance Section 40 of the Bush Fire Act, 1954 which provides that two or more local governments may by agreement join in the appointment of bush fire control officers and that officers so appointed may exercise their power and authorities in each of the districts so appointed.

POLICY IMPLICATIONS

There are no plans or policies applicable to this proposal.

FINANCIAL IMPLICATIONS

There is no impost on the Shire's finances in relation to this matter.

STRATEGIC IMPLICATIONS

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support Emergency Services Planning

CONSULTATION/COMMUNICATION

Chief Fire Control Officer – Peter Monk

COMMENT

Council has been requested by the Shire of Brookton to appoint Dual Fire Control Officers under the Bush Fires Act, 1954 to empower these volunteers to act in their appointed roles across the municipal boundary.

This includes the appointment of the following people in the capacity of Dual Fire Control Officer:

- **Shire of Brookton**
 - Ross Evans
 - Tim Evans
 - Len Simmons

VOTING REQUIREMENTS

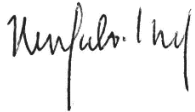
Simple Majority

OFFICER'S RECOMMENDATION – ITEM 11.1 - AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

That Council appoints, pursuant to S40 of the *Bush Fires Act 1954*, the following people from the Shire of Brookton as authorised officers in the capacity of Dual Fire Control Officer for 2020/21 Bush Fire Season:

- Ross Evans
- Tim Evans
- Len Simmons

AUTHOR'S SIGNATURE:



11.2.AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

Proponent	Shire of Cuballing
Associated Group	Bushfire Brigades
Location/Address	Shire of Wandering
Author of Report	Maureen Mertyn
Date of Meeting	17/09/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	BF34; 05.051.05110
Attachments	Nil

BRIEF SUMMARY

This report seeks Council's consideration to appointing Dual Fire Control Officers from the Shire of Cuballing.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance, and lawfully legitimise the officer's authorisation under Bush Fires Act, 1954 in fulfilling their duty.

STATUTORY/LEGAL IMPLICATIONS

The appointment of a Dual Fire Control Officer for the 2020/21 Bush Fire season is under taken in accordance Section 40 of the Bush Fire Act, 1954 which provides that two or more local governments may by agreement join in the appointment of bush fire control officers and that officers so appointed may exercise their power and authorities in each of the districts so appointed.

POLICY IMPLICATIONS

There are no plans or policies applicable to this proposal.

FINANCIAL IMPLICATIONS

There is no impost on the Shire's finances in relation to this matter.

STRATEGIC IMPLICATIONS

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support Emergency Services Planning

CONSULTATION/COMMUNICATION

Chief Bush Fire Control Officer – Peter Monk

COMMENT

Council has been requested by the Shire of Cuballing to appoint Dual Fire Control Officers under the Bush Fires Act, 1954 to empower these volunteers to act in their appointed roles across the municipal boundary.

This includes the appointment of the following people in the capacity of Dual Fire Control Officer:

- **Shire of Cuballing**
Craig Cousins

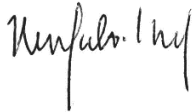
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 11.2 - AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

That Council appoints, pursuant to S40 of the *Bush Fires Act 1954*, the following people from the Shire of Cuballing as authorised officers in the capacity of Dual Fire Control Officer for 2020/21 Bush Fire Season:

- Craig Cousins

AUTHOR'S SIGNATURE:

11.3. LEASE AND DEVELOPMENT OF OLD WANDERING GRAVEL PIT INTO MOWER RACING FACILITY

Proponent	Western Australian Mower Racing Association (WAMRA)
Associated Group	
Location/Address	Old Wandering Gravel Pit, Moramocking Road
Author of Report	Maureen Mertyn
Date of Meeting	17/09/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	CO567 - 10.101.10190
Attachments	Mower Racing Proposal EHO Report

BRIEF SUMMARY

This report seeks Council's consideration for Western Australian Mower Racing Association's (WAMRA) proposal for lease and development of land located on Moramocking Road, Wandering to be used as multi-use community-based motorsports facility.

BACKGROUND

Previously WAMRA has raced at the Old Beverley Racecourse sharing track time with the Western Australian Tractor Pull Association which drew in crowds of over 400 people during day which gave the town a tourism support with people venturing far and wide to see the mowers race. Small local businesses benefited from the race days giving those businesses a small income injection. Currently, there are 40 plus mowers competing within the club. Mower drivers age range from 8 years up to 70 years of age.

Project Implementation as stated from the correspondence

Stage 1 Secure land lease and develop committee to run project

We would require a lease on the required land to be developed the land would be under the control of the subcommittee and all developments would need to be agreed to through the committee. Plans will need to be developed to outline the time line and deliverables also cost and funding.

Stage 2 Land clearing, Site Fencing, Power & Water Installation

Land will need to be cleared to get the required space for the first stage of construction. Land clearing will be kept at a minimum, as we would like to keep as much natural shade as possible but areas for car parking and other facilities like toilets, spectator areas will need to be cleared.

Stage 3 Lawnmower racing track

A gravel track will be constructed the track will weave its way around existing large trees. A minimum amount of shrub clearing will need to happen to make the track as safe as possible, the track will not only cater for Lawnmower racing, but 4-wheel dirt go-carts as well.

- *Club facilities would include*
- *Racetrack*
- *Storage facilities*
- *Club rooms/1st Aid Area*
- *Ablution Blocks*
- *Safety Area*
- *Spectator/ Shade areas*
- *Parking*
- *Child safe area*
- *Water storage*

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Environmental Protection Act 1986 - Class II putrescible landfill site

Part V of the Environmental Protection Act 1986

Bush Fire Act 1954

POLICY IMPLICATIONS

Policy 26 Asset Management

Policy 30 Use of Shire Facilities and Property

Policy 60 Asbestos Management

FINANCIAL IMPLICATIONS

There is no impost on the Shire's finances in relation to this matter unless the club closes and the Shire of Wandering has to take on the ownership of any fitted assets.

STRATEGIC IMPLICATIONS**IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY**

Our Goals	Our Strategies
Capture tourism opportunities locally	Encourage tourists, longer stays and repeat visitation

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support activities that optimise use of our facilities Assist community and sporting organisations to remain sustainable and active

CONSULTATION/COMMUNICATION

Health Officer – Rob Powell confirmed that this will not cause any issue in the community – See attached report

Manager Works - Bradley Hunt confirmed that the operation aspect in managing of this Reserve would not be affected in regards to firebreaks and other general management of the site.

Department Water and Environmental Regulations - Environmental Officer the *Rural Landfill Regulations* do not stipulate restrictions for other uses on the land, however it may be worth considering the historical use of the land and any safety issues associated with the proposed use e.g. dust generation with areas that may have been subject to unknown waste disposal.

COMMENT

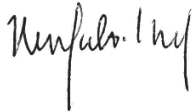
- The proposed lease will increase tourism expecting an approximate of 250 to 500 people per race meeting.
- Social media exposure for the community and local businesses.
- Multipurpose facility for use by other community clubs.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 11.3 LEASE AND DEVELOPMENT OF OLD WANDERING GRAVEL PIT INTO MOWER RACING FACILITY

That Council directs the CEO to prepare a draft Lease Agreement with the Western Australian Mower Racing Association for Portion of Lot 9000 Moramocking Road, Wandering and submit back to the October Council meeting for further consideration.

AUTHOR'S SIGNATURE:

DEVELOPMENT OF SHIRE LAND INTO MOWER RACING FACILITY

Prepared by
Monica Van Der Snoek
0474105242
Snoek79@gmail.com

6th August 2020

Wandering Shire Council
22 Watts Road
Wandering, 6308
Western Australia

Proposal for lease and development of land located on Moramocking Road, Wandering

Dear Councillors,

As a committee member of Western Australian Mower Racing Association, we are searching for land to establish our vision of a multi-use community-based motorsports facility.

Local club members have been searching for land to develop within the Wheatbelt/Great Southern Region of Western Australia we believe that the old gravel pit on Moramocking Road in Wandering could be a suitable site

It is far enough away from any residential dwellings for there not to be any related issues. It has easy access from the current road it has the potential to be a suitable site for our purpose and future expansion.

There is some considerable interest in the sport here in WA and we would like to bring that to The Shire of Wandering. Mower racing is a sport where people of all ages can get involved, we have quite a few junior mowers racing at present with several younger kids wanting to get involved. Our oldest racing member is nearly in his late 60's. so it goes to show mower racing can be something everyone can get involved in.

We ask for your support to help establish a new motor sport facility here in Wandering.

In the event you can assist us we would be more than happy recognised your support of our club in any way we can.

We look forward to discussing this proposal at your convenience.

Kind Regards

Monica Van Der Snoek

Club Secretary

Executive Summary

The Western Australian Mower Racing Association wish to use the Old Wandering Gravel Pit which is adjacent to the Wandering Refuse site as a semi-permanent Lawn Mower Racing Track. The WAMRA are seeking a permanent home for Lawn Mower Racing, currently we are between racing tracks and looking to call home to a track custom built as our own.

Previously we have raced at the Old Beverley Racecourse sharing track time with the Western Australian Tractor Pull Association which we drew in crowds of over 400 people during day which gave the town a lot of tourism support with people venturing far and wide to see the mowers race. Small local businesses benefited from our race days give those businesses a small income injection.

Currently we have 40 plus mowers competing within the club, with new mowers being built ready for next race season which we hope to kick off at the Wandering Track. The Western Australian Mower Racing Association would like to call Wandering the future home of Mower Racing in Western Australia. Our mower drivers age range from 8 years of age all the way up to 70 years of age, it's a sport where everyone can be involved.

Project Implementation

Stage 1: Secure land lease and develop committee to run project

We would require a lease on the required land to be developed the land would be under the control of the subcommittee and all developments would need to be agreed to through the committee. Plans will need to be developed to outline the time line and deliverables also cost and funding.

Stage 2: Land clearing, Site Fencing, Power & Water Installation

Land will need to be cleared to get the required space for the first stage of construction. Land clearing will be kept at a minimum, as we would like to keep as much natural shade as possible but areas for car parking and other facilities like toilets, spectator areas will need to be cleared.

Stage 3: Lawnmower racing track

A gravel track will be constructed the track will weave its way around existing large trees. A minimum amount of shrub clearing will need to happen to make the track as safe as possible, the track will not only cater for Lawnmower racing, but 4-wheel dirt go-carts as well.

Future Stages: Infrastructure installation over 5 years

Club facilities would include

- Racetrack
- Storage facilities
- Club rooms/1st Aid Area
- Ablution Blocks
- Safety Area
- Spectator/ Shade areas
- Parking
- Child safe area
- Water storage

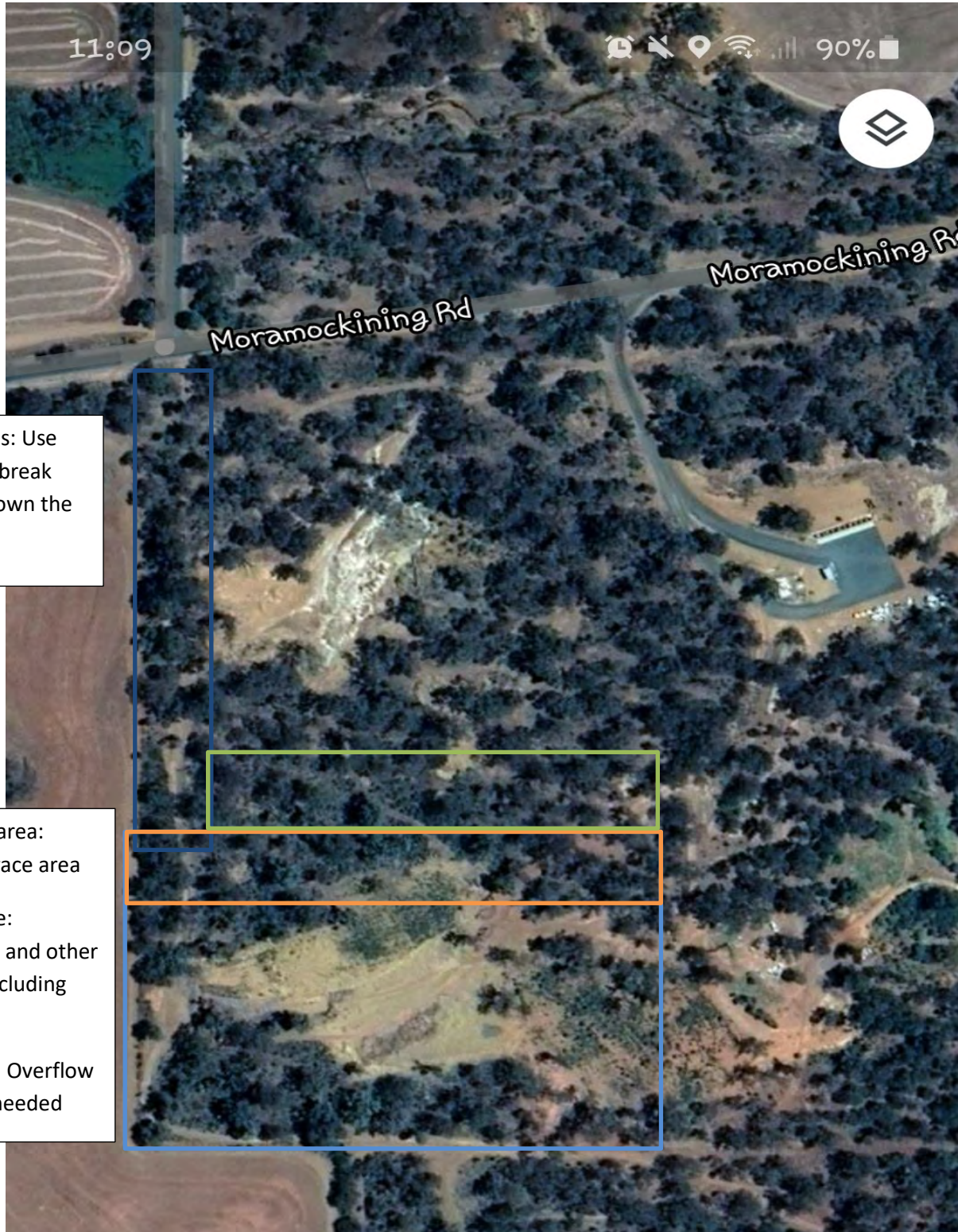
Benefits

The town of Wandering will benefit:

- Increased tourism to each event which will bring approx. 250 to 500 people to town per race meeting
- Social media exposure for the Community and local businesses
- Multipurpose facility for use by other community clubs

Project Block Map

Attached is a rough google map of how the Western Australian Mower Racing Association will set up the lower corner block of the gravel pit.



Track Access: Use current firebreak that runs down the fence line.

Light Blue area:
Proposed race area

Orange line:
Clubrooms and other facilities including parking

Green line: Overflow parking if needed

This 2nd map shows a more detailed idea of how the club plan to set up facilities and in what are they will be in.



Rundown of future race meetings – Notes

- Each race meeting is advertised well in advanced giving the towns folk a rough idea of when tourists will flock to the town of Wandering. This will enable community members to take advantage and plan events and hopefully generate extra income to the residents of the town.
- 1st Aid on race days: We have several members who are Volunteers Ambulance officers and 1st Aiders, on race days we have a 1st Aid post and tent set up. Number 1 priority is to inform the Local st John Ambulance of a race meeting taking place so they are aware, our sport is not classed a dangerous
- Set up – you may find that Volunteers are on course the weekend or day before hand to make sure that track is safe and clear of debris
- Rubbish – The club will remove all rubbish and take to the local refuse site
- Fire tenders – a Fire tender will be on site along with multiple fire extinguishers in case of a fire.

The Western Australian Mower Racing Association are more than willing to work with the shire of Wandering, Councillors and Residents to help bring not only tourism but a sport where all town folk can be involved.

Hopefully, we will be able to build a positive working relationship with everyone in the community.

Please feel free to ask any questions regarding the above proposal

Regards
Monica Van Der Snoek
WAMRA Secretary
0474105242

MEMO

TO: Belinda Knight, Chief Executive Officer, Shire of Wandering.

DATE: 2 September 2020

Subject: SOUND ASSESSMENT REPORT – PROPOSED LAWN MOWER RACING CLUB
– LAWN MOWER RACE TRACK AT LOT 139, Loc. Pt 1181 MORAMOCKINING
ROAD WANDERING

1.0 TERMS USED:

“**Ambient Noise**” is sound emitted from the full complement of activities and land uses within an area that is not easily discernible and includes a combination of sound from sources such as traffic, wind, rustling trees, wildlife, pets, mechanical equipment and people.

“**Attenuation**” the reduction of amplitude, force or value of something. With regard to noise the term means the reduction in sound level or volume, the further from the noise source.

“**Assigned Level**” is that same meaning given to it under the *Environmental Protection (Noise) Regulations 1997*. Noise which is above the assigned level at the point of reception is non-compliant. The assigned levels for all premises are set out in table 1 of the regulations.

“**Breakout Noise**” is clearly distinguishable sound emitted from local land use activities such as outdoor eating areas, public gathering areas and pedestrian routes, pubs and nightclubs and alike.

“**Bund**” is designed to contain mainly spillages or leaks from liquids stored above ground but can be applied to other applications. A bund consists of an impervious wall or embankment to contain or prevent the escape, mainly of liquids but can apply to noise.

“**Development**” is that same meaning given to it under the Planning and Development Act 2005.

“**Environmental Noise**” in this report refers to a combination of all noise that exists and fluctuates within a location at any given time and it includes both ambient and breakout noise.

“**Leq**” Equivalent Continuous Sound Pressure Level, is the constant noise level that would result in the same total sound energy being produced over a given period

“**NCC**” is a term referring to the “National Construction Code” and includes the Building Code of Australia, AS 3500 and other codes and standards used in the construction (building) industry.

“**Noise**” is defined as unwanted sound.

2.0 JURISDICTION

- i) *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997* [‘Noise Regulations’] provide powers for officers of the Department of Environment, WA Police Service and authorised Environmental Health Officers from Local Governments to assess and act on noise complaints.

- ii) The Planning and Development Act 2005 provides the determining authority with the power to impose conditions on development approvals that protect the amenity of the area.

3.0 REPORT:

Background

As requested, a Sound Assessment Report has been prepared for the Shire on the proposed Lawn Mower Racing at and adjacent to the current Transfer Station site.

A practice session to assess noise from lawn mowers was held on Saturday 27 June 2020.

Noise measurements were taken at various locations on the southern side of the town, adjacent to the proposed race track and close to premises most likely to be adversely impacted. Active listening was also used to assess the noise levels at those locations.

For residential buildings it has been assumed, for the purposes of this report, that the minimum standards have been applied as the relevant reference criteria upon which the conclusions in this report are based. The NCC requires that buildings used for residential purposes meet certain standards with regard to amenity. These include:

a) Inbound Noise (Residential Development)

- i) Residential buildings are designed to achieve the following sound levels:
 - Leq 35 dB(A) in sleeping areas (bedrooms); and
 - Leq 40 dB(A) in living/work areas and other habitable rooms.

IMPORTANT NOTE: The Leq level should not be unduly biased toward the lower frequencies of the octave band spectrum. If lower frequencies are dominant in sound levels taken during the sampling phase of reporting (between 31.50-125Hz), the proposed buildings may require additional sound proofing. This would most likely occur in commercial and industrial areas/zones.

- ii) Residential developments should be constructed to meet the requirements of the National Construction Code (NCC) Series 2012 Building Code of Australia Part F5.
- iii) For all other developments, noise intrusion should be controlled to achieve the indoor design sound levels for buildings as set out in *Australian Standard AS/NZS2107: Acoustics - Recommended Design Sound Levels and Reverberation Times for Building Interiors*.

b) Outbound Noise (All Developments)

- i) Noise emissions from all developments, including the Lawn Mower racing track are to comply with the 'assigned levels' detailed in the *Environmental Protection (Noise) Regulations 1997*.

Sound Level Assessment at the site

A site assessment of the background noise was carried out adjacent to the entrance to the Transfer Station facility. This entrance also provides access to the lawn mower race track. A background noise reading was taken at 9:30 am. In assessing the background noise levels it is noted that there was significant wildlife activity, particularly from a variety of birds. Generally, in rural areas of Western Australia the background noise level is between 35 dBa during daytime and down to as low as 28 dBa or lower at night, depending on a number of factors including traffic and seasonal rural activities. The background noise reading, in this case, also includes traffic and residential noise. The results are set out in table 1 below.

The lawn mower sound level assessment session commenced at 10:00am. Apart from a high reading in the vicinity of the race track, which is to be expected, the sound level readings away from the track site indicate that, should a noise assessment reading be taken in a 'noise sensitive place' ie. in a bedroom of a residential premises, the sound level readings would likely be complaint.

Monitoring

The following table sets out the monitoring location, the noise source, the length of time of the readings taken and the sound level recorded.

TABLE 1

	Monitoring location	Sound/Noise source/type	Measurement Time/comment	Sound/Noise measurement Low/mean (ave)/High All measurements expressed as dBa
1.	Front gate of Transfer Station Moramocking Road	9:30 am Ambient Noise (Background noise) before machines started, all other measurements were taken with machines operating	15 minutes No machines operating	L 35 M 38 H 42.2
2.	At track – adjacent to operating machine	10 am 3 metres from machine (modified Lawn Mower with 250cc engine)	5 minutes 1 Machine operating and could be clearly heard	Breakout noise reading 95
3.	Front gate of Transfer Station,	10:10 am Machines operating	15 minutes Machines clearly heard	L 44.9 M 46.15 H 47.4

	Moramocking Road (during racing)				
4.	Intersection of Moramocking Road and Down Street	10:30 am Machines operating	15 minutes Machines clearly heard	L M H	44 45 46
5.	Dunmall Drive, adjacent to No. 12 (near top of hill)	10:50 am Machines operating	15 minutes Machines clearly heard	L M H	38.2 42.1 46
6.	Dunmall Drive adjacent to No. 8	11:05am Machines operating	10 minutes Machines clearly heard	L M H	44 45 46
7.	Dunmall Drive Cnr Down Street	11:20 am Machines operating	10 minutes Machines clearly heard	L M H	40 42 44
8.	Watts Street Cnr Cheetaning Street	11:40 am Machines operating	10 minutes Machines clearly heard	L M H	42.5
9.	Cheetaning Street at entrance to Wandering Caravan Park	11:55 am Machines operating	15 minutes Machines clearly heard	L M H	44.8

NOTE: Ideally the minimum recording time should be 15 minutes. The recording time was shortened for 6,7 and 8 due to the prevalence of rain, being mainly showers. Rain affects sound and softens or dampens the reading rendering the reading/s invalid.

Noise Emission's

From table 1 above it is evident that the breakout reading at the track was high, as is expected for a racing engine with minimum muffler to deaden sound. However, away from the track and with attenuation the readings show a marked decrease in sound energy. This is shown in the noise level readings as the further way from the noise source the lower the reading. Should the adjacent dwellings have been built in accordance with NCC, as is expected, then it is unlikely that any sound or noise would be discernible inside, particularly in a bedroom or other 'noise sensitive place'.

Rain interrupted the taking of some noise measurements and the recording times were shortened from a 15 minute ideal, to a minimum of 10 minutes, as indicated above. The shorter recording time does not significantly impact the overall result. Further, the shorter readings taken were similar to the longer readings and no major differences noted. Further all readings are considered compliant, if taken in a 'noise sensitive place', did not influence the conclusion.

Sound Level Meter

Noise measuring were carried out using a Digitech QM1592 Sound Level Meter with the Sound Level Meter Calibrated using a Digitech Sound Level Calibrator. When being calibrated the Sound Level Meter reading was 94.1 dBa. At the conclusion of the sound level readings the meter was again calibrated with a reading of 94.1 dBa. Calibration should read 94dBa with an allowance of +or- of 0.5 dBa.

Conclusion

The noise readings indicate that the noise levels for this event would, in all likelihood, be compliant. Should the club carry out work at the site to provide a buffer between the race track and the town this would assist with noise attenuation, particularly if a 'bund' wall was to be provided or if buildings/dongas are proposed, the buildings/dongas were sited with minimum space between and that space blocked or infilled, to prevent the escape of noise.

In addition, the Noise Regulations provide that, in most situations, noise generated between 7:00 am and 7:00 pm Monday to Saturday would meet the assigned levels. Outside these hours and on a Sunday or Public Holiday the assigned levels are lower and may be difficult to achieve, even with attenuation.

Should events be held on Sundays or Public Holidays it is recommended that a Regulation 18 application be made by the club seeking an exemption to the regulations. A Regulation 18 approval can then be granted by the Chief Executive Officer. Under the *Environmental Protection (Noise) Regulations 1997* the Chief Executive Officer can approve an event if satisfied that the noise emissions would exceed the assigned levels and it (the event) would lose its character and usefulness if it had to meet the assigned levels.



Rob Powell

Senior Environmental Health Officer.

11.4.URGENT PLANT REPLACEMENT – ROAD BROOM

Proponent	Plant Replacement Program – Road Broom
Owner	Executive Manager Technical Services – Mr Barry Gibbs
Location/Address	Shire Depot – Watts Street, Wandering
Author of Report	Executive Manager Technical Services – Mr Barry Gibbs
Date of Meeting	17 September 2020
Previous Reports	10 Year Plant Replacement Program – 15 August 2019
Disclosure of any Interest	Nil
File Reference	05.051.05100
Attachments	Plant Replacement Program Quote (x1)

BRIEF SUMMARY

Council to consider an advance capital expenditure for the replacement of the existing Sewell Road Broom

BACKGROUND

Our current PTO driven road sweeping broom was program for replacement in 2023/24. Due to ongoing faults and repairs of the past 8 months the Works Manager has requested that the broom be replaced as soon as possible. Currently the road broom is unable to be used in the road shoulder maintenance work can the4 Shire has had not success in loan a broom from a neighbouring shire.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s6.8 – 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.*

Work Health and Safety Act 2011

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current Plant Reserve on the 31 July 2020 - \$224,727. Staff believe this purchase can be managed within the current financial year and the 10 year plant replacement program can be amended to maintain the 10 year forecast costing.

STRATEGIC IMPLICATIONS

IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY

Our Goals	Our Strategies	Our Measurement
The agricultural industry continues to be a main economic driver	Maintain our road network to a high standard	5 yearly road plan adopted annually Business growth and development increases
Roads are a critical driver for our Shire	Develop a Road Management Plan, which incorporates a Road Hierarchy, minimum Service levels, Maintenance Policy,	Road infrastructure is maintained to satisfactory levels Plant & Road Asset Plan developed by 2021

	<p>Contractor Policy and Asset Management Plan</p> <p>Lobby and build enduring partnerships with key Government Departments to better manage Heavy Vehicles and their impact on local roads</p> <p>Develop a Roadside Reserve Management Plan Develop a strategic Gravel Reserve Policy</p>	<p>Roadside Reserve Management Plan developed by 2021</p> <p>Gravel Reserve Policy developed by 2022</p>
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CONSULTATION/COMMUNICATION

Belinda Knight – Chief Executive Officer

Bradley Hunt – Works Manager

COMMENT

Council needs to consider the long-term benefit of having a well-equipped workforce that has capacity to undertake maintenance and construction work and not be reliant on the availability of plant and equipment from hire companies in an uncertain economic environment that could continue for a number of years.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 11.4- URGENT PLANT REPLACEMENT – ROAD BROOM

That Council approves:

- Up to \$15,000 for the purchase of a new road broom as part of the current 10 Year Plant and Equipment Replacement Program; and
- The sale the existing road broom via auction.

AUTHOR'S SIGNATURE:



PLANT REPLACEMENT PROGRAM 2019-2034

Plant No.	Rego No.	Plant Description	Date Manufacture	Replacement Interval	Years owned	Changeover due	Hours/Kms Jun 2019															
								2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034
GRADERS																						
G1	WD 920	CAT 12M Grader	2012	10 years	7	2022	5,141hrs				\$250,000										\$325,000	
G2	WD 300	CAT 120M Grader	2008	10 years	11	2018	9,154hrs		\$250,000											\$315,000		
TRUCKS																						
T1	WD 458	Isuzu Giga Prime Mover	2010	8 years	9	2018	192,809km			\$140,000										\$200,000		
T2	WD 422	Isuzu Tandem Axle Truck	2007	8 years	12	2015	125,258km		\$140,000											\$200,000		
DC	WD 6	Isuzu Crew Cab truck	2016	10 years	3	2026	63,495km								\$70,000							
	WD1142	Howard Porter Side Tipper	2010		9																	
	WD1169	Low Loader																				
LOADS and TRACTORS																						
L1	WD 1827	CAT 924G Loader	2007	10 years	12	2017	7,264hrs	\$190,000												\$225,000		
TC1	WD 229	John Deere 6515 Tractor	2009	15 years	10	2024	2,012hrs								\$170,000							
SS1	WD 908	Toyota Husky Skid Steer	2011	10 years	8	2021	1,677hrs			\$85,000												\$75,000
EXC		Volvo 210C Excavator	2012	10 years	7	2022	4,704kms							\$180,000								\$195,000
ROLLER																						
PR5	WD 182	Multipac 524H Multi Tyre Roller	2019	15 years	10	2034																
UTILITIES and SEDANS																						
U1	WD 011	Holden Colorado Utility - Single Cab	2010	150,000km Approx 8 years	9	2018	234,655km		\$26,000											\$20,000		
DC2	WD 001	Toyota Hilux Crew Cab 4x4	2017	100,000km Approx 2 years	2	2019	96,817km	\$15,000		\$15,300		\$15,606		\$15,918		\$16,236		\$16,561		\$16,892		\$17,230
		Orix Hire Crew Cab purchase 4x4	2017	100,000km Approx 7 years	2	2022	35,000km	\$40,000				\$23,000									\$23,000	
DC3	WD 440	Toyota Hilux - Dual Cab 4x4	2003	150,000km Approx 8 years	16	2011	250,025km		\$26,500							\$20,000						
	0 WD	Holden Trailblazer LTZ (\$1,500 changeover per 15,000km)	2019	60,000km Approx 2 years	2	2019	55,482km	\$13,000	\$3,000	\$3,000	\$4,000	\$4,000	\$4,500	\$4,500	\$5,000	\$5,000	\$5,500	\$5,500	\$6,000	\$6,000	\$6,500	\$6,500
MISCELLANEOUS PLANT																						
F1	WD270	Fire Tender					7,629 kms															
F2	WD 821	Fire Tender					6,805 kms															
		Hustler Mower	2012	10 years	7	2022	780hrs					\$26,000										\$30,000
		Toro Reel Mower	2012	10 years	7	2022	2,931hrs					\$26,000										\$30,000
	WD548	Trailer Dual Axle - Box Top													\$3,000							
	WD3018	Car Trailer with ramps													\$5,000							
	1TUE 993	Mobile Service Trailer - Dual Axle	2019	15 years	1																	
	1TRH 694	Water Trailer Single Axle													\$7,000							
	WD 1151	Traffic Light Trailer	2011	15 years	8										\$10,000							
	WD1152	Traffic Light Trailer	2011	15 years	8										\$10,000							
		Small Plant (Chainsaws, Pumps etc)			3																	
								\$258,000	\$448,000	\$245,800	\$282,500	\$188,106	\$210,000	\$227,918	\$77,500	\$23,736	\$248,000	\$449,561	\$323,500	\$100,392	\$582,000	\$56,230

Annual Expenditure Allowance Indexed (Deposit)	\$238,755	\$241,143	\$243,554	\$245,990	\$248,449	\$250,934	\$253,443	\$255,978	\$258,537	\$261,123	\$263,734	\$266,371	\$269,035	\$271,725	\$274,443
Transfer to/From Reserve	-\$200,000	-\$206,857	-\$2,246	-\$36,510	\$60,343	\$40,934	\$25,525	\$178,478	\$234,801	\$13,123	-\$185,827	-\$57,129	\$168,643	-\$310,275	\$218,212
Reserve Interest	\$1,245	\$2,738	\$697	\$681	\$323	\$930	\$1,349	\$1,617	\$3,418	\$5,800	\$5,990	\$4,191	\$3,662	\$5,385	\$2,336
Reserve Balance @ 30 June	\$273,817	\$69,698	\$68,149	\$32,320	\$92,986	\$134,850	\$161,724	\$341,819	\$580,038	\$598,961	\$419,123	\$366,186	\$538,491	\$233,601	\$454,149



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Shire Of Wandering
 22 Watts Street,
 WANDERING WA 6308

DOB.: Driver Licence:
 Email: works@wandering.wa.gov.au

A.B.N.
 A.C.N.
 Mobile: 9884 1056
 Fax:
 Business:
 Private:

Quote Details :

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 Quote / Deal ID: 1602469
 Customer Order:
 Quotation Date: 10/09/2020
 Quote Expiry Date: 10/10/2020
 Salesperson: Scott Clements

Vehicle :

Rego No: TBA
 VIN No: TBA
 Vehicle ID: TBA
 Odometer:

Rego Expiry:
 EngineNo:
 Compliance Date: /
 Build Date:

Driver :

D.O.B.:
 Driver Lic:
 Full Name:
 Phone:

NEW ITEM:	Make	SEWELL SWEEPERS	
	Sewell Sweeper B200 HYD Drive		
	Model	B200HYDDRIVE Sewell Sweeper B200 HYD Drive	\$11,520.00

OPTIONS:
 GENUINE ACCESSORIES:
 NON GENUINE ACC.:
 AFTERMARKET ACC.:

DEALER DELIVERY:	Dealer Delivery	\$0.00
INCIDENTALS:	Freight	\$1,980.00
LESS ALLOWANCE:		\$0.00

Item Sub-Total excluding G.S.T.	\$13,500.00
G.S.T. Payable	\$1,350.00
Item Sub Total Inclusive of G.S.T.	\$14,850.00

GST EXCLUSIVE ITEMS:

OTHER INSURANCE:

ITEM TOTAL INCLUSIVE OF GST	\$14,850.00
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LESS TRADE(S):

LESS DEPOSIT:

BALANCE PAYABLE ON DELIVERY	\$14,850.00
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Direct Bank Payment Details

Account Name: E & MJ Rosher Pty Ltd Bank: ANZ BSB: 016358 Account: 425107874

CONDITIONS OF QUOTATION:

The Dealer reserves the right to amend pricing should the Manufacturer's prices or Government charges change prior to delivery.
 Trade-in prices are based on vehicle condition at time of Quotation and the quote is valid until 10/10/2020 only. Trade-in values are inclusive of GST.

Salesperson: Scott Clements

Sales Manager

11.5.WASTE FEES – AMENDMENT TO ADOPTED FEES & CHARGES

Proponent	Shire of Wandering
Owner	Shire of Wandering
Location/Address	Wandering Transfer Station
Author of Report	Barry Gibbs, EMTS
Date of Meeting	15/08/2019
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	10.101.10103
Attachments	Revised Fees & Charges relating to tyres

BRIEF SUMMARY

To amend adopted Fees and Charges for the Wandering Transfer Station.

BACKGROUND

Some Fees and Charges for the Wandering Transfer Station may be reduced due to addition information received by the Shire from Avon Waste and Tyrecycle.

Any change to the fee or charge set by this resolution will not come into effect until not less than 14 days' notice of the fee or charge has been locally advertised in the Community Newspaper and on the Shire website.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1996 s6.16

POLICY IMPLICATIONS

Policy No 8 - Financial Management

FINANCIAL IMPLICATIONS

Minor cost to potential income from waste management fees

STRATEGIC IMPLICATIONS

PROVIDE STRONG LEADERSHIP

Our Goals	Our Strategies	Our Measurement
We plan for the future and are strategically focused	<p>Ensure accountable, ethical and best practice governance</p> <p>Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan</p> <p>Service Level Plans detail operational roles, responsibilities and resources</p> <p>Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships</p>	<p>Audit and Compliance Returns identify no adverse issues</p> <p>We meet the Integrated Planning Standards</p>

CONSULTATION/COMMUNICATION

Chief Executive Officer – Belinda Knight

Transfer Station Attendant – Rob Curtis

COMMENT

The amendment to these fee will should reduce illegal dumping of waste material in the local bush areas and road side parking bays.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM WASTE FEES

That Council, pursuant to s6.16 of the Local Government Act 1995, imposes the following fees and charges, and authorises the CEO to give local public notice of same:

- Disposal of mattresses to a fixed rate of \$44.00 per cubic metre; and
- Disposal of vehicle tyres as per the attached table.

AUTHOR'S SIGNATURE:


Tyre Recycling Fees	DESCRIPTION	FEE	GST included
Passenger/ Motor Cycle	Standard vehicle tyres	\$5.00	Yes
Light Truck/4WD	Standard light truck and 4WD tyres	\$10.00	Yes
Truck	Truck tyres	\$25.00	Yes
Super Single	Super Single / Wide Based: 22.5 x 12.25. 22.5 x 13.00. 22.5 x 14.00.	\$38.00	Yes
Contaminated tyres or tyre on rim	350% addition charge on set fee		
All Other tyres	Fee on application		

12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED**12.1.COUNCILLOR'S MEETINGS ATTENDED SINCE THE AUGUST COUNCIL MEETING**

Cr Watts, Whitely & Curtis attended fact-finding trip to look at Community/Recreation Centres on 28/08/2020

13. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**14.1.COUNCILLORS AND /OR OFFICERS****15. CONFIDENTIAL ITEMS****15.1.CONFIDENTIAL – CEO KPI'S**

Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Previous Reports	19/12/2019
Disclosure of any Interest	Noted that this report has been prepared by the CEO
File Reference	EMP1
Attachments	Draft KPI's

Report provided for information purposes only, not for decision.

16. INFORMATION ITEMS**16.1.ACCOUNTS PAID FOR PERIOD– 01/08/2020 – 30/08/2020**

Proponent	Internal Report
Location/Address	
Author of Report	Sophie Marinoni, Finance Officer
Date of Meeting	17/09/2020
Disclosure of any Interest	Nil
File Reference	10.1.6
Attachments	List of Accounts Paid

BRIEF SUMMARY

To ratify payments made during the month of August 2020

BACKGROUND

The listing of payments for the month of August 2020 through the Municipal and Trust accounts are attached.

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996 – R12 & R13

POLICY IMPLICATIONS

Policy 12 – Purchasing and Tenders

Policy 40 – Payment of Creditors

FINANCIAL IMPLICATIONS

Shire of Wandering

CERTIFICATE OF EXPENDITURE
17/09/2020



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	EFT5885 – EFT5945	\$179,585.46
Cheque	1000003	\$4,321.00
Direct Debits	DD3460.1 – DD3477.1	\$15,315.00
	TOTAL	\$199,221.46

to the Municipal and Trust Accounts, totalling \$199,221.46 which were submitted to each member of the Council on 17/09/2020 have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Belinda Knight

CHIEF EXECUTIVE OFFICER

STRATEGIC IMPLICATIONS***Provide Strong Leadership***

Our Goals	Our Strategies	Our Measurement
We plan for the future and are strategically focused	<p>Ensure accountable, ethical and best practice governance</p> <p>Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan</p> <p>Service Level Plans detail operational roles, responsibilities and resources</p>	<p>Audit and Compliance Returns identify no adverse issues</p> <p>We meet the Integrated Planning Standards</p>

OFFICER'S RECOMMENDATION – ITEM 16.1 – SCHEDULE OF ACCOUNTS FOR 01/08/2020 – 31/08/2020

That Council in accordance with r12 and r13 of the *Local Government (Financial Management) Regulations 1996* receives the schedule of accounts for payment as presented.

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT5885	17/08/2020	Acres of Taste			-\$ 188.40
			CRC Cafe supplies <i>Melting moments, Mini lemon meringue, Pear crumble cheesecake, Lemon blueberry cheesecake</i>	\$ 188.40	
EFT5886	17/08/2020	Avon Waste			-\$ 3,694.58
			General waste services <i>Domestic & commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin</i>	\$ 3,694.58	
EFT5887	17/08/2020	BOC			-\$ 81.53
			Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$ 81.53	
EFT5888	17/08/2020	Boddington Hardware & Newsagency			-\$ 29.70
			Sign materials <i>Bolts</i>	\$ 29.70	
EFT5889	17/08/2020	Boddington IGA			-\$ 170.51
			CRC Program - Quiz Night <i>Groceries</i>	\$ 170.51	
EFT5890	17/08/2020	Boddington News			-\$ 9.00
			Boddington News <i>Edition 649</i>	\$ 9.00	
EFT5891	17/08/2020	Brookton Plumbing			-\$ 940.00
			Pump out Septic Tank - Watts Street Toilets <i>Labour, Tracking form, Dumping fees, Travel</i>	\$ 940.00	

EFT5892	17/08/2020	Corsign WA		-\$ 628.10
			Various signs <i>Anderson Rd, Schorer Rd, Dwarda East Rd, Bridge Width Hazard, Bridge Width Hazard, Hazard Marker</i>	\$ 628.10
EFT5893	17/08/2020	Exurban Rural & Regional Planning		-\$ 298.81
			Town Planning Consultant <i>Stage 2 - Industrial Estate</i>	\$ 298.81
EFT5894	17/08/2020	Hotham Mechanical		-\$ 2,171.40
			Service & Repairs - WD.229 <i>Labour, Parts, Consumables</i>	\$ 647.90
			Service - WD.229 <i>Labour, Parts, Consumables</i>	\$ 669.90
			Wheel alignment - WD.6 <i>Labour</i>	\$ 105.60
			Service - WD.141 <i>Labour, Parts</i>	\$ 748.00
EFT5895	17/08/2020	IT Vision		-\$ 4,097.50
			BPMS Rates Service EOFY <i>Labour</i>	\$ 1,375.00
			Rates Processing Service - Jul 20 <i>Labour</i>	\$ 2,722.50
EFT5896	17/08/2020	JR & A Hersey		-\$ 271.13
			Community Centre Oval materials <i>Yellow landscape chalk, White landscape chalk</i>	\$ 271.13
EFT5897	17/08/2020	Local Geotechnics		-\$ 2,172.50
			Earthworks - Bridge 4251 <i>Mob & demob, Compaction tests, Lab tests</i>	\$ 2,172.50
EFT5898	17/08/2020	MJ & C Cornish		-\$ 5,863.00
			Culvert repairs <i>Crossman Dwarda Rd, General Rural Roads</i>	\$ 5,863.00
EFT5899	17/08/2020	Moore Stephens		-\$ 583.00
			Monthly Reporting Template	\$ 583.00
EFT5900	17/08/2020	Norrine Farms		-\$ 423.98
			Supply gravel <i>Private works - PW14</i>	\$ 423.98
EFT5901	17/08/2020	Playground Safety Inspectors Australia		-\$ 3,190.00
			Training - Playground Inspectors <i>Level 1 - Routine Playground Inspector - Stephen Bullock, Level 2 - Operational Playgound Inspector - Ian Price</i>	\$ 3,190.00
EFT5902	17/08/2020	Rhonie's Wandering Mop & Bucket		-\$ 4,505.60
			Cleaning contract <i>Public conveniences - Watts St, Caravan Park, Administration Office, CRC, Depot, Public conveniences - Codjatotine, Public conveniences - Pumphreys Bridge, Community Centre, Travel</i>	\$ 4,505.60
EFT5903	17/08/2020	Payroll deductions		-\$ 290.00
			Payroll deductions	\$ 290.00
EFT5904	17/08/2020	Payroll deductions		-\$ 45.00
			Payroll deductions	\$ 45.00
EFT5905	17/08/2020	Synergy		-\$ 720.59

			Street lighting <i>Usage</i>	\$ 720.59	
EFT5906	17/08/2020	WA Fuel Supplies			-\$ 28,995.34
			Fuels <i>Diesel, ULP</i>	\$28,995.34	
EFT5907	17/08/2020	WALGA			-\$ 1,170.00
			Serving on Council - Crs Treasure & Curtis	\$ 195.00	
			Training - Conflict of Interest <i>Cr Paul Treasure</i>	\$ 195.00	
			Training - Serving on Council <i>Cr Paul Treasure</i>	\$ 195.00	
			Training - Conflict of Interest <i>Cr Gary Curtis</i>	\$ 195.00	
			Training - Serving on Council <i>Cr Gary Curtis</i>	\$ 195.00	
			Training - Meeting Procedures <i>Cr Gary Curtis</i>	\$ 195.00	
EFT5908	17/08/2020	Wandering Smash Repairs			-\$ 16.50
			Sticker - Administration Office <i>Opening Hours</i>	\$ 16.50	
EFT5909	31/08/2020	Air & Power			-\$ 2,169.42
			Air compressor repairs - Fuel Facility <i>Air Compressor, Worksafe registration</i>	\$ 2,169.42	
EFT5910	31/08/2020	Allwest Plant Hire			-\$ 3,300.00
			Dry hire - Multi tyre roller <i>Jul 20</i>	\$ 3,300.00	
EFT5911	31/08/2020	Armadale Mower World & Service Co	Mower blades		-\$ 150.10
			Cover, Adjusting screw, Tension nut, Freight	\$ 20.50	
			Mowe blades	\$ 129.60	
EFT5912	31/08/2020	Asphalt in a Bag			-\$ 693.00
			Asphalt <i>Dense mix, Open grade</i>	\$ 693.00	
EFT5913	31/08/2020	Australian Taxation Office			-\$ 13,635.00
			BAS - Jul 20 <i>GST on Sales, Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding</i>	\$13,635.00	
EFT5914	31/08/2020	Beacon Equipment			-\$ 4,546.00
			Chainsaws <i>Chainsaw 35cm, Chainsaw 50cm, Clearing saw autocut</i>	\$ 2,596.00	
			Plant parts <i>Vibration Plate</i>	\$ 1,950.00	
EFT5915	31/08/2020	Benara Nurseries			-\$ 476.25
			Assorted plants <i>Cemetery, Park & garden</i>	\$ 476.25	
EFT5916	31/08/2020	Blackwoods			-\$ 1,059.00
			Jumper starter	\$ 1,059.00	
EFT5917	31/08/2020	Boddington Hardware & Newsagency			-\$ 6.70
			Light globe <i>1 Dowsett St</i>	\$ 6.70	
EFT5918	31/08/2020	Boddington News			-\$ 9.00
			Boddington News <i>Edition 650</i>	\$ 9.00	
EFT5919	31/08/2020	Brookton Plumbing			-\$ 1,540.00

			Pump out septic tank - 1 Dowsett St <i>Labour, Tracking form, Dumping fees, Travel</i>	\$ 790.00	
			Pump out septic tank - Pumphreys Bridge toilets <i>Labour, Tracking form, Dumping fees</i>	\$ 750.00	
EFT5920	31/08/2020	Crossman Hot Water & Plumbing			-\$ 882.30
			Plumbing repairs - 7 Gnowing St <i>Labour, Materials</i>	\$ 157.30	
			Backflow testing <i>Depot, Caravan Park</i>	\$ 320.00	
			Plumbing repairs - 1 Dowsett St <i>Labour, Materials</i>	\$ 405.00	
EFT5921	31/08/2020	Department of Fire & Emergency Services			-\$ 34,104.00
			2020/21 ESL <i>Option B</i>	\$34,104.00	
EFT5922	31/08/2020	Ecowater Services			-\$ 360.80
			Aquarius Quarterly Service - 19 Humes Wy <i>Labour, Chlorine</i>	\$ 180.40	
			Aquarius Quarterly Service - 5 Dunmall Dr <i>Labour, Chlorine</i>	\$ 180.40	
EFT5923	31/08/2020	GT Radiator & Machining Service			-\$ 33.00
			Mill keyway in gear box - Road Broom <i>Labour</i>	\$ 33.00	
EFT5924	31/08/2020	Hotham Mechanical			-\$ 262.35
			Service - WD.440 <i>Labour, Parts, Consumables</i>	\$ 262.35	
EFT5925	31/08/2020	IT Vision			-\$ 5,519.07
			Additional SynergySoft Licences	\$ 2,796.57	
			Rates Processing Service 2020/21 <i>Aug 20</i>	\$ 2,722.50	
EFT5926	31/08/2020	JR & A Hersey			-\$ 426.80
			PPE <i>Cap muff visor white cap, Defender pro chaps</i>	\$ 426.80	
EFT5927	31/08/2020	Jarrold Robert Wigham			-\$ 300.00
			Bond refund - 27/08/2020 <i>Community Centre</i>	\$ 300.00	
EFT5928	31/08/2020	Keith the Maintenance Man			-\$ 390.50
			Various maintenance <i>Skylight safety upgrade - Depot, Install door closure - 7 Gnowing St</i>	\$ 390.50	
EFT5929	31/08/2020	Kelmscott Work Clobber			-\$ 72.00
			PPE <i>Jacket - Chris Annesley, Embroiding</i>	\$ 72.00	
EFT5930	31/08/2020	Kennedys Tree Service			-\$ 9,000.00
			Tree pruning & stump grinding <i>Nth Bannister Wandering Rd, Wandering town road reserves, Parks & reserves, Wandering Pingelly Road, Down St</i>	\$ 9,000.00	
EFT5931	31/08/2020	Landgate			-\$ 128.19
			Valuation rolls	\$ 128.19	
EFT5932	31/08/2020	Major Motors			-\$ 148.50

			Plant repairs - WD.6 <i>Labour</i>	\$ 148.50	
EFT5933	31/08/2020	Narrogin Auto Centre			-\$ 573.66
			Service - WD.001 <i>Labour, Parts, Consumables</i>	\$ 573.66	
EFT5934	31/08/2020	Perfect Computer Solutions			-\$ 510.00
			Monthly IT maintenance <i>Labour</i>	\$ 510.00	
EFT5935	31/08/2020	Quick Corporate Australia			-\$ 877.69
			Stationery <i>C5 Envelopes, A4 Paper, Mouse, A5 Note Pads, Pens, AA Batteries, AAA Batteries, Teabags, Sugar, Long Life Milk, Toilet Roll, Hand Wash, Hand Towel</i>	\$ 877.69	
EFT5936	31/08/2020	Shire of Brookton			-\$ 100.00
			Chairperson Honorarium - 2020/21 <i>Wheatbelt South Regional Road Group, Wheatbelt South Regional Road Group</i>	\$ 100.00	
EFT5937	31/08/2020	Shire of Narrogin			-\$ 120.00
			Senior Health Officer <i>Labour, Travel</i>	\$ 120.00	
EFT5938	31/08/2020	Shire of Pingelly			-\$ 1,160.00
			Councillor training <i>Training, Catering</i>	\$ 1,160.00	
EFT5939	31/08/2020	Payroll deductions			-\$ 290.00
			Payroll deductions	\$ 290.00	
EFT5940	31/08/2020	Payroll deductions			-\$ 50.00
			Payroll deductions	\$ 50.00	
EFT5941	31/08/2020	Volt Air			-\$ 624.50
			Various electrical repairs <i>Check light - Watts St, Check Compressor - Fuel Station</i>	\$ 624.50	
EFT5942	31/08/2020	WA Contract Ranger Services			-\$ 561.00
			Contract Ranger Service <i>Labour</i>	\$ 187.00	
			Contract Ranger Service <i>Labour</i>	\$ 374.00	
EFT5943	31/08/2020	WA Fuel Supplies			-\$ 32,974.59
			Fuels <i>Diesel, ULP,</i>	\$28,842.99	
			Fuels <i>Diesel</i>	\$ 4,131.60	
EFT5944	31/08/2020	Wandering Brook Estate			-\$ 520.00
			Accommodation <i>Kennedy's Tree Clearing</i>	\$ 520.00	
EFT5945	31/08/2020	Westrac			-\$ 1,455.87
			Call Out - WD.300 <i>Labour, Parts, Travel, Consumables</i>	\$ 1,455.87	
DD3460.1	05/08/2020	WA Super			-\$ 3,929.26
			Payroll deductions	\$ 3,136.95	
			Payroll deductions	\$ 792.31	
DD3460.2	05/08/2020	ANZ OnePath Masterfund			-\$ 328.84
			Payroll deductions	\$ 84.32	
			Payroll deductions	\$ 244.52	
DD3460.3	05/08/2020	Colonial First State			-\$ 450.15
			Payroll deductions	\$ 115.42	

			Payroll deductions	\$ 334.73	
DD3460.4	05/08/2020	SuperWrap Personal Super Plan			-\$ 141.96
			Payroll deductions	\$ 141.96	
DD3460.5	05/08/2020	Prime Super			-\$ 230.47
			Payroll deductions	\$ 230.47	
DD3460.6	05/08/2020	Australian Super			-\$ 119.29
			Payroll deductions	\$ 119.29	
DD3464.1	26/08/2020	Telstra			-\$ 126.93
			Tims Messaging <i>Councillors, Fire Control, Fuel facility</i>	\$ 126.93	
DD3465.1	03/08/2020	Telstra			-\$ 2,390.55
			Phone charges - Jun 20 <i>Administration Office, Harvest Ban line, Fuel Facility, CRC, Consulting Room, Caravan Park, Supervisor, Remote Internet, Fuel Facility, CRC Internet Connection, Office Internet Connection, New Phone System, Rounding</i>	\$ 1,203.22	
			Phone charges - Jul 20 <i>Administration Office, Harvest Ban line, Fuel Facility, CRC, Consulting Room, Caravan Park, Supervisor, Remote Internet, Fuel Facility, CRC Internet Connection, Office Internet Connection, New Phone System, Rounding</i>	\$ 1,187.33	
DD3473.1	01/08/2020	HICAPS			-\$ 25.00
			Terminal rental fee <i>Consulting Room</i>	\$ 25.00	
DD3474.1	01/08/2020	First Data Merchant Solutions			-\$ 227.27
			Merchant Fee <i>Fuel facility</i>	\$ 227.27	
DD3476.1	19/08/2020	WA Super			-\$ 4,173.89
			Payroll deductions	\$ 3,358.27	
			Payroll deductions	\$ 815.62	
DD3476.2	19/08/2020	ANZ OnePath Masterfund			-\$ 366.06
			Payroll deductions	\$ 93.86	
			Payroll deductions	\$ 272.20	
DD3476.3	19/08/2020	Colonial First State			-\$ 450.15
			Payroll deductions	\$ 115.42	
			Payroll deductions	\$ 334.73	
DD3476.4	19/08/2020	SuperWrap Personal Super Plan			-\$ 65.11
			Payroll deductions	\$ 65.11	
DD3476.5	19/08/2020	Prime Super			-\$ 259.49
			Payroll deductions	\$ 259.49	
DD3476.6	19/08/2020	Australian Super			-\$ 120.28
			Payroll deductions	\$ 120.28	
DD3476.7	19/08/2020	MobiSuper			-\$ 203.15
			Payroll deductions	\$ 203.15	
DD3477.1	27/08/2020	Bankwest			-\$ 1,707.15

Credit card purchase \$ 1,707.15
*Coffee pods, Meals Council meeting
 16/07/2020, Milk, Postage - Rates,
 HWEDA Meeting catering, Community
 Meeting postage, Fuel - O.WD, Postage,
 Groceries, Adobe Licence, Adobe Licence,
 Bank Fee, LG Professionals - CEO*

1000003	17/08/2020	Department of Transport	Registration - WD.422	-\$ 4,321.00
			Registration -WD.1827 <i>Recording fee, Insurance</i>	\$ 79.35
			Registration - 1TRH.694 <i>Recording fee, Insurance, Licence fee</i>	\$ 54.25
			Registration - 1TUE.993 <i>Recording fee, Insurance, Licence fee</i>	\$ 101.50
			Registration - WD.6 <i>Recording fee, Insurance</i>	\$ 386.10
			Registration - WD.011 <i>Recording fee, Insurance</i>	\$ 386.10
			Registration - WD.141 <i>Recording fee, Insurance</i>	\$ 250.50
			Registration - WD.182 <i>Recording fee, Insurance</i>	\$ 250.50
			Registration - WD.229 <i>Recording fee, Insurance</i>	\$ 79.35
			Registration - WD.300 <i>Recording fee, Insurance</i>	\$ 79.35
			Registration - WD.422 <i>Recording fee, Insurance</i>	\$ 414.20
			Registration - WD.440 <i>Recording fee, Insurance</i>	\$ 386.10
			Registration - WD.458 <i>Recording fee, Insurance</i>	\$ 386.10
			Registration - WD.480 <i>Recording fee, Insurance</i>	\$ 386.10
			Registration - WD.548 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.598 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.821 <i>Recording fee, Insurance</i>	\$ 79.35
			Registration - WD.908 <i>Recording fee, Insurance</i>	\$ 79.35
			Registration - WD.920 <i>Recording fee, Insurance</i>	\$ 79.35
			Registration - WD.1003 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.001 <i>Recording fee, Insurance, Adjustment</i>	\$ 363.10
			Registration - WD.1056 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.1098 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.1142 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.1151 <i>Recording fee, Insurance</i>	\$ 24.00
			Registration - WD.1152 <i>Recording fee, Insurance</i>	\$ 24.00

Registration - WD.1169 <i>Recording fee, Insurance</i>	\$ 24.00	
Registration - WD.1182 <i>Recording fee, Insurance</i>	\$ 24.00	
Registration - WD.1183 <i>Recording fee, Insurance</i>	\$ 24.00	
Registration - WD.3018 <i>Recording fee, Insurance, Licence fee</i>	\$ 137.00	
Registration - WD.270 <i>Recording Fee, Insurance</i>	\$ 79.35	
		Total
		-\$199,221.46

16.2.MONTHLY FINANCIAL REPORTS TO 31/08/2020

Proponent	Internal Report
Author of Report	Belinda Knight, CEO
Date of Meeting	17/09/2020
Disclosure of any Interest	Nil
File Reference	14.145.14512
Attachments	Monthly Financial Reports

BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 31/08/2020

BACKGROUND

The following financial reports to 31/08/2020 are included for your information:

- Monthly Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Note 1 Net Current Assets
- Note 2 Cash and Investments
- Note 3 Receivables – Debtors Report
- Note 4 Payables – Creditors Report
- Note 5 Rating Revenue
- Note 6 Disposal of Assets
- Note 7 Capital Acquisitions
- Note 8 Borrowings
- Note 9 Reserves
- Note 10 Grants and Contributions
- Note 11 Trust Fund
- Note 12 Explanation of Material Variances

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 6.4 Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*
- (3) *By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —*
 - (a) *the accounts of the local government, balanced up to the last day of the preceding financial year; and*
 - (b) *the annual financial report of the local government for the preceding financial year.*

Local Government (Financial Management) Regulations 1996

Regulation 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 subregulation (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*
- (b) by program; or*
- (c) by business unit.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (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

As contained in the attached Monthly Financial Reports

FINANCIAL IMPLICATIONS

As contained in the attached Monthly Financial Reports

STRATEGIC IMPLICATIONS

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

CONSULTATION/COMMUNICATION

Nil

COMMENT

The Finance Coordinator has compiled the accompanying Local Government special purpose financial statements for the Shire of Wandering, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31/08/2020. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

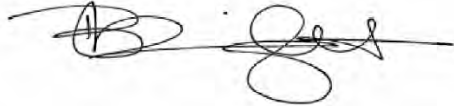
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 16.2 - MONTHLY FINANCIAL REPORTS

That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 receives the Statements of Financial activity for the period ended 31/08/2020.

Disclaimer: The 31/08/2020 report has been prepared prior to the finalisation of the August financial transactions and as such may not be a true reflection of the financial position of the Shire at this time.

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'A. B. Jones', written over a horizontal line.

SHIRE OF WANDERING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 August 2020

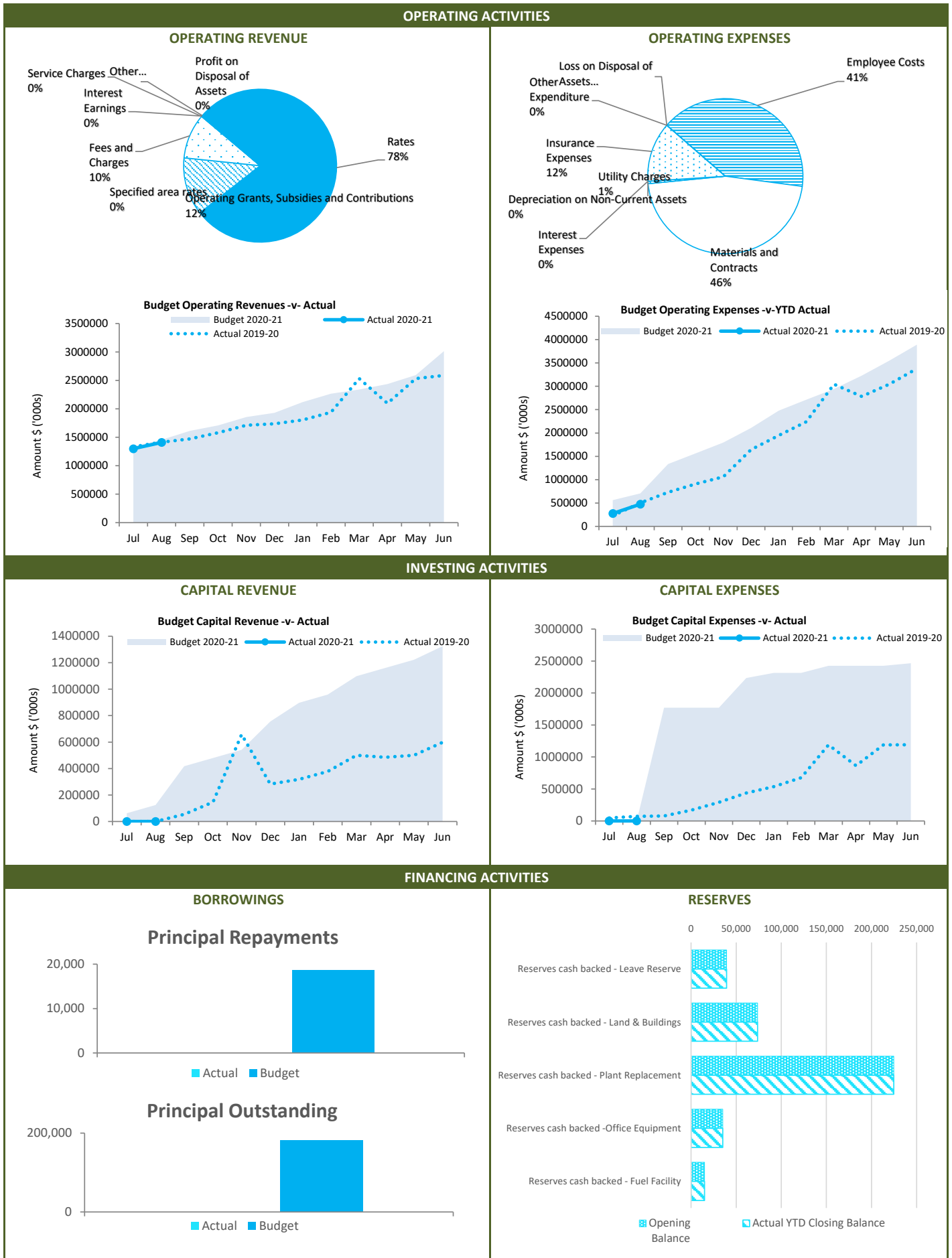
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2020**

SUMMARY INFORMATION - GRAPHS



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2020**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.13 M	\$1.13 M	\$1.13 M	\$0.00 M
Closing	\$0.00 M	\$2.22 M	\$2.07 M	(\$0.15 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$2.15 M	% of total
Unrestricted Cash	\$1.76 M	81.9%
Restricted Cash	\$0.39 M	18.1%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.09 M	% Outstanding
Trade Payables	(\$0.00 M)	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$0.04 M	% Collected
Rates Receivable	\$0.31 M	78.1%
Trade Receivable	\$0.04 M	
Over 30 Days		32.5%
Over 90 Days		19.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.21 M)	\$0.76 M	\$0.93 M	\$0.18 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.10 M	% Variance
YTD Budget	\$1.10 M	(0.1%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.17 M	(0.3%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.13 M	% Variance
YTD Budget	\$0.17 M	(23.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.76 M)	\$0.13 M	\$0.00 M	(\$0.13 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.00 M	%
Adopted Budget	\$0.38 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.00 M	% Spent
Adopted Budget	\$2.47 M	(100.0%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$0.00 M	% Received
Adopted Budget	\$1.32 M	(100.0%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.17 M)	\$0.20 M	(\$0.00 M)	(\$0.20 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$0.39 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2020**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to ensure a safer community.

Community safety initiatives, fire prevention and control and animal control.

HEALTH

To provide services for community and environmental health.

Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.

EDUCATION AND WELFARE

To support services relating to youth, elderly and the disadvantaged.

Support school activities, aged care initiatives and disability inclusion plan.

HOUSING

Provision of shire housing and privately rented accommodation.

Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.

COMMUNITY AMENITIES

To provide amenities required by the community.

Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public

RECREATION AND CULTURE

To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.

Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.

TRANSPORT

To provide safe and effective transport services to the community.

Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.

ECONOMIC SERVICES

To help promote Wandering and its economic wellbeing.

Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control operating accounts.

Provisions of private work operations, plant repairs, operation costs and all administration costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,134,308	1,134,308	1,134,308	0	0.00%	
Revenue from operating activities							
Governance		500	82	0	(82)	(100.00%)	
General purpose funding - general rates	6	1,101,272	1,101,272	1,100,555	(717)	(0.07%)	
General purpose funding - other		787,550	73,678	67,887	(5,791)	(7.86%)	▼
Law, order and public safety		42,650	5,167	8,938	3,771	72.98%	
Health		2,450	406	1,417	1,011	249.01%	
Education and welfare		1,520	252	0	(252)	(100.00%)	
Housing		45,500	7,582	6,943	(639)	(8.43%)	
Community amenities		48,820	35,332	35,601	269	0.76%	
Recreation and culture		1,370	226	880	654	289.38%	
Transport		69,860	56,640	56,275	(365)	(0.64%)	
Economic services		854,665	166,961	110,653	(56,308)	(33.73%)	▼
Other property and services		58,425	10,074	20,859	10,785	107.06%	▲
		3,014,582	1,457,672	1,410,008	(47,664)		
Expenditure from operating activities							
Governance		(123,040)	(38,818)	(30,122)	8,696	22.40%	▲
General purpose funding		(294,415)	(18,382)	(15,928)	2,454	13.35%	
Law, order and public safety		(134,050)	(18,554)	(13,857)	4,697	25.32%	
Health		(12,060)	(2,120)	(1,967)	153	7.22%	
Education and welfare		(3,065)	(506)	(117)	389	76.88%	
Housing		(47,900)	(12,441)	(4,983)	7,458	59.95%	▲
Community amenities		(161,520)	(25,618)	(25,604)	14	0.05%	
Recreation and culture		(245,020)	(30,815)	(23,217)	7,598	24.66%	▲
Transport		(1,928,615)	(335,230)	(222,802)	112,428	33.54%	▲
Economic services		(883,805)	(161,303)	(118,556)	42,747	26.50%	▲
Other property and services		(58,265)	(62,486)	(18,772)	43,714	69.96%	▲
		(3,891,755)	(706,273)	(475,925)	230,348		
Non-cash amounts excluded - from operating activities	1(a)	672,108	5,060	0	(5,060)	(100.00%)	▼
Amount attributable to operating activities		(205,065)	756,459	934,083	177,624		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,324,455	125,000	0	(125,000)	(100.00%)	▼
Proceeds from disposal of assets	7	379,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,465,775)	0	0	0	0.00%	
Amount attributable to investing activities		(762,320)	125,000	0	(125,000)		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	▼
Transfer from reserves	10	201,910	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(550,168)	(18)	(18)	0	0.00%	
Amount attributable to financing activities		(166,923)	199,982	(18)	(200,000)		
Closing funding surplus / (deficit)	1(c)	0	2,215,749	2,068,373			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 AUGUST 2020

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,134,308	1,134,308	1,134,308	0	0.00%	
Revenue from operating activities							
Rates	6	1,101,272	1,101,272	1,100,555	(717)	(0.07%)	
Operating grants, subsidies and contributions	12	1,031,660	172,560	172,035	(525)	(0.30%)	
Fees and charges		809,130	173,928	133,804	(40,124)	(23.07%)	▼
Interest earnings		15,810	2,632	2,853	221	8.40%	
Other revenue		43,700	7,280	762	(6,518)	(89.53%)	▼
Profit on disposal of assets	7	13,010	0	0	0	0.00%	
		3,014,582	1,457,672	1,410,009	(47,663)		
Expenditure from operating activities							
Employee costs		(1,142,005)	(298,709)	(193,748)	104,961	35.14%	▲
Materials and contracts		(1,353,420)	(341,532)	(220,609)	120,923	35.41%	▲
Utility charges		(56,410)	(9,392)	(2,412)	6,980	74.32%	▲
Depreciation on non-current assets		(1,112,530)	(5,060)	0	5,060	100.00%	▲
Interest expenses		(2,970)	0	0	0	0.00%	
Insurance expenses		(92,700)	(45,924)	(59,155)	(13,231)	(28.81%)	▼
Other expenditure		(46,350)	(5,656)	0	5,656	100.00%	▲
Loss on disposal of assets	7	(85,370)	0	0	0	0.00%	
		(3,891,755)	(706,273)	(475,924)	230,349		
Non-cash amounts excluded from operating activities							
	1(a)	672,108	5,060	0	(5,060)	(100.00%)	▼
Amount attributable to operating activities		(205,065)	756,459	934,085	177,626		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,324,455	125,000	0	(125,000)	(100.00%)	▼
Proceeds from disposal of assets	7	379,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,465,775)	0	0	0	0.00%	
Amount attributable to investing activities		(762,320)	125,000	0	(125,000)		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	▼
Transfer from reserves	10	201,910	0	0	0	0.00%	
Payments for principal portion of lease liabilities		0	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(550,168)	(18)	(18)	0	0.00%	
Amount attributable to financing activities		(166,923)	199,982	(18)	(200,000)		
Closing funding surplus / (deficit)	1(c)	0	2,215,749	2,068,375	(147,374)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2020

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 2020

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(13,010)	0	0
Less: Non-cash grants and contributions for assets		(533,782)		
Movement in employee benefit provisions (non-current)		21,000		
Add: Loss on asset disposals	7	85,370	0	0
Add: Depreciation on assets		1,112,530	5,060	0
Total non-cash items excluded from operating activities		672,108	5,060	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 31 August 2019	Year to Date 31 August 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(388,364)		(388,022)
Less: Unspent Grants		533,782		701,181
Less: Leave held in Reserve		(39,421)		(39,425)
Add: Provisions - employee	11	79,220		71,242
Add: Other Adjustments				19,734
Total adjustments to net current assets		185,217	0	364,710

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	1,528,865		2,147,341
Rates receivables	3	25,194		307,824
Receivables	3	47,037		36,934
Other current assets	4	74,979		78,492
Less: Current liabilities				
Payables	5	(113,982)		(94,503)
Contract liabilities	11	(533,782)		(701,181)
Provisions	11	(79,220)		(71,242)
Less: Total adjustments to net current assets	1(b)	185,217	0	364,710
Closing funding surplus / (deficit)		1,134,308	0	2,068,375

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Fund	Cash and cash equivalents	2,147,340		2,147,340		BWA	0.01%	
Reserve Funds	Cash and cash equivalents	(388,004)	388,004			BWA	0.05%	
Total		1,759,337	388,004	2,147,340	0			
Comprising								
Cash and cash equivalents		1,759,337	388,004	2,147,340	0			
		1,759,337	388,004	2,147,340	0			

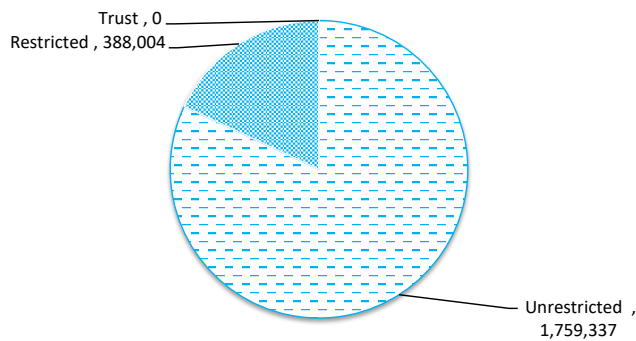
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

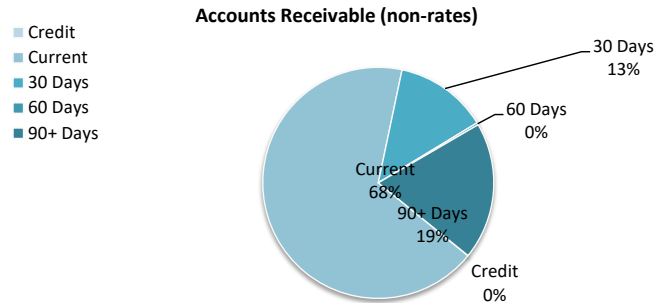
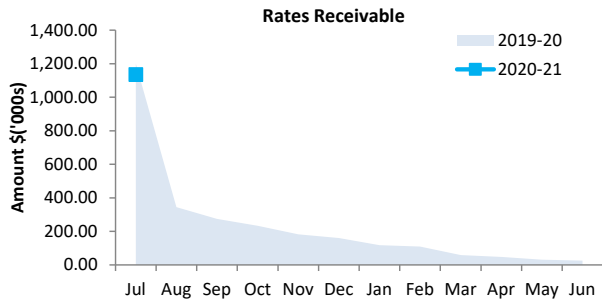
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2020	31 Aug 2020
	\$	\$
Opening arrears previous years	29,223	307,824
Levied this year	1,100,555	1,100,555
Less - collections to date	(821,954)	(1,100,555)
Equals current outstanding	307,824	307,824
Net rates collectable	307,824	307,824
% Collected	72.8%	78.1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(14)	20,480	3,952	92	5,837	30,347
Percentage	0.0%	67.5%	13%	0.3%	19.2%	
Balance per trial balance						
Sundry receivable						30,347
GST receivable						6,587
Total receivables general outstanding						36,934
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 August 2020
	\$	\$	\$	\$
Other current assets				
Inventory				
Depot Fuel	940	5,419		6,359
Fuel Facility - ULP	6,220	5,121		11,341
Fuel Facility - Diesel	18,979	8,380		27,359
History Books	3,533	0		3,533
Gravel	29,900	0		29,900
Total other current assets	59,572	18,920	0	78,492
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

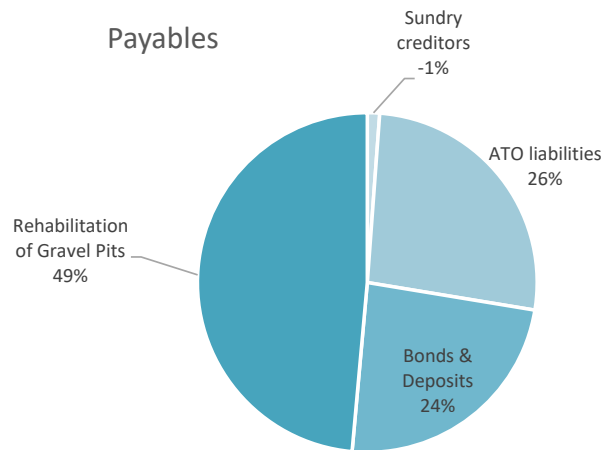
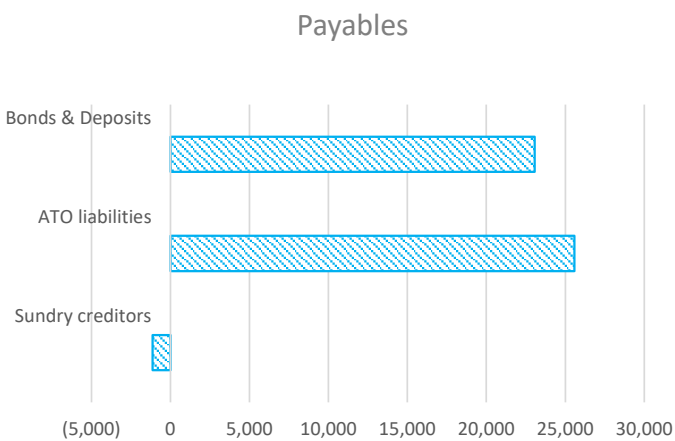
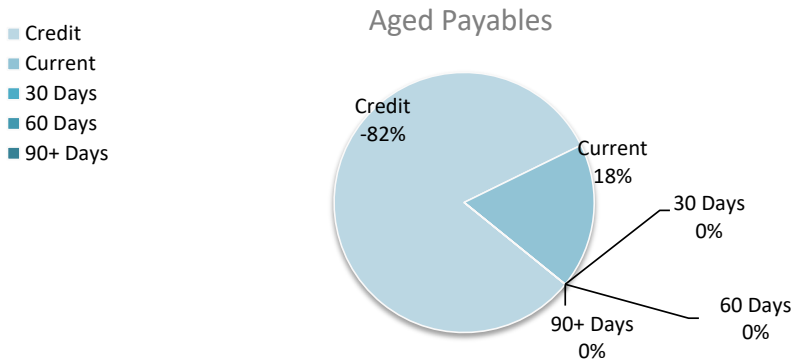
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,454)	321	0	0	0	(1,133)
Percentage	0%	-28.3%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						(1,132)
ATO liabilities						25,577
Bonds & Deposits						23,061
Rehabilitation of Gravel Pits						46,997
Total payables general outstanding						94,503

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



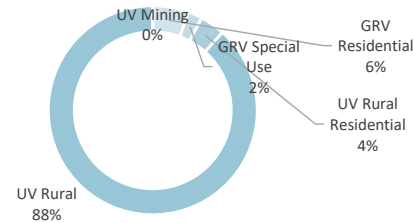
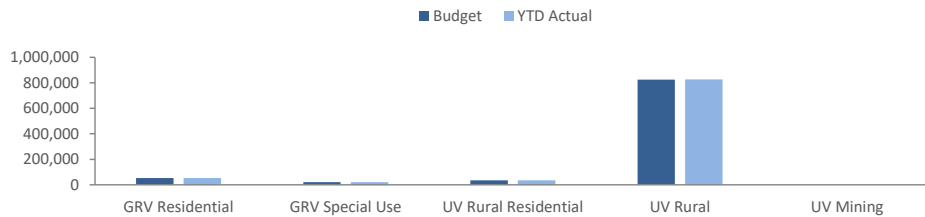
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget							YTD Actual			Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10944	41	478,296	52,345			52,345	52,345			52,345
GRV Special Use	0.12961	3	157,820	20,455			20,455	20,455			20,455
Unimproved value											
UV Rural Residential	0.01374	34	2,591,000	35,600			35,600	35,600	414		36,014
UV Rural	0.00687	135	120,060,000	824,812			824,812	826,283			826,283
UV Mining	0.00687	0	0	0			0				0
Sub-Total		213	123,287,116	933,212	0	0	933,212	934,683	414	0	935,097
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,100	39	170,720	42,900			42,900	42,900			42,900
GRV Special Use	1,100	2	6,705	2,200			2,200	2,200			2,200
Unimproved value											
UV Rural Residential	1,000	70	4,464,500	70,000			70,000	70,000			70,000
UV Rural	1,100	78	8,328,000	85,800			85,800	85,800			85,800
UV Mining	1,100	5	144,018	5,500			5,500	5,500			5,500
Sub-total		194	13,113,943	206,400	0	0	206,400	206,400	0	0	206,400
Discount							(41,540)				(40,942)
Amount from general rates							1,098,072				1,100,555
Ex-gratia rates							3,200				0
Total general rates							1,101,272				1,100,555

KEY INFORMATION

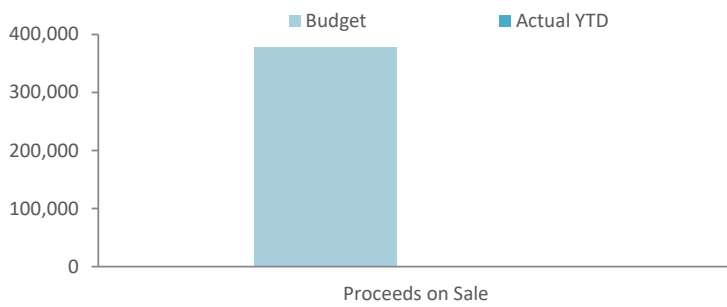
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	7 Gnowing Street	140,000	140,000	0	0			0	0
	Plant and equipment								
	Transport								
	Plant Replacement	311,360	239,000	13,010	(85,370)			0	0
		451,360	379,000	13,010	(85,370)	0	0	0	0



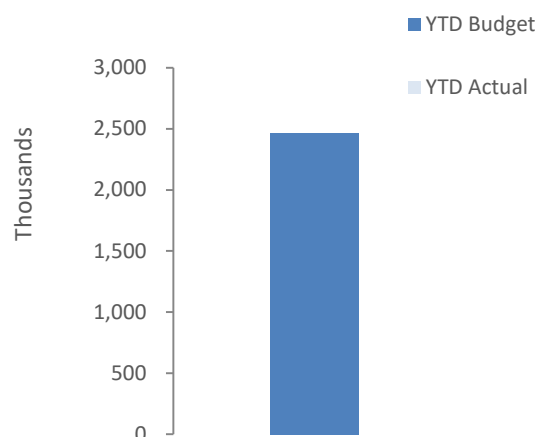
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	0		0
Buildings	25,000	0		0
Furniture and equipment	20,000	0		0
Plant and equipment	680,000	0		0
Infrastructure - roads	762,675	0		0
Infrastructure - parks, gardens, recreation facilities	28,100	0		0
Infrastructure - user defined 7	750,000	0		0
Payments for Capital Acquisitions	2,465,775	0	0	0
Total Capital Acquisitions	2,465,775	0	0	0
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,324,455	125,000	0	(125,000)
Borrowings	200,000	200,000	0	(200,000)
Other (disposals & C/Fwd)	379,000	0	0	0
Cash backed reserves				
Reserves cash backed - Plant Replacement	201,910		0	0
Contribution - operations	360,410	(325,000)	0	325,000
Capital funding total	2,465,775	0	0	0

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

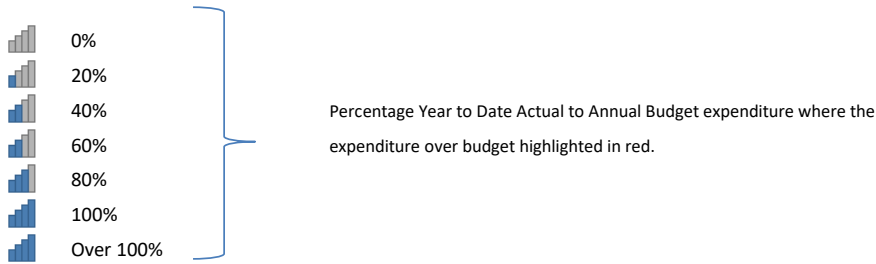


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)**

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Economic services										
Industrial Estate	1	0		200,000		18,665	0	181,335		-2,970

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
C/Fwd Balance		0	0	200,000	0	18,665	0	181,335	0	-2,970
Total		0	0	200,000	0	18,665	0	181,335	0	(2,970)
Current borrowings		18,665					0			
Non-current borrowings		-18,665					0			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Leave Reserve	39,423		2	21,000				60,423	39,425
Reserves cash backed - Land & Buildings	73,703		4	340,023				413,726	73,707
Reserves cash backed - Plant Replacement	224,737		10	111,645		(201,910)		134,472	224,747
Reserves cash backed -Office Equipment	35,140		1	12,500				47,640	35,141
Reserves cash backed - Fuel Facility	15,001		1	65,000				80,001	15,002
	388,004	0	18	550,168	0	(201,910)	0	736,262	388,022

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 August 2020
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	48,460	0	(19,512)	28,948
- non-operating	13	498,000	154,721	0	652,721
Total unspent grants, contributions and reimbursements		546,460	154,721	(19,512)	681,669
Provisions					
Annual leave		60,004			60,004
Long service leave		11,238			11,238
Total Provisions		71,242	0	0	71,242
Total other current assets		617,702	154,721	(19,512)	752,911
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase	Liability	Liability	Current	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2020	in Liability	Reduction (As revenue)	31 Aug 2020	Liability 31 Aug 2020			
\$	\$	\$	\$	\$	\$	\$	\$	
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants				0		764,200	63,143	63,143
Law, order, public safety								
LGGs Grant in advance	10,385		(10,385)	0		41,540	10,385	10,385
Education and welfare								
Other				0		1,520		
Transport								
Direct Grant				0		56,600	56,275	56,275
Economic services								
Community Resource Centre	38,075		(9,127)	28,948		163,720	42,757	42,232
Other property and services								
Other				0		4,080		
	48,460	0	(19,512)	28,948	0	1,031,660	172,560	172,035

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Road Grants		154,721		154,721		1,324,455	125,000	0
Bridge Grant	498,000			498,000				
	498,000	154,721	0	652,721	0	1,324,455	125,000	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	(5,791)	(7.86%)	▼	Grants Commission payment under budget
Economic services	(56,308)	(33.73%)	▼	Fuel Sales lower than expected
Other property and services	10,785	107.06%	▲	Allocations
Expenditure from operating activities				
Governance	8,696	22.40%	▲	Expenses lower than anticipated
Housing	7,458	59.95%	▲	Housing Maintenance not commenced
Recreation and culture	7,598	24.66%	▲	Expenses lower than anticipated
Transport	112,428	33.54%	▲	Drainage/Spraying yet to commence
Economic services	42,747	26.50%	▲	Expenses lower than anticipated
Other property and services	43,714	69.96%	▲	Allocations
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(125,000)	(100.00%)	▼	Grants Claimed - allocated to Grants in Advance
Financing activities				
Proceeds from new debentures	(200,000)	(100.00%)	▼	Loan not drawn down

17. CLOSURE OF MEETING