

# SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

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[www.wandering.wa.gov.au](http://www.wandering.wa.gov.au)



## *Our Vision:*

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

WANDERING  
Established - January 1861  
Wandering Road District est. 1874

# ORDINARY MEETING OF COUNCIL Agenda \*19 March 2020\*

Dear Council Member

The next Ordinary Meeting of Council of the Shire of Wandering will be held on 19/03/2020 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 M Watts	
Cr G Parsons	Deputy Shire President	Cr G Curtis	
Cr J Price		Cr P Treasure	
Cr B Whitely		Belinda Knight	Chief Executive Officer
		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 MEETING OF COUNCIL HELD – 20/02/2020

#### COUNCIL DECISION

That the Minutes of the Ordinary Meeting of Council held 20/02/2020 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****9.1. AUDIT COMMITTEE – 19/03/2020****COUNCIL DECISION – AUDIT COMMITTEE 19/03/2020**

That Council receives the Minutes of the Audit Committee of 19/03/2020.

**COMMITTEE RECOMMENDATION – ITEM 9.1 - COMPLIANCE AUDIT RETURN 01/01/2019 – 31/12/2019**

That Council adopts the Audit Committee's recommendation of 19/03/2020, that it adopts the Compliance Audit Return for the period 01/01/2019 – 31/12/2019 as presented to Council on 20/02/2020

**9.2. RATING REVIEW COMMITTEE – 04/03/2020****COUNCIL DECISION – RATING REVIEW COMMITTEE 04/03/2020**

That Council receives the Minutes of the Rating Review Committee of 04/03/2020.

### 9.3. APPOINTMENT OF DELEGATES TO COUNCIL AND EXTERNAL COMMITTEES

<b>Proponent</b>	
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/02/2020
<b>Previous Reports</b>	24/10/2019
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	1.1.38
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

To review the appointment of Council Members to Council and external Committees.

#### BACKGROUND

24/10/2019 Council agreed to the following appointments. With two new Councillors it is opportune that these appointments be revised.

#### STANDING COMMITTEES OF COUNCIL

Audit Committee	Crs Whitely, Turton, Price, Parsons & Watts (full Council)
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#### OTHER COMMITTEES

Committee	Meeting Schedule	Delegate 1	Delegate 2	Proxy
Central Council WALGA Zone	Bi-monthly	Cr I Turton	Cr G Parsons	Cr B Whitely
Regional Road Group	Quarterly	Cr G Parsons	Cr I Turton	Cr B Whitely
Secondary Freight Routes Group	As required	Cr G Parsons	Cr I Turton	Cr B Whitely
HWEDA	Quarterly	Cr B Whitely	Cr M Watts	Cr J Price
Bush Fire Advisory Committee	Twice yearly	Cr G Parsons	Cr I Turton	Cr J Price
LEMC	Bi Monthly	Cr B Whitely	Cr M Watts	Cr I Turton
Worsley Alumina Community Liaison Committee	Quarterly	Cr M Watts	Cr B Whitely	Cr J Price
Newmont Goldcorp Boddington Community Reference Group	Quarterly	Cr M Watts	Cr B Whitely	Cr J Price

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

#### POLICY IMPLICATIONS

No policy applies

#### FINANCIAL IMPLICATIONS

Any financial implication is included in the 2019/2020 Budget.

**STRATEGIC IMPLICATIONS****PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>A well informed Community</b>	Foster Opportunities for connectivity between Council and the Community	Our Community is informed and engaged
<b>We plan for the future and are strategically focused</b>	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	Audit and Compliance Returns identify no adverse issues We meet the Integrated Planning Standards

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT****STANDING COMMITTEES OF COUNCIL**

Audit Committee	Crs Turton, Parsons, Whitely, Price, Watts, Curtis & Treasure (Full Council)
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**OTHER COMMITTEES**

<b>Committee</b>	<b>Meeting Schedule</b>	<b>Delegate 1</b>	<b>Delegate 2</b>	<b>Proxy</b>
Central Council WALGA Zone	Bi-monthly			
Regional Road Group	Quarterly			
Secondary Freight Routes Group	As required			
HWEDA	Quarterly			
Bush Fire Advisory Committee	Twice yearly			
LEMC	Bi Monthly			
Worsley Alumina Community Liaison Committee	Quarterly			
Newmont Goldcorp Boddington Community Reference Group	Quarterly			
Wandering Community Centre Precinct Redevelopment Committee	As Required			

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM APPOINTMENT OF DELEGATES TO COUNCIL AND EXTERNAL COMMITTEES**

That Council endorses the appointments listed in the "Comment" section above.

**AUTHOR'S SIGNATURE:**

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



## 10. CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.1.WANDERING INDUSTRIAL ESTATE – STAGE 2

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	Lot 9001 on Deposited Plan 75227, Wandering
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	19/12/2019, 19/09/2019, 15/08/2019
<b>Disclosure of any Interest</b>	The CEO's husband does occasional contract work for the Planning Consultant
<b>File Reference</b>	28.2.8
<b>Attachments</b>	Attachment 1- Formal Scheme Amendment Documentation under separate cover

#### BRIEF SUMMARY

This report recommends that Council:

- a. formally endorse / adopt the documentation prepared in respect of proposed Amendment No.6 to the Shire of Wandering Town Planning Scheme No.3 to change the classification of Lot 9001 on Deposited Plan 75227, Wandering from 'Rural' to 'Industrial' zone, including a slightly revised resolution with respect to its initiation; and
- b. authorise the Shire Administration to progress the Amendment in accordance with the procedural requirements of the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### BACKGROUND

At its Meeting on 19 December 2019 Council resolved to initiate an amendment to Town Planning Scheme No.3 to facilitate the proposed expansion of the Wandering Industrial Estate. Specifically, the amendment proposes to rezone Lot 9001 from 'Rural' to 'Industrial' zone to allow for the development of five (5) new 4,000m<sup>2</sup> industrial lots.

The subdivision proposal will mirror the existing lot configuration in Stage 1 with access via a proposed new 20 metre wide road reserve that will provide a direct connection to the existing local road network.

The suitability and acceptability of the proposed rezoning and subdivision of Lot 9001 for industrial purposes will be dependent upon the Shire demonstrating to the relevant State government agencies that each lot can contain all effluent disposal on-site.

#### STATUTORY/LEGAL IMPLICATIONS

Part 5 of the *Planning and Development Act 2005* deals with Local Planning Schemes including any proposed amendments. The *Planning and Development (Local Planning Schemes) Regulations 2015* contain further provisions for amending a Local Planning Scheme.

As previously advised Amendment No.6 to Town Planning Scheme No.3 is considered to be a 'standard' amendment for the following reasons:

- i) It is consistent with the Shire's endorsed Local Planning Strategy as well as the Wandering Townsite Expansion Strategy;
- ii) It would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- iii) It does not result in any significant environmental, social, economic or governance impacts in the Scheme Area.

Clause 81 of the Act requires all Amendments to be referred to the Environmental Protection Authority (EPA) for assessment. Amendments cannot be advertised until the EPA has completed its review or within the prescribed time period.

Clause 84 of the Act requires an Amendment to be advertised in accordance with the Regulations. Regulation 47 requires the Amendment to be advertised for a period of not less than 42 days in the flowing manner:

- a. publish the notice in a newspaper circulating in the scheme area;
- b. display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;
- c. give a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment; and
- d. publish a copy of the notice and the amendment on the website of the local government.

Following completion of public advertising Council must consider all submissions received and resolve whether to proceed, modify or abandon the proposed Amendment. In all of these situations the Amendment must be submitted to the Western Australian Planning Commission for formal consideration. The Minister for Planning will then make a final decision.

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

The cost to progress proposed Amendment No.6 to Town Planning Scheme No.3 is estimated to be in the order of \$10,000 to \$15,000 excluding GST depending upon the need for any specialised investigation and reports following detailed assessment of the proposal by the WAPC and advice from other agencies with an interest in the proposal (e.g. soil testing to demonstrate the land's suitability for on-site effluent disposal). An additional allowance in the Shire's budget for the 2019/20 financial year is required to cover all costs associated with progressing and finalising the proposed amendment. The following matters are included in this estimate (highlighted lines relate to 2019/2020 financial year):

- Referral of the scheme amendment documentation to the EPA for environmental clearance under the EP Act 1986;
- Following EPA clearance, preparation of public advertising notices and correspondence to government agencies with a potential interest in the proposal inviting feedback and comment;
- Review and summarisation of all submissions received following completion of public advertising including a follow up agenda report to Council regarding the outcomes from advertising and a recommendation regarding final adoption of the scheme amendment proposal;
- Preparation of a detailed follow up submission to the WAPC requesting the Hon. Minister for Planning's formal consideration and approval including a copy of the EPA's advice and schedule of submissions received during public advertising;
- Discussion and negotiation with the Department of Planning, Lands & Heritage as required during processing of the scheme amendment proposal;
- Any amendments to the scheme amendment document required following the Minister's formal consideration of the scheme amendment proposal and resubmission to the WAPC for final sign off/approval; and
- Preparation of the required advertising notice/s and correspondence to all who made a submission on the proposal during public advertising advising of the Minister's final decision.

#### **STRATEGIC IMPLICATIONS**

The proposed amendment to Town Planning Scheme No.3 is consistent with the Shire's endorsed Local Planning Strategy and Wandering Townsite Expansion Strategy as demonstrated by the following statements contained in each:

##### Local Planning Strategy (2007):

Section 10.1 – Aims and Objectives: *To ensure a sufficient supply of serviced land suitable for housing, commerce and industry, agriculture and other rural pursuits, community facilities, recreation and entertainment, and tourist infrastructure.*

Section 10.6.3 (Wandering Townsite) - *Council is to develop an industrial area on land west of Wandering - Pingelly Road at the southern end of the townsite.*

##### Townsite Expansion Strategy (2009):

Section 4.0 – Strategies and Actions:

- Strategy 1 - *Develop a successful service centre for the district by consolidating the town and improving services and facilities offered to residents and visitors.*
- Strategy 2 - *Facilitate industrial development which will deliver diverse employment opportunities and support development in the district.* The proposed actions are:
  - *Provide a supply of industrial land in Wandering through further subdivision in the existing industrial area;*
  - *Provide for the needs of light and general industry to support the community;*
  - *Provide appropriate buffers between industry and any sensitive land uses so as to avoid land use conflicts;*
  - *Avoid non-industry related uses establishing in the industrial area;*
  - *Seek funding opportunities to liaise with key stakeholders and major businesses and actively promote Wandering for Industrial development.*

### **CONSULTATION/COMMUNICATION**

Following assessment and environmental clearance by the EPA, Amendment No.6 will be advertised for public comment for the minimum required period of 42 days and will include publication of a suitable notice in a newspaper circulating throughout the district, publication of the proposal in the Shire's newsletter and website, public display of the amendment documentation and plans at the Shire administration centre and correspondence to surrounding landowners and all relevant State government departments and essential service agencies inviting feedback and comment.

### **COMMENT**

Formal documentation and plans have now been prepared to progress Amendment No.6 to Town Planning Scheme No.3. During this process two (2) potential issues were identified, the specific details of which are outlined as follows:

#### On-Site Effluent Disposal

A critical issue for development of the site is the ability for the proposed new lots to contain effluent on-site. The *Government Sewerage Policy* published in September 2019 sets the State Government's position on how sewerage services are to be provided in Western Australia through the planning and development of land. This new policy contains more stringent requirements than the *Draft Country Sewerage Policy (2002, amended 2003)* which previously applied and typically requires new rezoning and/or subdivision proposals to be accompanied by a site and soil evaluation prepared in accordance with AS/NZS 1547 entitled '*On-site Domestic Wastewater Management*'. This includes the need to determine / confirm the highest known groundwater depth which is normally assessed at the end of winter.

The Amendment report prepared in respect of the rezoning proposal for Lot 9001 submits that this requirement should be deferred to the subdivision application stage of the planning approval process on the basis it is a low risk, small scale development with lots sizes exceeding the minimum required in the *Government Sewerage Policy*. In addition, there is no evidence of any issues with the existing on-site effluent disposal arrangements for all existing lots in Stage 1 of the Wandering Industrial Estate which comprises the same soil types and is similar in nature and scale to proposed Stage 2.

It is also suggested that any future proposed industrial uses in Stage 2 will comprise and should be restricted to 'dry industry' meaning that any effluent disposal will predominantly come from incidental activities (i.e. offices & amenities) similar to a low density domestic situation.

The resolution to initiate the Amendment has therefore been amended slightly to reflect the above suggestions. Should the Department of Health object to deferral of a site and soil evaluation assessment until the subdivision application stage as proposed, it will be necessary for Council to undertake the necessary assessment using the services of a suitably qualified consultant. It should be noted an allowance has been made for this in the project budget.

### Bushfire Management

The subject land is not designated as being bushfire prone. As such the Amendment is not required to address bushfire management pursuant to the requirements of State Planning Policy 3.7 entitled 'Planning in Bushfire Prone Areas'.

Notwithstanding the above fact, it should be noted the State Government is currently revising the bushfire prone mapping as part of its review of the state-wide bushfire policy framework. This review was expected to be completed by the end of this year however important mapping work by the CSIRO has been delayed due to the recent bushfires in the eastern states.

As the subject land is located within 100 metres of a large area of bushland to the north, it is considered highly likely it will be partially designated as being bushfire prone when the abovementioned review process is complete. Consequently, a bushfire assessment and Bushfire Management Plan may need to be prepared in support of any future subdivision application to ensure any potential risk is identified and suitably managed.

### **VOTING REQUIREMENTS**

As per each recommendation

#### **OFFICER'S RECOMMENDATION – ITEM 10.1.1 – WANDERING INDUSTRIAL ESTATE (STAGE 2)**

That the local government resolve to revoke its previous resolution on 19 December 2019 to initiate Amendment No.6 to the Shire of Wandering Town Planning Scheme No.3 due to the need to incorporate additional provisions in the proposal to address the specific requirements of the *Government Sewerage Policy 2019*.

**ABSOLUTE MAJORITY REQUIRED**

#### **OFFICER'S RECOMMENDATION – ITEM 10.1.2 – WANDERING INDUSTRIAL ESTATE (STAGE 2)**

That the local government resolve, in pursuance of Section 75 of the *Planning and Development Act 2005*, to amend the Shire of Wandering Town Planning Scheme No.3 by:

- a) amending the zoning classification of Lot 9001 on Deposited Plan 75227, Wandering from 'Rural' to 'Industrial';
- b) amending the Scheme Map accordingly; and
- c) amending the Scheme Text to include the following sub-clause in clause 5.15 entitled 'Industrial Zone':

##### 5.15.3 Effluent Disposal

- a) Prior to any further subdivision of land classified Industrial zone not served by reticulated sewerage disposal infrastructure, a site and soil evaluation assessment shall be carried out in accordance with AS/NZS1547 entitled '*On-site Domestic Wastewater Management*' to demonstrate any proposed new lots are suitable for on-site effluent disposal and the most appropriate disposal methods; and
- b) In considering any development application for land classified Industrial zone not served by reticulated sewerage disposal infrastructure, the local government shall consider the total volume of effluent disposal likely to be generated by any proposed use on a daily basis and whether this can be suitably accommodated on any given lot. The local government may impose conditions to limit the total volume of effluent / wastewater permitted to be generated and the methods of disposal.

**SIMPLE MAJORITY**

**OFFICER'S RECOMMENDATION – ITEM 10.1.3– WANDERING INDUSTRIAL ESTATE (STAGE 2)**

- 1) That the local government resolve that this amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
  - a) It is consistent with the local government's endorsed Local Planning Strategy as well as the Wandering Townsite Expansion Strategy;
  - b) It would have minimal impact on land in the scheme area that is not the subject of the amendment; and
  - c) It does not result in any significant environmental, social, economic or governance impacts in the Scheme Area.
- 2) That the local government endorse / adopt the documentation prepared in respect of Amendment No.6 for the purpose of environmental clearance and public advertising.
- 3) That in accordance with Section 81 of the *Planning and Development Act 2005*, Amendment No.6 be immediately referred to the Environmental Protection Authority for environmental clearance.
- 4) Upon receipt of advice from the Environmental Protection Authority that Amendment No.6 does not require formal assessment, that the Amendment be advertised for public comment, including referral to all relevant government agencies inviting comment, for a minimum period of 42 days in accordance with Section 83 of the *Planning and Development Act 2005* and the associated regulations.

**SIMPLE MAJORITY****OFFICER'S RECOMMENDATION – ITEM 10.1.4 – WANDERING INDUSTRIAL ESTATE (STAGE 2)**

That Council approve an amendment to the 2019/2020 Budget of \$7,500 to cover all costs associated with progressing the proposed amendment (see highlighted above).

**ABSOLUTE MAJORITY REQUIRED**

## 10.2.WEBSITE REFRESH AND COUNCILLOR PORTAL

<b>Proponent</b>	Market Creations
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	7.1.9:CO124
<b>Attachments</b>	Proposals and Brochures will be tabled due to the size of the documents.

### BRIEF SUMMARY

To consider updating the Shire's website, and adding the option of an "intranet" to enable Councillor access.

### BACKGROUND

The Shire's website was originally developed in 2015, including:

- Advanced Search
- Employment
- Event Calendar
- Image Gallery
- Image Rotator
- Latest News
- Tenders

The Market Creations web team conduct regular website reviews and provide recommendations for website improvement and to determine if any training is required. The following comments relate to the Shire's website:

- The website must be accessible on all devices, desktop, tablet and mobile
- Key content and high traffic pages must be easily accessible on the homepage.
- The Shire's "brand" should be integrated into the website.
- The website should be updated regularly to align with current online trends.

The following modules are recommended by Market Creations:

- Council Meetings
- Gift Register (required by legislation)
- Council Contact Register (required by legislation (third party))
- Council Declaration Register (required by legislation)
- Council Complaints Register (required by legislation)
- Fire Rating
- Directory
- eNews Mailchimp integration
- Council & Staff Profile Manager

Other modules that may benefit Wandering Shire are:

- Accommodation Booking (caravan park) – allows website users to plan, book and pay for their stay online.
- Event Management – allows the complete management of events, ticket pricing, sales and reporting (this would benefit the CRC).
- Facilities Booking Manager – to allow visitors the ability to book and pay for community facilities online.
- Messaging – Send SMS messages directly from the website with easy to manage contact lists and groupings.

## COUNCILLOR PORTAL

The practice of emailing Councillors to private email addresses, causes concern for both the individual and the Shire from the purposes of records capture and compliance. I have been asked to provide Councillor email addresses at [wandering.wa.gov.au](mailto:wandering.wa.gov.au), however this is maintained via our Server and Microsoft Exchange, and requires password changes every 42 days which have to be done remotely, and still does not ensure compliance.

The objectives of the Wandering Shire Councillor Portal is to:

- Create a portal where staff can easily upload and share meeting minutes and agendas, also allowing the ability to segment meeting types as well as meeting members.
- Provide a central document repository for Council documents
- Calendar of events
- News items pertaining to Councillors

### Here are 8 key benefits of an intranet/councillor portal:

2. Intranets serve as a powerful tool used to enhance communication within an organisation. Employees that may work at geographically dispersed locations can all access the required information and communicate with other offices or employees.  
The type of information available on the intranet is designed to suit your needs. It can serve as an interactive information portal detailing events, achievements, milestones or briefings from management or HR updates.  
You can also set up your intranet to receive feedback across your network, with online surveys or polls easily set up by your content moderators.  
The information contained within your intranet allows for staff to keep up to date with the strategic focus of the organisation. Chat, email and/or blogs are all examples of intranet communication channels that can also be incorporated.
3. Intranets provide users with an efficient means to locate and view information and the relevant applications required of their roles and responsibilities.  
With the help of a web browser interface, users can access data stored in any database the organisation has made available at any time, from any company workstation. This increases their ability to accurately carry out tasks in a timely manner, with the confidence they have the right information, at the right time.
4. With intranets, organisations have the ability to distribute information to all employees across the network at the same time. You can also set email or SMS alerts to notify staff of information updates available on the intranet should the situation require it. It also allows for more regular, bite size information packets rather than long winded, once a month newsletter style bulletins.
5. A lot of the information provided within the intranet is data base driven, that means, it's automated. The content management system (CMS) allows for the creation of news and company information that needs to be disseminated by management, much in the same way as website content is managed, however, a lot of the information will draw from your existing business software applications reducing the need for double entry and duplication of information sources that can lead to disparate data sets.
6. As an intranet is specifically designed as an internal communication tool, you can talk to your intended or targeted audience in a language and tone that reflects the culture and values of your organisation. It doesn't have to be all business, you can personalise your intranet messaging to each and every user drawing from database driven content.
7. Web technologies allow massive amounts of corporate knowledge to be maintained and easily accessed throughout the company. The type of information that can be stored on an intranet is unlimited however typical intranets for business include employee manuals, HR documents and company policies. Some higher-level intranet applications assist with Quality Assurance (QA) and provide access to project plans, job tracking and management functionalities. Integration with third party news feeds or weather channels, localised to the area in which your employee resides can also be incorporated. As businesses can update the online copy of a document, the most recent

version will be made available to employees using the intranet assisting in document version control.

8. Intranets reduce the costs involved with maintaining physical documents such as procedure manuals, internal phone list and requisition forms. By viewing organisational information and data via web-browsers, firms can save money on printing and post and help protect the environment. As an added advantage, you've just created an online data store for important internal documentation, meaning you have an online back up in the instance your office isn't accessible.
9. The techy bit...Cross-platform capability: Web browsers comply with the standards for Windows, Mac, and UNIX. Put simply, your intranet will work on all internet connected devices.

### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The cost of the two projects is split over two financial years:

<b>Website Refresh</b>	<b>2019/2020</b>	<b>2020/2021</b>
Website design and content management, Web Content Accessibility Guideline compliance	\$2,731	\$2,731
Review and update site navigation	\$556	\$556
Transfer of content into new site map - no charge - utilising support hours		
<b>Recommended Modules</b>		
Council & Staff Profile Manager		\$600
Directory	\$950	\$950
eNews MailChimp Integration		\$900
Fire Rating		\$450
Registers		
Council Contact (Third Party)	\$300	\$300
Declaration	\$300	\$300
Complaints	\$300	\$300
Gifts	\$300	\$300
<b>Total Website Refresh</b>	<b>\$5,437</b>	<b>\$7,387</b>
<b>Councillor Portal</b>	<b>2019/2020</b>	<b>2020/2021</b>
Intranet design including website accessibility controls, document centre, content sharing	\$4,174	\$4,174
Content Transfer - no charge - utilising support hours		
<b>Recommended Modules</b>		
Council Meetings - incl Notifications Agendas & Minutes	\$900	\$900
Events Calendar	\$300	300
Latest News	\$300	300
<b>Total Councillor Portal</b>	<b>\$5,674</b>	<b>\$5,674</b>
<b>TOTAL COMBINED PROJECT</b>	<b>\$11,110</b>	<b>\$13,060</b>

Funding is available in Area Promotion to cover the cost of the 2019/2020 portion of the total project.

The additional modules of accommodation booking, event management, facilities booking, and messaging will be quoted on for the 2020/2021 budget.



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

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>Capture tourism opportunities locally</b>	Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism	Increased visitation Access external funding to support tourism growth and return

**PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>A well informed Community</b>	Foster Opportunities for connectivity between Council and the Community	Our Community is informed and engaged

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**


As with many things technological the website is very out of date, particularly when you compare to other local governments. Market Creations have offered the Shire the opportunity to split the payment over two financial years, and given that I believe this is an opportune time to update the website, implement new modules, create the Councillor portal, and generally promote the Shire.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.2 - WEBSITE REFRESH AND COUNCILLOR PORTAL**

That Council authorise the CEO to proceed with the website refresh and Councillor portal as outlined in this report, at a total cost of \$11,110 in the 2019/2020 financial year, with the balance to be paid in the 2020/2021 financial year.

**AUTHOR'S SIGNATURE:**


### 10.3.LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION

<b>Proponent</b>	WALGA
<b>Owner</b>	WALGA
<b>Location/Address</b>	Local Government House
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	18.1.14:EM122
<b>Attachments</b>	Deed of Variation (Draft) Clause 12 of Trust Deed 1994

#### BRIEF SUMMARY

Council's consent is sought, to a variation to the Trust Deed for the Local Government House Trust (The Trust) as the Shire of Wandering is a unit holder and beneficiary to the Local Government House Trust, holding one unit as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Wandering is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent in writing, to consent for the Trustee to formally execute the Deed of Variation.

#### BACKGROUND

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to Division 1AB of the Income Tax Assessment Act 1936.

#### Trust Deed Variation

10. Removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
11. Enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
12. Ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

#### 1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust Subject to clause 22.3, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

#### 2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- e. remove a Trustee from the office as Trustee of the Trust; and
- f. appoint such new or additional Trustee.

### 3. Variation 2.3 insert a new clause 13A

#### 13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

#### **STATUTORY/LEGAL IMPLICATIONS**

There are no relevant statutory provisions.

#### **POLICY IMPLICATIONS**

There are no relevant policy implications.

#### **FINANCIAL IMPLICATIONS**

There are no relevant financial implications upon the Council's Budget or Long-Term Financial Plan.

One Seventy (170) Railway Parade, (local government house), where WALGA is located, is owned by the Association. The Shire of Wandering owns one unit in the Trust that owns the 'local government house', which were valued at \$17,517.11 each (as at 30/6/18 as advised by WALGA).

Supporting the Deed of Variation will only strengthen WALGA's financial position, of which the Shire of Wandering is a financial member.

#### **STRATEGIC IMPLICATIONS**

##### **PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>We plan for the future and are strategically focused</b>	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	Audit and Compliance Returns identify no adverse issues We meet the Integrated Planning Standards

#### **CONSULTATION/COMMUNICATION**

No external consultation has been undertaken, nor is proposed or deemed required.

#### **COMMENT**

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian

Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

#### **VOTING REQUIREMENTS**

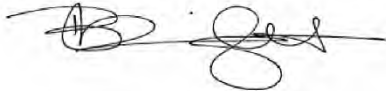
Simple Majority

#### **OFFICER'S RECOMMENDATION – ITEM 10.3 - LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION**

That, with respect to the Local Government House Trust – Deed of Variation, Council:

- Accepts the variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in attachment 1; and
- Direct the CEO to communicate this acceptance in writing to the Local Government House Trust's Board of Management.

#### **AUTHOR'S SIGNATURE:**

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

demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 **ADVANCEMENT OF CAPITAL**

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 **POWERS OF INVESTMENT AND MANAGEMENT**

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

## Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d)
  - (i) to borrow and raise moneys from; or
  - (ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,  
  
any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

# Attachment 2 Clause 12 of Trust Deed (Excerpt)

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

## Attachment 2 Clause 12 of Trust Deed (Excerpt)

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;



## Attachment 2 Clause 12 of Trust Deed (Excerpt)

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

### 13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.

**DEED OF VARIATION**

**LOCAL GOVERNMENT HOUSE TRUST**



**LAW**

**PERTH**

**11 Mounts Bay Road, Perth WA 6000**

**Telephone (08) 9429 2222 Facsimile: (08) 9429 2434**

**[eylawperth@au.ey.com](mailto:eylawperth@au.ey.com) [www.ey.com](http://www.ey.com)**

**Our Ref: 4WAL / 2004 7043**

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**THIS DEED** dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

**BY**

**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION** of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

**RECITALS**

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

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**NOW THIS DEED WITNESSES****1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

**2. OPERATIVE PART**

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

**7. PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

**EXECUTED** as a Deed

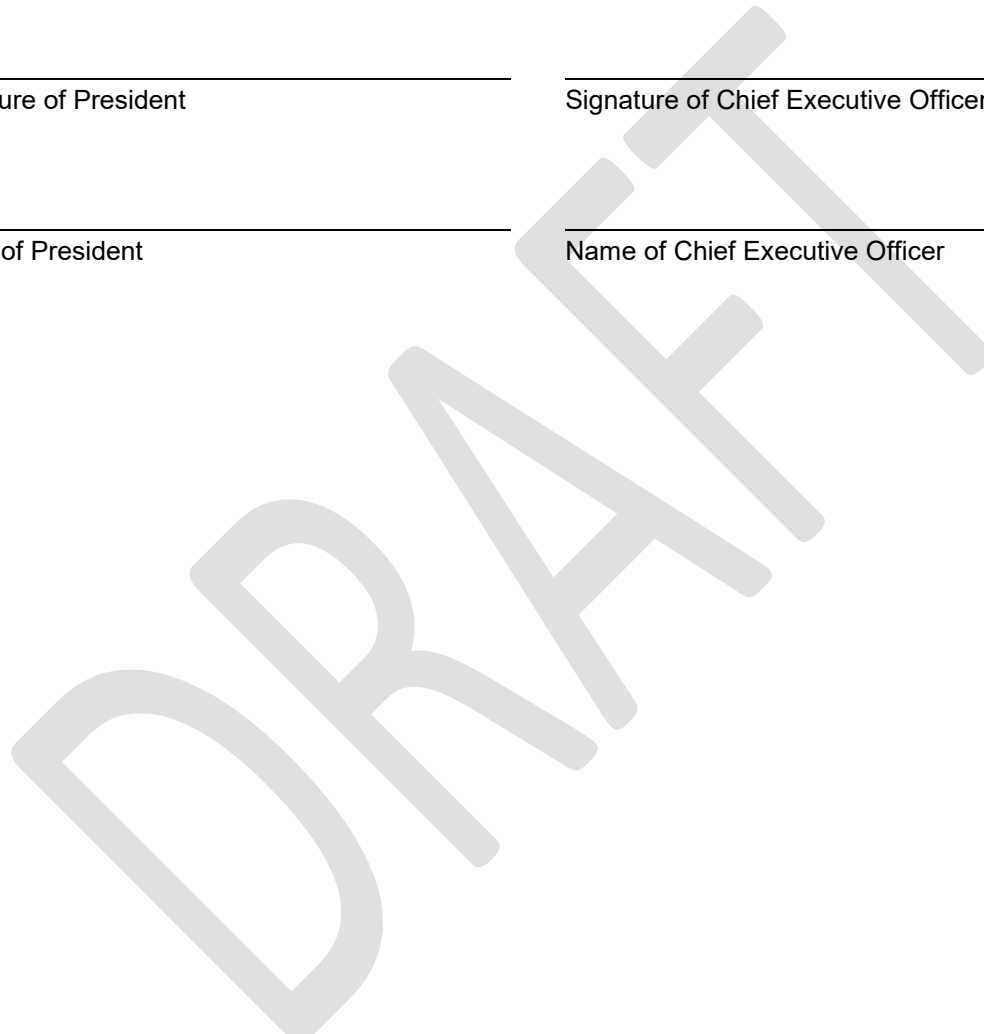
**THE COMMON SEAL of WESTERN )  
AUSTRALIAN LOCAL GOVERNMENT )  
ASSOCIATION is hereunto affixed in the )  
presence of: )**

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Name of Chief Executive Officer



## 10.4. INTEGRATED PLANNING & REPORTING

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	15/08/2019
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	1.1.20
<b>Attachments</b>	Long-Term Financial Plan 2019-2029 Corporate Business Plan 2019-2023 Asset Management Plan 2019-2029 All provided in February 2020 under separate cover

### BRIEF SUMMARY

To adopt the Long-Term Financial Plan 2019-2029, Corporate Business Plan 2019-2023 and Asset Management Plan 2019-2029 in preparation for the 2020/2021 Annual Budget

### BACKGROUND

01/12/2017- the Shire engaged Moore Stephens to undertake the review and preparation of the Shire's Asset Management Plan, Long Term Financial Plan and Corporate Business Plan.

21/02/2019 – a workshop was held to work through the draft of the Strategic Resource Plan.

15/08/2019 – Council adopted the Strategic Resource Plan 2019-2034 and Corporate Business Plan 2019-2023.

It became clear that the reformatting of the three Plans by Moore Stephens, did not suit the needs of the Shire, and as such the CEO redrafted each Plan. The CEO now has all the data available to enable each Plan to be reviewed at short notice, and as circumstances arise to see the future impact of projects etc, on the future sustainability of the Shire.

The three Plans were distributed to Councillors prior to the February 2020 Council meeting, and are now ready for adoption.

### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995 s5.56*

### POLICY IMPLICATIONS

Policy 15 – Integrated Planning

### FINANCIAL IMPLICATIONS

There has been no additional cost involved with the redrafting of the three Plans, these being done in-house by the CEO.

### STRATEGIC IMPLICATIONS

As set by the Plans

### CONSULTATION/COMMUNICATION

Via Council workshops

### COMMENT

I have received no queries or comments from Councillors, apart from service levels in the Asset Management Plan. It is therefore implied that the Plans are understood and ready for adoption.

The technical levels of service for Roads – performance measures, and the Rural Road Hierarchies are still to be developed, and these can be done at a later date via Council workshops, however these items should not hold up the adoption of the Asset Management Plan 2019-2029.



The CEO is now working on the Workforce Plan, which should be ready for presentation to Council by the April meeting.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.4 - INTEGRATED PLANNING & REPORTING**

That Council adopts:

- The Long-Term Financial Plan 2019-2029 as attached;
- The Corporate Business Plan 2019-2023 as attached; and
- The Asset Management Plan 2019-2029 as attached, noting that the technical levels of service for Roads – performance measures are still to be developed, as are the Rural Road Hierarchies.

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

## 10.5.ACTING CEO – FROM 20/04/2020

<b>Proponent</b>	
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	EMP1
<b>Attachments</b>	Nil

### BRIEF SUMMARY

To appoint an Acting CEO during the times when the CEO will be away following knee surgery.

### BACKGROUND

As advised, the CEO will be having knee surgery on Monday 20<sup>th</sup>, and will be out of action for an unknown period. I do plan to get back into work as soon as possible, albeit in a part-time/remote way. This is an important time of year, and I need to keep on top of things.

### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

### POLICY IMPLICATIONS

Delegation 02:

*The Chief Executive Officer is delegated authority to appoint an Acting Chief Executive Officer for periods of absence by the Chief Executive Officer not longer than 10 working days.*

*For longer periods of absence, the Chief Executive Officer shall submit a recommendation for the determination by the Council.*

*In the event that the Chief Executive Officer's position becomes vacant, all acting arrangements are to be determined by the Council, by absolute majority, in accordance with s5.36(2)(a), (b), s5.39 and s5.40 of the Local Government Act 1995 and r18A, r18B, r18F and r19A of the Local Government (Administration) Regulations 1996.*

### FINANCIAL IMPLICATIONS

All additional costs are incorporated into the 2019/2020 Budget. In addition, Council has Salary Continuance Insurance for the CEO, should the CEO be away for an extended period. A potential claim will be lodged in due course.

### STRATEGIC IMPLICATIONS

No Strategic Implications relate.

### CONSULTATION/COMMUNICATION

Via EMTS and other staff

### COMMENT

During the CEO's annual leave in 2019, the EMTS Acted as CEO and there is no reason why this should not happen again. The EMTS Contract also states:

*"The Executive Manager will act as Chief Executive Officer in the absence of that Officer, if and when requested."*

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.5 - ACTING CEO – FROM 20/04/2020**

That Council:

- Authorise the CEO to take personal leave for the period of her surgery and convalescence; and
- Pursuant to Delegation 02 and the EMTS Contract, authorise the appoint of Barry Gibbs, Executive Manager Technical Services, as Acting CEO for the period the CEO is away on personal leave, commencing 20/04/2020.

**AUTHOR'S SIGNATURE:**A handwritten signature in black ink, appearing to read 'Barry Gibbs', written over a horizontal line.

## 10.6. NEW POLICY - COUNCIL MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	1.4.4
<b>Attachments</b>	Draft Policy Fact Sheet

### BRIEF SUMMARY

This report recommends that Council adopt a Policy relating to Continuing Professional Development; and determine the preferred service provider for Council Member Training.

### BACKGROUND

The Local Government Legislation Amendment Act 1995 received the Governor's assent on 5 July 2019. S5.128 of the Act requires Councils to adopt a policy in relation to the continuing professional development of Council Members with a requirement for a Policy to be published on the local government website.

The Department of Local Government, Sport and Cultural Industries (DLGSC) have subsequently advised that all Council Members will need to complete the Council Member Essentials training course, within 12 months of being elected. The course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

### STATUTORY/LEGAL IMPLICATIONS

Pursuant to *section 5.128* of the *Local Government Act 1995*, all Councils are required to adopt a policy in relation to the continuing professional development of Council Members, with a requirement that an up-to-date version of the policy be available on the Shire's website and the policy complying with any prescribed policy, if any. There is no current prescribed policy, nor any proposed by the Department, at this time.

In addition, *s5.127* requires the Shire to report on the training completed by Council Members each financial year, and that report is to be published on the Shire's website within 1 month after the end of the financial year.

### POLICY IMPLICATIONS

The draft policy with respect to continuing professional development and training is attached.

Council Members attendance at Conferences is dealt with separately in accordance with Policies:

- Policy 57 – Conference Attendance – Council Members & Staff
- Draft Policy 70 – Attendance at Events by Council Members and CEO

### FINANCIAL IMPLICATIONS

There is an amount of \$11,454 currently available in the Councillor Conference / Training budget for the 2019/2020 financial year.

Costs associated with accommodation, meals and travel expenses should be taken into consideration for any face-to-face training.

### STRATEGIC IMPLICATIONS

#### PROVIDE STRONG LEADERSHIP

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>We plan for the future and are strategically focused</b>	Ensure accountable, ethical and best practice governance	Audit and Compliance Returns identify no adverse issues

	<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>We meet the Integrated Planning Standards</p>
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### **CONSULTATION/COMMUNICATION**

Officers have consulted with the Department of Local Government, Sport and Cultural Industries (DLGSC), South Metropolitan TAFE and WALGA.

### **COMMENT**

All Council Members will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Council Member) or the course titled LGASS00002 Council Member Skill Set.

The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning
- Serving on Council (1/2 day) eLearning
- Meeting Procedures (2 days)
- Conflicts of interest (1 day)
- Understanding financial reports and budgets (1 day)

Attached to this report is the Fact Sheet compiled by the CEO which compares costs for each module.

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION – ITEM 10.6 – NEW POLICY - COUNCIL MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT**

That, with respect to section 5.128 of the Local Government Act 1995, Council adopts the draft Continuing Professional Development Policy as detailed in Appendix 1.

### **AUTHOR'S SIGNATURE:**



**APPENDIX 1 – DRAFT POLICY**

<b>POLICY TYPE:</b>	<b>GOVERNANCE</b>	<b>POLICY NO:</b>	<b>69</b>
<b>DATE ADOPTED:</b>		<b>DATE LAST REVIEWED:</b>	
<b>LEGAL (PARENT):</b>	<i>Pursuant to s5.128 of the Local Government Act 1995 the local government must prepare and adopt (by absolute majority) a Policy in relation to the continuing professional development of Council Members.</i>		<b>LEGAL (SUBSIDIARY):</b>
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>		<b>DELEGATION NO.</b>	

<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Continuing Professional Development for Council Members
<b>OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>The Local Government Act 1995 requires all Council Members to undertake compulsory training within 12 months of being elected. The Shire of Wandering is required under the Local Government Act 1995 to adopt and report on compulsory training and continuing professional development for Council Members of the Shire of Wandering.</li> </ul>

**POLICY STATEMENT**

The Council acknowledges its commitment to the training and development of Council Members to assist the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government. Such professional development programs are those developed by industry-recognised providers and run locally.

Access and participation in the identified professional development courses and programs is made available for all Council Members.

An annual budget allocation is provided for this purpose. Any approval for conference, seminar or training programme attendance is always subject to budgetary funds being available.

The following annual conferences are identified as relating to Council Members of the Shire:

- WALGA Council Member Development Program; and
- WA Local Government Convention.

Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

The Chief Executive Officer is authorised to approve (in accordance with the Council's Conference Attendance Policy) requests from Council Members for professional development, training and intra-state conference attendance without referral to Council providing the course or conference is organised by an identified, industry recognised training provider.

The Chief Executive Officer shall maintain a Register of courses/conferences attended by Council Members.

This Policy should be read in conjunction with Policy 57 – Conference Attendance – Council Members and Staff

# SHIRE OF WANDERING

## INFORMATION SHEET

### Council Member Training

On 27 June 2019, changes to the Local Government Act 1995 were passed by Parliament which require all council members to undertake training within the first 12 months of being elected.

The training is valid for five years so a council member will only be required to undertake the training at every second election.

Local governments will be required to report annually on who has completed training and publish this on the local government's website. The report will list each council member and the training each has completed in that financial year. This will include both the Council Members Essentials course where applicable and continuing professional development in line with the local government's policy.

The changes have been introduced in recognition of the unique and challenging role that council members have. The training course, Council Member Essentials, has been developed to provide council members with the skills and knowledge to perform their role as leaders in their district.

## Council Member Essentials units

The Council Member Essentials course has five foundational units. All council members will be required to complete:

- **Understanding local government**
- **Serving on council**
- **Meeting procedures**
- **Conflicts of interest**
- **Understanding of financial reports and budgets**

All council members will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.



# Council Member Training

## Module

Understanding Local Government  
 Conflicts of Interest  
 Serving on Council  
 Meeting Procedures  
 Understanding Financial Reports and Budgets

	WALGA West Leederville	TAFE Fremantle
	Half Day	Full Day 7.5 hours 3 months to complete
	Half Day	Full Day 7.5 hours 3 months to complete
	Two Days	Full day 7.5 hours 3 months to complete
	Full Day	Full Day 7.5 hours 3 months to complete
	Full Day	Full Day 7.5 hours 4 months to complete

## eLearning Subscriptions

Per module - unlimited number of students  
 Discount offered for number of modules  
 Five Modules

	WALGA	TAFE
Per module - unlimited number of students	\$1,000.00	\$0.00
Discount offered for number of modules		
Five Modules	\$4,000.00	\$0.00

## Course Fees

Understanding Local Government  
 (WALGA not available face to face unless delivered at LG)  
 Conflicts of Interest  
 (WALGA not available face to face unless delivered at LG)  
 Serving on Council  
 Meeting Procedures  
 Understanding Financial Reports and Budgets

	Face to Face	eLearning	Face to Face	eLearning
Understanding Local Government (WALGA not available face to face unless delivered at LG)			\$450.00	\$250.00
Conflicts of Interest (WALGA not available face to face unless delivered at LG)			\$450.00	\$250.00
Serving on Council			\$800.00	\$440.00
Meeting Procedures			\$450.00	\$250.00
Understanding Financial Reports and Budgets			\$450.00	\$250.00

## Total Cost - 4 New Members

Understanding Local Government  
 Conflicts of Interest  
 Serving on Council  
 Meeting Procedures  
 Understanding Financial Reports and Budgets

	WALGA		TAFE	
	\$2240 pp	\$975 pp		
Understanding Local Government	eLearning	eLearning	\$1,800.00	\$1,000.00
Conflicts of Interest	eLearning	eLearning	\$1,800.00	\$1,000.00
Serving on Council	Face to Face	eLearning	\$3,200.00	\$1,760.00
Meeting Procedures	Face to Face	eLearning	\$1,800.00	\$1,000.00
Understanding Financial Reports and Budgets	Face to Face	eLearning	\$1,800.00	\$1,000.00
	<b>\$8,960.00</b>	<b>\$3,900.00</b>	<b>\$10,400.00</b>	<b>\$5,760.00</b>

## On-Site Delivery by WALGA

5 Modules  
 Three modules and two eLearning

**\$20,000.00**  
**\$16,000.00** Plus \$390 per person





## 10.7. NEW POLICY – ATTENDANCE AT EVENTS BY COUNCIL MEMBERS AND CEO

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	
<b>Attachments</b>	Draft Policy

### BRIEF SUMMARY

This report recommends that Council adopt a Policy relating to Attendance at Events for Council Members and the CEO.

### BACKGROUND

The Local Government Legislation Amendment Act 1995 received the Governor's assent on 5 July 2019. s5.90A of the Act requires Councils to adopt a policy in relation to the attendance at events by Council Members and the CEO, with a requirement for a Policy to be published on the local government website.

### STATUTORY/LEGAL IMPLICATIONS

Pursuant to *section 5.90A* of the *Local Government Act 1995*, all Councils are required to adopt a policy in relation to the continuing professional development of Council Members, with a requirement that an up-to-date version of the policy be available on the Shire's website and the policy complying with any prescribed policy, if any. There is no current prescribed policy, nor any proposed by the Department, at this time.

*s5.90A. Policy for attendance at events*

(1) *In this section —*

*event includes the following —*

- (a) *a concert;*
- (b) *a conference;*
- (c) *a function;*
- (d) *a sporting event;*
- (e) *an occasion of a kind prescribed for the purposes of this definition.*

(2) *A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*

- (a) *the provision of tickets to events; and*
- (b) *payments in respect of attendance; and*
- (c) *approval of attendance by the local government and criteria for approval; and*
- (d) *any prescribed matter.*

*\* Absolute majority required.*

(3) *A local government may amend\* the policy.*

*\* Absolute majority required.*

(4) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(5) *The CEO must publish an up to date version of the policy on the local government's official website.*

**POLICY IMPLICATIONS**

The draft policy with respect to attendance at events is attached.

Council Members attendance at Conferences and Professional Development is dealt with separately in accordance with Policies:

- Policy 57 – Conference Attendance – Council Members & Staff
- Draft Policy 69 – Continued Professional Development of Council Members

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>We plan for the future and are strategically focused</b>	<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**

Via other LG.

**COMMENT**

Nothing further

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION – ITEM 10.7 NEW POLICY – ATTENDANCE AT EVENTS BY COUNCIL MEMBERS AND CEO**

That, with respect to section 5.90A of the Local Government Act 1995, Council adopts the draft Attendance at Events by Council Members and CEO Policy as detailed in Appendix 1.

**AUTHOR'S SIGNATURE:**


**APPENDIX 1 – DRAFT POLICY**

<b>POLICY TYPE:</b>	<b>GOVERNANCE</b>	<b>POLICY NO:</b>	<b>70</b>
<b>DATE ADOPTED:</b>		<b>DATE LAST REVIEWED:</b>	
<b>LEGAL (PARENT):</b>	<i>Pursuant to s5.90A of the Local Government Act 1995 the local government must prepare and adopt (by absolute majority) a Policy in relation to the Attendance at Events by Council Members and CEO.</i>		<b>LEGAL (SUBSIDIARY):</b>
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>		<b>DELEGATION NO.</b>	

<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Continuing Professional Development for Council Members
<b>OBJECTIVE:</b>	<p>To</p> <ul style="list-style-type: none"> <li>provide guidance concerning attendance at events by Council Members and the CEO,</li> <li>comply with the requirements of s5.90A of the Local Government Act 1995 by making and adopting (by absolute majority) and publishing on the Shire website, a policy on attendance at events by Council Members and the CEO.</li> </ul>

The Policy ensures appropriate disclosure and management of acceptance of invitations to events or functions (as defined below), where invitations to attend such events are made via the Council or the local government.

**POLICY STATEMENT**

Note: This policy only applies to the Council Members and CEO of the Shire, not employees. The CEO will determine and apply a Policy regarding such matters, as they apply to all employees (other than CEO) who is bound by this policy.

In addition, this Policy only applies in regard to tickets provided to the Council, or the local government, not to individual, specified Council Members or the CEO. Where invitations to such events are provided to individual, specified Council Members or the CEO, such invitations are to be assessed and determined as though they were gifts, pursuant to the Local Government Act 1995, any Regulations made under the Act, and the Shire's Code of Conduct, where relevant.

**Assessing Invitations to Council Members and the CEO**

Given that this Policy applies only to Council Members and the CEO, and only in relation to tickets to events given to the Council or the local government, rather than specified, individual Council Members, or the CEO, the CEO and Shire President will liaise to determine on what basis, if at all such tickets (formerly described) will be provided to Council Members or the CEO.

In doing so the Shire President and CEO may consult with other Council Members about the merits of accepting an invitation, and in doing so may take account of a range of factors, including, but not limited to:

Whether given the nature of the Shire's relationship with the donor of the tickets, or the event, it would be preferable for the Shire to pay for tickets to the event, rather than accept the gift (of free or discounted tickets). As a general rule, Council Members and the CEO will not accept tickets to events worth more than \$1,000 per ticket, unless both the Shire President and CEO agree that it is in the Shire's interests to do so.

Whether the nature of the event is such that the attendance by a representative of the Shire is warranted.

Applying the 6 P's developed by the WA Integrity Coordinating Group:

- Public duty versus private interests - Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
- Potentialities - Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
- Perception - Remember, perception is important. How will my involvement in the decision/action be viewed by others?

- d. Proportionality - Does my involvement in the decision appear fair and reasonable in all the circumstances?
  - e. Presence of mind - What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
  - f. Promises - Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/ decision?
- How many representatives the Shire should have at the event?
  - Whether given the nature of the event, the number of Council Members (and potentially other employees) invited is reasonable, or excessive.
  - Who is the donor, the body or person who is offering or giving the benefit? Do they have matters before, or likely to come before Council for consideration, or by the CEO under delegated authority?
  - What is the value of the benefit? Different views might be formed in relation to differing values - a ticket to an event worth \$20 might be viewed differently to a ticket to an event worth \$250, from the same donor.
  - Does the Council Member or CEO offered the tickets contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards? If so, the value of the contribution may outweigh the value of the benefit?

In the event that the Shire President, relevant Council Members and the CEO determine that it is appropriate that the Shire pays for tickets to an event, then any such decision shall be subject to budget funds being available.

Council Members and the CEO may decline an invitation to an event, even if approved by the Shire President or CEO.

#### **Assessing Invitations to specific Council Members or the CEO**

Deciding whether an invitation to an event has been made to a Council Member or the CEO in an official capacity may be made by applying a range of criteria applied, including, but not limited to:

Prior to being a Council Member, or the CEO, did the donor provide such invitations? If so, then it would seem that the invitations have not been in the role as Council Member, or CEO and should be assessed as a gift.

When the Council Member, or CEO are no longer holding this office, will the donor still provide, the same, or similar gifts? If so, then it would seem that the invitations have not been in the role as Council Member, or CEO and should be assessed as a gift.

If a Council Member or the CEO forms the opinion that the tickets offered have been offered specifically, then such invitations should be treated as a gift, and disclosed (or not) accordingly.

#### **Accepting a ticket to an event – exemptions, declarations and consequential outcomes**

Attendance at an event, whether as a representative of the local government or otherwise as a Council Member or CEO, where the Council Member or CEO has not paid for the ticket or hospitality is a gift and must be disclosed.

The following organisations are specifically excluded where the ticket to an event is received from:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A department of the public service
- A government department of another State, a Territory or the Commonwealth
- A local government or regional local government

The gift of tickets must be declared to the CEO (or by the CEO, to the Shire President) within 10 business day and recorded on the gift register within another 10 business days.

Unless attendance has been paid for in full by the Council Member, they must disclose the value of the tickets or hospitality to the CEO within ten days of receipt.

The Council Member will also have an interest in any matter involving the donor that comes before council.

Event attendance may create a perceived or actual conflict, which may preclude Council Members participating or the CEO from providing advice at a future meeting.

If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under s5.68 of the Act, Council may allow the disclosing Council Member to participate on the condition that the interest, the council's decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above \$1,000 the council or CEO must apply to the Minister for approval to allow the Council Member or CEO to participate.

#### **Application of other Shire Policies**

Where a Council Member or the CEO has accepted tickets pursuant to this policy, and made any necessary declarations, all relevant Shire Policies apply in relation to incidental expenses incurred in attending the event.

**SCOPE**

This Policy applies only to the Council Members and the CEO of the Shire.

The policy provides guidance to Council Members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

**DEFINITIONS**

*Local Government Act 1995 s5.90A (1) event includes the following —*

- (a) a concert;*
- (b) a conference;*
- (c) a function;*
- (d) a sporting event;*
- (e) an occasion of a kind prescribed for the purposes of this definition.*

## 10.8.LOCAL PLANNING POLICY - SHEDS AND OUTBUILDINGS

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	19/12/2019
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	1.1.27 – 28.1.5:PA26
<b>Attachments</b>	Draft Local Planning Policy 1 – Sheds and Outbuildings

### BRIEF SUMMARY

To adopt the Draft Local Planning Policy 1 – Sheds and Outbuildings

### BACKGROUND

**19/12/2019**

Council resolved:

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 1 – Sheds and Outbuildings;
- 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 1 (as attached) for a minimum of 21 days; and
- That following advertising Council consider any submissions and determined whether to adopt the Policy.

### Local Planning Policy

The Shire of Wandering does not have a Local Planning Policy to define a use or development that does not require development approval.

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.

### CURRENT SITUATION

The Draft Local Planning Policy was advertised for a minimum of 21 days, and no submissions were received. Council can now 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 10.8 – 1.1. LOCAL PLANNING POLICY - SHEDS AND OUTBUILDINGS**

That Council:

- Pursuant to Schedule 2 Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council adopts the attached draft Local Planning Policy No 1 – Sheds and Outbuildings;
- Pursuant to Schedule 2 Clause 4(1)(a) of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council authorise the CEO to advertise this adoption.

<b>POLICY TYPE:</b> LOCAL PLANNING POLICY	<b>POLICY NO:</b> 1
<b>DATE ADOPTED:</b>	<b>DATE LAST REVIEWED:</b>
<b>LEGAL (PARENT):</b> Shire of Wandering Town Planning Scheme No. 3	<b>LEGAL (SUBSIDIARY):</b> Planning and Development (Local Planning Schemes) Regulations 2015
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	<b>DELEGATION NO.</b>

ADOPTED POLICY	
<b>TITLE:</b>	Sheds and Outbuildings Policy
<b>OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>To clarify the interpretation and application of Scheme provisions in relation to the development of sheds (outbuildings) and to maintain the character of the Shire and to ensure an adequate standard of residential accommodation.</li> <li>This policy applies to the whole Shire.</li> </ul>

### **DEFINITIONS**

The Deemed Provisions contained within the *Planning and Development (Local Planning Scheme) Regulations 2015* state in clause 3 that:

- The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.
- A local planning policy —
  - may apply generally or in respect of a particular class or classes of matters specified in the policy; and
  - may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.
- A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- The local government may amend or repeal a local planning policy.
- In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

Strategic or operational considerations do not replace or contradict the Scheme provisions.

Clause 67 then sets out the matters to be considered by local government when considering an application. A Local Planning Policy is just one of the 27 items which are listed for consideration.

### **BACKGROUND**

Town Planning Scheme No 3 does not specifically define or list outbuildings as a separate use of land.

Within 'residential' areas outbuildings when developed in conjunction with a house are governed by the provisions of the Residential Design Codes (2010) and are defined as an enclosed non-habitable structure that is detached from any dwelling.

Carports and garages which abut or are attached to a dwelling are not included in this Policy.

Clause 6.10.1 of the R Codes requires that outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Within 'rural' areas outbuildings are normally considered as being ancillary to the main use of the property.

Such uses defined within the Scheme include,

Use Class	Rural	Rural Residential	Rural Residential Blackboy Springs
Intensive agriculture	A	A	
Industry - rural	D	X	
Rural home business	D	D	
Rural pursuit	P	A	

Setback from lot boundaries *			
All boundaries	20m		
Front		30m	
Rear and Side		10m	
Moramocking Road			50m
State Forest or watercourse or drainage line			30m

\* Lot boundaries means any individual allotment as defined within the Planning and Development Act 2005

### **POLICY STATEMENT**

1. Outbuildings will not require Planning Approval from Council
  - (a) In the Residential Zone provided that:
    - a dwelling already exists on the lot subject to the application;
    - The aggregate of all outbuildings does not exceed 60 m<sup>2</sup>, or 10 per cent in aggregate of the site area, whichever is the lesser;
    - The outbuilding does not exceed 3.6m in wall height;
    - The outbuilding does not exceed 4.5m in ridge height;
    - The use of non-reflective natural colours which blend with the natural landscape to the satisfaction of the local government being used on all external surfaces of the outbuilding noting that unpainted zinalume cladding does not apply;
    - The outbuildings shall only be used for purposes incidental to the residential use of the property;
    - All buildings are setback from lot boundaries in accordance with the R Codes and BCA requirements; and
    - The outbuilding in the is placed behind the main residential building line
  - (b) In the Rural Zone where they are for non-commercial or non-industrial purposes and are setback more than 20m from any front lot boundaries for any property not fronting Albany Highway.
  - (c) In the Rural Zone where they are for non-commercial or non-industrial purposes and are setback more than 500m from the front lot boundary for any property fronting Albany Highway.
  - (d) In the Rural Residential Zone provided that:
    - a dwelling already exists on the lot subject to the application;
    - The aggregate of all outbuildings does not exceed 120m<sup>2</sup>, or 10 per cent in aggregate of the site area, whichever is the lesser;
    - The outbuilding does not exceed 4.2m in wall height;
    - The outbuilding does not exceed 5.4m in ridge height;
    - The outbuildings shall only be used for purposes incidental to the residential or rural use of the property; and
    - The use of non-reflective natural colours which blend with the natural landscape to the satisfaction of the local government being used on all external surfaces of the outbuilding noting that unpainted zinalume cladding does not apply.
2. Council in considering all applications for outbuildings will have specific regard to the proposed use and location of the outbuilding and how this might impact on the surrounding properties. It may require any such applications to be advertised and may (if it approves any such application) impose conditions relating to:
  - The provision of landscaping;
  - In the Residential and Rural Residential Zones the use of non-reflective natural colours which blend with the natural landscape to the satisfaction of the local government being used on all external surfaces of the outbuilding noting that unpainted zinalume cladding does not apply.



- The site being so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance
  - The outbuildings shall only be used for purposes incidental to the residential or rural use of the property.
3. Outbuildings will require the Planning Approval of Council in the Commercial, and Industrial Zones.
  4. Outbuildings will not be approved on vacant land within the Residential Zone.
  5. Outbuildings are not to be used for human habitation at any time.

## 11. OTHER OFFICER'S REPORTS

### 11.1. LOCAL GOVERNMENT LAND TRANSPORT INFRASTRUCTURE PROJECTS – FEDERAL FUNDING SUBMISSION

<b>Proponent</b>	Executive Manager Technical Services
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	Shire of Wandering - Road Projects
<b>Author of Report</b>	Barry Gibbs, EMTS
<b>Date of Meeting</b>	11/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	33.1.33:GR134
<b>Attachments</b>	Correspondence from Deputy Prime Minister Recommended projects and costings

#### BRIEF SUMMARY

The Shire of Wandering has been requested to submit possible road projects for Federal Government funding with construction work commencing within 3 to 6 months from the 20 March 2020.

#### BACKGROUND

The Shire of Wandering has received a request from the Federal Government for fast-tracking the delivery of critical road projects across Australia is key to driving jobs, strengthening the economy and getting people home sooner and safer (see attached letter from the Minister for Infrastructure, Transport and Regional Development).

Due to the timing of this funding the proposed work nominated will be renewal or maintenance work that can be undertaken during the winter and spring months. If full road construction work was undertaken during this time and heavy rain was to occur the road may be closed for weeks and work delayed until the subbase material was suitable to recommence construction work.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

#### POLICY IMPLICATIONS

Policy 26 – Asset Management

#### FINANCIAL IMPLICATIONS

The list of projects (see attached) could be funded by utilising the Shire's Rural Road Maintenance budget for the one third contribution by the Shire of Wandering. The projects selected have been identified for future road works that would be funded by Regional Road Group, Road to Recovery, Commodity Routes Supplementary Fund Program or fully by the Shire in the coming years.

If successful the total amount for the Shires contribution would be \$136,100. This amount could be scaled back to roads that have a higher priority of road safety.

#### STRATEGIC IMPLICATIONS

#### IMPROVE OUR FINANCIAL POSITION

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
The agricultural industry continues to be a main economic driver	Maintain our road network to a high standard Encourage new and existing complimentary business to grow	5 yearly road plan adopted annually Business Growth and development increases

**PROVIDE STRONG LEADERSHIP**

Our Goals	Our Strategies	Our Measurement
Roads are a critical driver for our Shire	Develop a Road Management Plan, which incorporates a Road Hierarchy, Minimum Service levels, Maintenance Policy, Contractor Policy and Asset Management Plan Lobby and build enduring partnerships with key Government Departments to better manage Heavy Vehicles and their impact on local roads Develop a Roadside Reserve Management Plan Develop a strategic Gravel Reserve Policy	Road infrastructure is maintained to satisfactory Levels Plant & Road Asset Plan developed by 2021 Roadside Reserve Management Plan developed by 2021 Gravel Reserve Policy developed by 2022

**CONSULTATION/COMMUNICATION**

Brad Hunt – Shire of Wandering Work Supervisor

Belinda Knight – Chief Executive Officer

**COMMENT**

If the Shire Council approves this pre-proposed road renewal and maintenance work and the funding was successful the general gravel road grading maintenance program would not be effected by these projects.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER’S RECOMMENDATION – ITEM 11.1 - LOCAL GOVERNMENT LAND TRANSPORT INFRASTRUCTURE PROJECTS – FEDERAL FUNDING SUBMISSION**

That Council endorses the attached renewal and maintenance submissions for six (6) projects to the Department of infrastructures with a maximum contribution from the Shire of Wandering of \$136,000.

**AUTHOR’S SIGNATURE:**





## The Hon Michael McCormack MP

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Deputy Prime Minister  
Minister for Infrastructure, Transport and Regional Development  
Leader of The Nationals  
Federal Member for Riverina

Ref: MS20-000401

Dear Mayors/Councillors

I am writing to seek your assistance in fast-tracking the delivery of land transport infrastructure projects on local roads.

Fast-tracking the delivery of critical road projects across Australia is key to driving jobs, strengthening the economy and getting people home sooner and safer.

Through the Infrastructure Investment Program, the Australian Government assists local governments to upgrade local roads, bridges and intersections. These investments, including through the Roads to Recovery Program, are critical to improving the safety and efficiency of local roads, and contributes to the prosperity and wellbeing of local economies.

I am seeking your assistance in the identification of any Australian Government land transport infrastructure projects for which construction could commence or be brought forward in the next three to six months. This could include new or existing projects with, or that would qualify for, Australian Government contribution. I would appreciate receiving your response in the attached template by 20 March 2020 through my Department at [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au). The government will communicate the outcome of the process in due course.

I look forward to continuing to work closely with you to deliver infrastructure needed to ensure the ongoing stable contribution to the Australian economy.

Yours sincerely

A handwritten signature in blue ink that reads 'Michael McCormack'.

Michael McCormack

**Local Government Land Transport Infrastructure Projects: Potential for Construction to Commence in 3-6 Months**

Project name/description	Relevant Council	Total Project Cost	Australian Government contribution	Other contribution	Potential construction start date	Potential construction end date
Wandering Pingelly Road -SLK 20.83 - 26.41 - Vegetation Maintenance	Shire of Wandering	\$ 51,200	\$ 34,134	\$ 17,066	1/06/2020	19/06/2020
Herdigan Road -SLK 0.0 - 7.81 - Vegetation Maintenance	Shire of Wandering	\$ 59,285	\$ 39,523	\$ 19,762	22/06/2020	24/07/2020
Young Road -SLK 3.48 - 7.30 - Gravel Resheeting	Shire of Wandering	\$ 115,987	\$ 77,325	\$ 38,662	27/07/2020	14/08/2020
Noombling Norrine Road -SLK 0.0- 0.99 & 2.00 - 4.09 - Gravel Resheeting	Shire of Wandering	\$ 103,940	\$ 69,293	\$ 34,647	17/08/2020	4/09/2020
Bannister Road -SLK 8.70 - 9.23 – Road Stabilization	Shire of Wandering	\$ 49,567	\$ 33,045	\$ 16,522	7/09/2020	10/09/2020
Pennington Road SLK 0.16 to SLK 0.94 - 10 mm Aggregate Seal	Shire of Wandering	\$ 28,323	\$ 18,882	\$ 9,441	27/09/2020	27/09/2020

### 11.2.11.2 CAPITAL PURCHASE – SMALL TIP TRUCK AND SALE OF PARK AND GARDENS UTE

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	Shire Depot, Wandering
<b>Author of Report</b>	Barry Gibbs, EMTS
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	22.2.1
<b>Attachments</b>	<ul style="list-style-type: none"> <li>Plant Replacement Program</li> </ul>

#### BRIEF SUMMARY

To consider replacement of the Parks and Gardens existing 4x4 Dual Cab Toyota Hilux with a 2600kg tip truck or similar vehicle.

#### BACKGROUND

As part of Shire of Wanderings Plant Replacement Program, Council has forecasted the replacement of the Old Toyota Hilux WD 440 in 2020/21 as part of the Financial Budget.

During servicing of the vehicle, it has been noted that the motor is in poor condition and the engine oil needs to be top up every day when in use. Based on this fact and the need for staff to have a reliable vehicle for weed spraying in areas of the Shire with poor communication the Shire would like to bring forward the replacement of this vehicle as an urgent consideration to Council.

The Shire has obtained quotations for the replacement of the vehicle from the three vehicle dealers in Narrogin with the optional extra of including a tip tray to improve staff efficiency for cartage of mulch, soil and green waste material. The cost ranged from \$34,545 to \$42,270 ex GST. An estimated allocation of \$34,000 had been proposed for the replacement of the vehicle for 2020/21 financial year.

#### 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.*

*(1a) In subsection (1) –*

*additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

#### POLICY IMPLICATIONS

Policy 26 – Asset Management

#### FINANCIAL IMPLICATIONS

The cost to replace the existing vehicle with a similar 4WD vehicle with the addition of a tip tray would be between \$34,545 and \$42,270. If the Shire purchased the Holden Colorado Space Cab for \$37,718 the cost could be met within the forecast budget for the Plant Replacement Program and the existing Plant Replacement Reserve. The other option of upgrading to a small tip truck could be budgeted for with possible savings within the plant replacement program over the next 2 years as several vehicles scheduled for replacement have a cost margin included for possible buffer of price increases if required.

Description	Base Cost	Discount	Extras	Cost inc GST	Trade	Total Cost - Ex GST	Cost Difference
Holden Colorado LS Single Cab - 4x4	\$ 39,690.00	\$13,375.00	\$ 11,675.00	\$ 37,990.00		\$ 34,536.00	\$ -
Holden Colorado LS Space Cab - 4x4	\$ 43,190.00	\$13,375.00	\$ 11,675.00	\$ 41,490.00		\$ 37,718.00	\$ 3,182.00
Ranger - Single cab CC XL- 4x4	\$ 40,400.00	\$ 9,347.27	\$ 10,529.09	\$ 45,740.00		\$ 41,581.82	\$ 7,045.82
Toyota - Hilux DSL - 4x4	\$ 38,440.91	\$ 6,150.55	\$ 9,980.06	\$ 46,498.06		\$ 42,270.96	\$ 7,734.96
Canter 615 City Cab FUSO - Tip Truck	\$ 59,585.00	\$14,655.00	\$ 3,830.00	\$ 53,636.00		\$ 48,760.00	\$ 14,224.00

## STRATEGIC IMPLICATIONS

### IMPROVE OUR FINANCIAL POSITION

Our Goals	Our Strategies	Our Measurement
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money	Balanced budget delivered annually We have reserve funds for current and new capital projects

## CONSULTATION/COMMUNICATION

Belinda Knight – Chief Executive Officer

Brad Hunt – Works Supervisor

Park and Garden Staff

## COMMENT

For the purposes of comparing options to purchase a Holden Colorado Space Cab 4WD Ute or a Small Tip Truck, I have listed additional benefits below:

- Increase load capacity from approximately 700kg to 2000kg
- Can upgrade weed spraying equipment to carry more spray;
- Increase time between vehicle servicing from 12,000 km to 30,000 km;
- Increase resale price; and
- Decrease need for road crew to cart material for Park and Garden Projects

## VOTING REQUIREMENTS

Absolute Majority

### **OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 11.2 – CAPITAL PURCHASE – SMALL TIP TRUCK AND SALE OF UTE**

That Council bring forward the replacement existing 4WD Dual Cab Toyota Hilux – WD440 from 2020/2021, and authorises the amendment to the 2019/2020 Budget as follows:

- Purchase a small tip truck with a load capacity of 2600kg or similar, to the value of \$50,000 excl GST;
- Sale or trade of the existing 4WD Dual Cab Toyota Hilux – WD440; and
- Net changeover costs to be funded from the Plant Replacement Reserve.

## AUTHOR'S SIGNATURE:



# Shire of Wandering - Plant Replacement Program



PLANT REPLACEMENT PROGRAM 2019-2034 - Updated 10/01/2020 - Barry Gibbs

2019

Plant No.	Rego No.	Plant Description	Date Manufacture	Replacement Interval - Years	Years owned	Changeover due	Hours/Kms Jun 2019	2019/2020 Adopted Budget	Cost excluding GST													
									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
<b>GRADERS</b>																						
PG1	WD 920	CAT 12M Grader <i>LESS: Trade-in</i>	2012	10	7	2022	5,141hrs					\$320,000										\$400,000
PG2	WD 300	CAT 120M Grader <i>LESS: Trade-in</i>	2008	10	11	2018	9,154hrs	\$310,000													\$390,000	
<b>TRUCKS</b>																						
PT1	WD 458	Isuzu Giga Prime Mover <i>LESS: Trade-in</i>	2010	8	9	2018	192,809km			\$200,000											\$275,000	
PT2	WD 422	Isuzu Tandem Axle Truck <i>LESS: Trade-in</i>	2007	8	12	2015	125,258km	\$190,000													\$265,000	
PT3	WD 6	Isuzu Crew Cab truck <i>LESS: Trade-in</i>	2016	10	3	2026	63,495km														\$105,000	
PST	WD1142	Howard Porter Side Tipper <i>LESS: Trade-in</i>	2010	15	9	2025															\$125,000	
PLL	WD1169	Low Loader, Make - Boomerang <i>LESS: Trade-in</i>	1983	20	26	2003							\$65,000									
<b>LOADS and TRACTORS</b>																						
PL1	WD 1827	CAT 924G Loader <i>LESS: Trade-in</i>	2007	10	12	2017	7,264hrs	\$281,000													\$295,000	
PTRA	WD 229	John Deere 6515 Tractor <i>LESS: Trade-in</i>	2009	15	10	2024	2,012hrs														\$185,000	
PSS1	WD 908	Toyota Husky Skid Steer <i>LESS: Trade-in</i>	2011	10	8	2021	1,677hrs						\$115,000									\$115,000
PEX1	WD	Volvo 210C Excavator <i>LESS: Trade-in</i>	2012	10	7	2022	4,704kms							\$245,000								\$265,000
<b>ROLLER</b>																						
PR5	WD 182	Multipac 524H Multi Tyre Roller <i>LESS: Trade-in</i>	2019	15	10	2034																
<b>UTILITIES and SEDANS</b>																						
PU1	WD 011	Holden Colorado Utility - Single Cab <i>LESS: Trade-in</i>	2010	150,000km Approx 8 years	9	2018	234,655km	\$32,000													\$35,000	
PU5	WD 001	QE Pajero Sports GLX <i>LESS: Trade-in</i>	2019	50,000km Approx 2 years	0	2019	0,000km	\$38,000		\$38,760		\$39,535		\$40,326		\$41,132		\$41,955		\$42,794		\$43,650
PU4	WD 480	Holden LS Colorado 4x4 <i>LESS: Trade-in</i>	2019	75,000km Approx 3 years	0	2021	0,000km	\$38,000				\$38,000		\$38,440		\$40,460		\$41,480		\$42,500		\$43,650
PU3	WD 440	Toyota Hilux - Dual Cab 4x4 <i>LESS: Trade-in</i>	2003	150,000km Approx 8 years	16	2011	250,025km	\$34,000										\$40,000				\$20,000
PLV4	0 WD	Holden Trailblazer LTZ (\$1,500 changeover per 15,000km) <i>LESS: Trade-in</i>	2019	45,000km Approx per year	0	2019	55,482km	\$45,000	\$111,000	\$111,000	\$112,000	\$112,000	\$112,500	\$112,500	\$113,000	\$113,000	\$113,500	\$113,500	\$114,000	\$114,000	\$114,500	\$114,500
<b>MISCELLANEOUS PLANT</b>																						
PF4	WD270	ISUZU - Fire Tender <i>LESS: Trade-in</i>	2012	15	12	2027	7,629 kms														\$0	
PF2	WD 821	ISUZU - Fire Tender <i>LESS: Trade-in</i>	2007	15	12	2022	6,805 kms					\$0										
PF5	WD1056	Standpipe Trailer - Fire Station - Unknown - VIN - 6N9T22000W165W001 <i>LESS: Trade-in</i>	1998	30	21	2028																\$10,000
PM1		Hustler Mower - Model No - 930545EX, Serial - 12090007 <i>LESS: Trade-in</i>	2012	10	7	2022	780hrs						\$26,000									\$30,000
PM2		Toro Reel Mower <i>LESS: Trade-in</i>	2012	10	7	2022	2,931hrs						\$26,000									\$30,000
SP34	WD548	Trailer Dual Axle - John Pisas Boxtop Trailer <i>LESS: Trade-in</i>	1985	15	34	2000								\$3,000								



### 11.3.WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT PROJECT

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	Community Centre
<b>Author of Report</b>	Alana Rosenthal, CRC Coordinator
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	2.1.1
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

To consider forming a Council Committee to enable the Project to continue.

#### BACKGROUND

In September 2019 the Wandering Lions Club called a community meeting to discuss the Wandering Community Centre Precinct and the possible need for it to be refurbished to meet the growing demands on the facility from hirers and community groups.

The attendees gave their support to the project and a 'wish list' was formed that captured a wide range of needs from groups and venue hirers. Many of the lists presented similar ideas for what needs to be included in the refurbishment, which identified that these groups are experiencing similar issues when using the facility at present.

From this meeting a Working Group was formed to continue to drive the project. This group is a non-decision-making group and is put in place to assist with the initial planning stage and sourcing appropriate funding to allow the design phase of the project to commence. The group works in conjunction with the Community Resource Centre which provides administration support at this stage.

The Working Group has now held its third meeting and is still very much in its infancy with the main priority being to source funding to enable the engagement of a designer to discuss the project and the 'wish list' to identify what is possible at the current site and how the existing building could be refurbished to meet the community's needs.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995 – s5.85*

*A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*\* Absolute majority required*

*(1) In this section –*

***other person** means a person who is not a council member or an employee.*

*(2) A committee is to comprise –*

*(a) council members only; or*

*(b) council members and employees; or*

*(c) council members, employees and other persons; or*

*(d) council members and other persons; or*

*(e) employees and other persons; or*

*(f) other persons only.*

*5.10. Committee members, appointment of*

*(1) A committee is to have as its members –*

(a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

#### **POLICY IMPLICATIONS**

No policy applies.

#### **FINANCIAL IMPLICATIONS**

Unknown at this stage.

#### **STRATEGIC IMPLICATIONS**

##### **IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>Capture tourism opportunities locally</b>	Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism	Increased visitation Access external funding to support tourism growth and return

##### **RETAIN AND GROW OUR POPULATION**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>People feel safe, connected and actively involved in the community</b>	Facilitate and support activities that optimise use of our facilities Assist Community and sporting organisations to remain sustainable and active Engage and celebrate local culture, both indigenous and non-indigenous Facilitate and support Emergency Services Planning Preserve our history	Our residents are engaged and actively participate in events and activities Preservation of our history and culture, and our cemetery Our facilities and services can be accessed by everyone We can respond to emergencies in a coordinated and resourced approach

##### **PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
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<b>A well informed Community</b>	Foster Opportunities for connectivity between Council and the Community	Our Community is informed and engaged
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**CONSULTATION/COMMUNICATION**

As outlined in the report.

**COMMENT**

To enable this group to continue to move forward in its endeavours it needs to be formalized to allow it to become a Council Committee and recognize Councillor delegates on the committee and the support of council to bolster funding opportunities.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION – ITEM WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT PROJECT**

That Council pursuant to *the Local Government Act 1995*:

- Establishes a Wandering Community Centre Precinct Refurbishment Committee comprising two (2) Council Members, eleven (11) Community Members and the CRC Coordinator, with the following terms of reference:
- The Committee is to facilitate:
- Wandering Community Centre Precinct redevelopment, including but not limited to, research, quotes and estimates, liaison with grant funding bodies, and preparation of grant funding applications; and
- The provision of an effective means of communication between the Community, the Chief Executive Officer and Council.
- Quorum of five (5) required for meetings.

Note: This Committee has no delegated authority to make decisions or expend funds, and may only make recommendations to Council.

**AUTHOR'S SIGNATURE:**

**12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED**

**12.1.COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 21/02/2020 – 18/03/2020**

**13. COUNCIL 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 – 7 GNOWING STREET, WANDERING**

<b>Proponent</b>	Matthews Realty & Mercer Harries
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	7 Gnowing Street, Wandering
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	21/11/2019
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	2.1.28 – RA46
<b>Attachments</b>	Nil

**BRIEF SUMMARY**

To consider market appraisals for 7 Gnowing Street, Wandering.

**15.2.CONFIDENTIAL – PROVISION OF TOWN PLANNING SUPPORT**

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19 March 2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	CEO – her husband, Geoffrey Lush, is engaged by Exurban on an as-required basis.
<b>File Reference</b>	28.1.2
<b>Attachments</b>	Nil

**BRIEF SUMMARY**

To consider outsourcing general Town Planning support services.

## 16. INFORMATION ITEMS

### 16.1.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD – 01/02/2020 – 29/02/2020

<b>Proponent</b>	Internal Report
<b>Location/Address</b>	
<b>Author of Report</b>	Sophie Marinoni, Finance Officer
<b>Date of Meeting</b>	19/03/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	10.1.6
<b>Attachments</b>	List of Accounts Due & Submitted to Council

#### BRIEF SUMMARY

To ratify payments made during the month of February 2020

#### BACKGROUND

The listing of payments for the month of February 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

**\*\*Change Date\*\***



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
<b>Municipal Fund:</b>		
Electronic Funds Transfers	EFT5423 – EFT5490	\$116,148.16
Direct Debits	DD3272.1 – DD3317.2	\$17,291.49
	<b>TOTAL</b>	<b>\$133,439.65</b>

to the Municipal and Trust Accounts, totalling \$133,439.65 which were submitted to each member of the Council on 19/03/2020 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
<b>We plan for the future and are strategically focused</b>	Ensure accountable, ethical and best practice governance	Audit and Compliance Returns identify no adverse issues

	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	We meet the Integrated Planning Standards
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**OFFICER'S RECOMMENDATION – ITEM 16.1– SCHEDULE OF ACCOUNTS FOR 01/02/2020 – 29/02/2020**

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
<b>EFT5423</b>	<b>14/02/20</b>	<b>AMPAC</b>			<b>-\$ 185.02</b>
	31/12/19		Debt collection	\$ 130.02	
	16/01/20		Debt collection	\$ 55.00	
<b>EFT5424</b>	<b>14/02/20</b>	<b>BOC</b>			<b>-\$ 80.27</b>
	29/01/20		Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$ 80.27	
<b>EFT5425</b>	<b>14/02/20</b>	<b>Best Office Systems</b>			<b>-\$ 215.07</b>
	30/01/20		Copier Contract - Shire <i>B&amp;W copies, Colour copies</i>	\$ 215.07	
<b>EFT5426</b>	<b>14/02/20</b>	<b>Blackwoods</b>			<b>-\$ 731.32</b>
	06/12/19		PPE <i>Wheel chocks</i>	\$ 551.98	
	08/01/20		Plant parts <i>Hose Clamp</i>	\$ 69.78	
	08/01/20		Plant parts <i>Hose PVC Suction</i>	\$ 109.56	
<b>EFT5427</b>	<b>14/02/20</b>	<b>Boddington News</b>			<b>-\$ 13.50</b>
	07/02/20		Edition 639	\$ 13.50	
<b>EFT5428</b>	<b>14/02/20</b>	<b>Castledex</b>			<b>-\$ 166.90</b>
	20/01/20		Compactus supplies <i>Quickvue Drawer File, Standard Fullvue File, Freight</i>	\$ 166.90	
<b>EFT5429</b>	<b>14/02/20</b>	<b>Dallcon</b>			<b>-\$ 8,316.00</b>
	27/01/20		Quad Barrel 750 mm pipe headwallls <i>Supply and delivery</i>	\$ 8,316.00	
<b>EFT5430</b>	<b>14/02/20</b>	<b>Dan Turner</b>			<b>-\$ 550.00</b>
	22/01/20		Engineer <i>Subsoil Drainage Report</i>	\$ 550.00	
<b>EFT5431</b>	<b>14/02/20</b>	<b>Fremantle Enzed</b>			<b>-\$ 409.75</b>
	16/01/20		Plant repairs - Fuel nozzle <i>Labour, Fuel nozzle, Freight charges, Travel</i>	\$ 409.75	
<b>EFT5432</b>	<b>14/02/20</b>	<b>Great Southern Fuel Supplies</b>			<b>-\$ 1,175.29</b>
	31/12/19		Fuel card purchases <i>0.WD, WD.001</i>	\$ 734.13	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	31/01/20		Fuel card purchases <i>0.WD, WD.001</i>	\$ 441.16	
<b>EFT5433</b>	<b>14/02/20</b>	<b>Hotham Mechanical</b>			<b>-\$ 953.70</b>
	03/02/20		Plant Parts - WD.908 <i>Battery</i>	\$ 143.00	
	07/02/20		Service - WD.6 <i>Labour, Filter kit, Air filter, Engine oil, Gear oil, Drain plug washer, Consumables</i>	\$ 810.70	
<b>EFT5434</b>	<b>14/02/20</b>	<b>J Mac Engineering</b>			<b>-\$ 330.00</b>
	24/11/19		Insurance excess - Trailer repairs <i>Claim number 6010694</i>	\$ 330.00	
<b>EFT5435</b>	<b>14/02/20</b>	<b>Leaf Bean Machine</b>			<b>-\$ 189.15</b>
	07/01/20		CRC cafe supplies <i>Coffee beans, Freight</i>	\$ 189.15	
<b>EFT5436</b>	<b>14/02/20</b>	<b>Maria Joan Densham</b>			<b>-\$ 54.00</b>
	21/01/20		Australia Day groceries <i>Eggs</i>	\$ 54.00	
<b>EFT5437</b>	<b>14/02/20</b>	<b>Mcpest Pest Control</b>			<b>-\$ 3,025.00</b>
	12/12/19		Pest control <i>Admin office, 13 Dunmall Dr, 19 Humes Wy, 14 Down St, 1 Dowsett St, 7 Gnowing St, CRC, Council chambers, Depot, Community Centre</i>	\$ 3,025.00	
<b>EFT5438</b>	<b>14/02/20</b>	<b>Mechanical &amp; Diesel Services</b>			<b>-\$ 628.10</b>
	21/01/20		Plant repairs - WD.458 <i>Labour, Hub seal, Gear oil, Consumables</i>	\$ 628.10	
<b>EFT5439</b>	<b>14/02/20</b>	<b>Narrogin Whitford Fertilisers</b>			<b>-\$ 673.20</b>
	03/02/20		Fertiliser - Community oval <i>Nitro graze, Fill fee, Bulka bag</i>	\$ 673.20	
<b>EFT5440</b>	<b>14/02/20</b>	<b>Perfect Computer Solutions</b>			<b>-\$ 1,772.50</b>
	30/01/20		Monthly IT maintenance <i>Labour, Monthly fee, Contractor assistance</i>	\$ 425.00	
	06/02/20		Monthly IT maintenance <i>Labour, Travel</i>	\$ 1,092.50	
	06/02/20		Monthly IT maintenance <i>Labour</i>	\$ 255.00	
<b>EFT5441</b>	<b>14/02/20</b>	<b>Reinforced Concrete Pipes Australia</b>			<b>-\$ 8,250.00</b>
	23/01/20		Culvert supplies <i>Concrete Pipes</i>	\$ 4,537.50	
	24/01/20		Culvert supplies <i>Concrete Pipes</i>	\$ 3,712.50	
<b>EFT5442</b>	<b>14/02/20</b>	<b>Shire of Merredin</b>			<b>-\$ 3,343.48</b>
	22/01/20		LSL Provision	\$ 3,343.48	
<b>EFT5443</b>	<b>14/02/20</b>	<b>Shire of Wandering Staff Deductions</b>			<b>-\$ 290.00</b>
	05/02/20		Payroll deductions	\$ 290.00	
<b>EFT5444</b>	<b>14/02/20</b>	<b>Shire of Wandering Staff Deductions</b>			<b>-\$ 35.00</b>
	05/02/20		Payroll deductions	\$ 35.00	
<b>EFT5445</b>	<b>14/02/20</b>	<b>Startrack Express</b>			<b>-\$ 10.97</b>
	22/01/20		Fees <i>Late payment fee</i>	\$ 5.53	
	05/02/20		Fees <i>Late payment fee</i>	\$ 5.44	



Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
<b>EFT5446</b>	<b>14/02/20</b>	<b>Steven Tweedie</b>			<b>-\$ 1,829.52</b>
	01/02/20		New Councillor Induction <i>Labour, Travel</i>	\$ 1,829.52	
<b>EFT5447</b>	<b>14/02/20</b>	<b>WA Contract Ranger Services</b>			<b>-\$ 374.00</b>
	31/01/20		Contract Ranger Service <i>13/01/20 - 30/01/20</i>	\$ 374.00	
<b>EFT5448</b>	<b>14/02/20</b>	<b>WA Fire Appliance</b>			<b>-\$ 604.56</b>
	28/01/20		Viper nozzles <i>WD.821, WD.270</i>	\$ 604.56	
<b>EFT5449</b>	<b>14/02/20</b>	<b>Wandering Tavern</b>			<b>-\$ 362.60</b>
	31/01/20		Various refreshments <i>Champagne - Australia Day, Catering - New Councillor Induction, Milk - CRC Cafe</i>	\$ 362.60	
<b>EFT5450</b>	<b>14/02/20</b>	<b>Westrac</b>			<b>-\$ 3,448.30</b>
	13/01/20		Plant repairs - WD.920 <i>Parts, Labour, Consumables, Mobilisation</i>	\$ 3,448.30	
<b>EFT5451</b>	<b>14/02/20</b>	<b>Shire of Wandering</b>			<b>-\$26,777.71</b>
	14/02/20		TRANSFER TO CURRENT LIABILITY	\$ 5,000.00	
	14/02/20		TRANSFER TO CURRENT LIABILITY	\$ 1,000.00	
	14/02/20		Trust reconciliation <i>Infrastructure Bond</i>	\$ 1,000.00	
	14/02/20		Trust reconciliation <i>Cleaning bond</i>	\$ 270.00	
	14/02/20		Trust reconciliation <i>Cleaning bond</i>	\$ 250.00	
	14/02/20		Trust reconciliation <i>Christmas Tree</i>	\$ 200.00	
	14/02/20		\$200 Community Centre Hire Bond & \$100 Bouncy Castle Bond, REFUND OF BOND - COMMUNITY CENTRE HIRE & BOUNCY CASTLE - 15/04/2015, Medical Room and Key Bond	\$ 150.00	
	14/02/20		Trust reconciliation <i>Cat Trap bond</i>	\$ 150.00	
	14/02/20		Trust reconciliation <i>Standpipe Key Bond</i>	\$ 50.00	
	14/02/20		TRANSFER TO CURRENT LIABILITY	\$ 50.00	
	14/02/20		TRANSFER TO CURRENT LIABILITY	\$ 50.00	
	14/02/20		TRANSFER TO CURRENT LIABILITY	\$ 5,000.00	
	14/02/20		Trust reconciliation <i>Standpipe Key Bond</i>	\$ 50.00	
	14/02/20		Trust reconciliation <i>Standpipe Key Bond</i>	\$ 50.00	
	14/02/20		Trust reconciliation Partial refund of monies	\$ 5,769.94	
	14/02/20		Trust reconciliation <i>Infrastructure Bond</i>	\$ 3,000.00	
	14/02/20		Trust reconciliation <i>Town Planning bond pre 2007</i>	\$ 2,000.00	
	14/02/20		Trust reconciliation <i>Transfer of Unallocated Deposits</i>	\$ 1,737.77	
	14/02/20		TRANSFER TO CURRENT LIABILITY	\$ 1,000.00	
<b>EFT5452</b>	<b>21/02/20</b>	<b>Advertiser Print</b>			<b>-\$ 334.00</b>
	06/01/20		Plant materials <i>Weekly/Daily plant books</i>	\$ 334.00	
<b>EFT5453</b>	<b>21/02/20</b>	<b>Australia Post</b>			<b>-\$ 465.84</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	03/02/20		Post office stock <i>Box of 100 Stamps, Box of 100 Stamps, 10c Stamps, Registered post labels</i>	\$ 372.84	
	07/02/20		Post office stock <i>Large post office box, Pay on time discount</i>	\$ 93.00	
<b>EFT5454</b>	<b>21/02/20</b>	<b>Belinda Kaye Knight</b>			<b>-\$ 136.80</b>
	12/02/20		Reimbursement <i>CEO Mobile Phone</i>	\$ 136.80	
<b>EFT5455</b>	<b>21/02/20</b>	<b>Brookton Community Resource Centre</b>			<b>-\$ 750.00</b>
	13/11/19		PPE <i>Vehicle pilot vests</i>	\$ 750.00	
<b>EFT5456</b>	<b>21/02/20</b>	<b>Gilbarco Australia</b>			<b>-\$ 3,134.43</b>
	24/01/20		Fuel facility repairs <i>Labour, Travel, Card reader</i>	\$ 3,134.43	
<b>EFT5457</b>	<b>21/02/20</b>	<b>Jenni Curtis</b>			<b>-\$ 80.00</b>
	14/02/20		Refund <i>Nomination Deposit</i>	\$ 80.00	
<b>EFT5458</b>	<b>21/02/20</b>	<b>Kelmscott Work Clobber</b>			<b>-\$ 239.67</b>
	24/01/20		PPE <i>High vis shirt, Jacket, Logo printing, Trousers, Freight</i>	\$ 239.67	
<b>EFT5459</b>	<b>21/02/20</b>	<b>Landgate</b>			<b>-\$ 329.85</b>
	13/06/19		Charges <i>Valuation rolls, Mining tenements</i>	\$ 194.15	
	29/08/19		Charges <i>Minimum charge</i>	\$ 67.85	
	29/10/19		Charges <i>Minimum charge</i>	\$ 67.85	
<b>EFT5460</b>	<b>21/02/20</b>	<b>P &amp; M Treasure Farming Trust</b>			<b>-\$ 80.00</b>
	09/12/19		Refund <i>Nomination Deposit</i>	\$ 80.00	
<b>EFT5461</b>	<b>21/02/20</b>	<b>Pingelly Times</b>			<b>-\$ 30.00</b>
	11/02/20		Advertising <i>International Women's Day</i>	\$ 30.00	
<b>EFT5462</b>	<b>21/02/20</b>	<b>Quick Corporate Australia</b>			<b>-\$ 52.24</b>
	24/01/20		Stationery <i>Storage box, Doculope</i>	\$ 52.24	
<b>EFT5463</b>	<b>21/02/20</b>	<b>Resumes WA</b>			<b>-\$ 270.00</b>
	14/02/20		OSH Project Officer (Temp) <i>Labour, Field allowance</i>	\$ 270.00	
<b>EFT5464</b>	<b>21/02/20</b>	<b>Robert George Curtis</b>			<b>-\$ 819.50</b>
	18/02/20		Operating Waste Transfer Station <i>10/02/20 - 17/02/20, Clearing roadside bins</i>	\$ 819.50	
<b>EFT5465</b>	<b>21/02/20</b>	<b>Shire of Wandering Staff Deductions</b>			<b>-\$ 290.00</b>
	19/02/20		Payroll deductions	\$ 290.00	
<b>EFT5466</b>	<b>21/02/20</b>	<b>Shire of Wandering Staff Deductions</b>			<b>-\$ 40.00</b>
	19/02/20		Payroll deductions	\$ 40.00	
<b>EFT5467</b>	<b>21/02/20</b>	<b>Startrack Express</b>			<b>-\$ 55.49</b>
	05/02/20		Freight <i>Galvins Plumbing</i>	\$ 55.49	
<b>EFT5468</b>	<b>21/02/20</b>	<b>Synergy</b>			<b>-\$ 23.87</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	03/02/20		Street lighting <i>Usage</i>	\$ 23.87	
<b>EFT5469</b>	<b>21/02/20</b>	<b>Tudor House</b>			<b>-\$ 368.50</b>
	20/12/19		CBH Banner <i>Sail banners, Art preparation</i>	\$ 368.50	
<b>EFT5470</b>	<b>21/02/20</b>	<b>WA Fuel Supplies</b>			<b>-\$13,844.92</b>
	25/01/20		Fuel <i>Petrol</i>	\$13,844.92	
<b>EFT5471</b>	<b>21/02/20</b>	<b>Wandering Primary School</b>			<b>-\$ 270.00</b>
	02/12/19		Refund of Bond <i>Community Centre</i>	\$ 270.00	
<b>EFT5472</b>	<b>28/02/20</b>	<b>AMPAC</b>			<b>-\$ 55.00</b>
	31/01/20		Debt collection	\$ 55.00	
<b>EFT5473</b>	<b>28/02/20</b>	<b>Adrienne Yzerman Photography</b>			<b>-\$ 220.00</b>
	20/02/20		Councillor photos <i>Labour, Images</i>	\$ 220.00	
<b>EFT5474</b>	<b>28/02/20</b>	<b>Australian Taxation Office</b>			<b>-\$ 9,223.82</b>
	14/12/19		BAS <i>General Interest Charge</i>	\$ 88.82	
	31/01/20		BAS <i>GST on Sales, Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding</i>	\$ 9,135.00	
<b>EFT5475</b>	<b>28/02/20</b>	<b>Avon Waste</b>			<b>-\$ 3,944.35</b>
	31/01/20		Waste contract <i>Domestic &amp; 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</i>	\$ 3,944.35	
<b>EFT5476</b>	<b>28/02/20</b>	<b>Blackwoods</b>			<b>-\$ 35.15</b>
	05/02/20		PPE <i>Gloves</i>	\$ 35.15	
<b>EFT5477</b>	<b>28/02/20</b>	<b>Boddington Hardware &amp; Newsagency</b>			<b>-\$ 293.15</b>
	21/01/20		Depot loading ramp materials <i>Chain, Hook</i>	\$ 293.15	
<b>EFT5478</b>	<b>28/02/20</b>	<b>Castledex</b>			<b>-\$ 33.48</b>
	30/01/20		Records supplies <i>Labels, Freight</i>	\$ 33.48	
<b>EFT5479</b>	<b>28/02/20</b>	<b>Chairmakers WA</b>			<b>-\$ 154.00</b>
	13/02/20		Executive chairs <i>Council chambers</i>	\$ 154.00	
<b>EFT5480</b>	<b>28/02/20</b>	<b>Department of Mines, Industry Regulation &amp; Safety</b>			<b>-\$ 56.65</b>
	31/01/20		Building Service Levy <i>Fees</i>	\$ 56.65	
<b>EFT5481</b>	<b>28/02/20</b>	<b>Fuji Xerox</b>			<b>-\$ 36.65</b>
	31/01/20		Copier Contract - CRC <i>Colour printing</i>	\$ 36.65	
<b>EFT5482</b>	<b>28/02/20</b>	<b>Hotham Mechanical</b>			<b>-\$ 497.75</b>
	24/01/20		Tyre repair - Trailer <i>Labour</i>	\$ 27.50	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	28/01/20		Vehicle Service - WD.011 <i>Labour, Oil filter, Engine oil, Air filter, Drain plug washer, Headlight globe, Consumables</i>	\$ 386.65	
	18/02/20		Adjust clutch - WD.355 <i>Labour</i>	\$ 52.80	
	20/02/20		Plant parts <i>Trailer plug</i>	\$ 30.80	
<b>EFT5483</b>	<b>28/02/20</b>	<b>Jason Signmakers</b>			<b>-\$ 174.51</b>
	09/01/20		Signs <i>Crest, Stand</i>	\$ 174.51	
<b>EFT5484</b>	<b>28/02/20</b>	<b>Peel-Harvey Catchment Council</b>			<b>-\$ 2,750.00</b>
	04/02/20		Supporting Landcare <i>2019/20 contribution</i>	\$ 2,750.00	
<b>EFT5485</b>	<b>28/02/20</b>	<b>Perfect Computer Solutions</b>			<b>-\$ 595.00</b>
	20/02/20		Monthly IT maintenance <i>Labour</i>	\$ 340.00	
	27/02/20		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 255.00	
<b>EFT5486</b>	<b>28/02/20</b>	<b>Reinforced Concrete Pipes Australia</b>			<b>-\$ 8,492.43</b>
	19/02/20		Concrete pipes <i>RRJ Concrete Pipes - 600mm, RRJ Concrete Pipes - 450mm, Headwall - for 600mm RRJ Concrete Pipes, RRJ Concrete Pipes - 375mm</i>	\$ 3,124.43	
	20/02/20		Concrete pipes <i>Headwall - for 300mm RRJ Concrete Pipes, Headwall - for 450mm RRJ Concrete Pipes, Headwall - for 375mm RRJ Concrete Pipes, Double Headwall - for 450mm RRJ Concrete Pipes</i>	\$ 5,368.00	
<b>EFT5487</b>	<b>28/02/20</b>	<b>Startrack Express</b>			<b>-\$ 77.04</b>
	12/02/20		Freight <i>Microcom</i>	\$ 44.52	
	19/02/20		Freight <i>Major motors</i>	\$ 32.52	
<b>EFT5488</b>	<b>28/02/20</b>	<b>Stewart &amp; Heaton Clothing Co</b>			<b>-\$ 2,357.96</b>
	30/01/20		PPE <i>Kit Bag, Boots, Trousers, Coats</i>	\$ 2,071.95	
	04/02/20		PPE <i>Kit bags</i>	\$ 286.01	
<b>EFT5489</b>	<b>28/02/20</b>	<b>The Lock Man Security</b>			<b>-\$ 242.00</b>
	21/02/20		Repair door lock <i>Labour</i>	\$ 242.00	
<b>EFT5490</b>	<b>28/02/20</b>	<b>The West Australian</b>			<b>-\$ 499.20</b>
	31/01/20		Advertising <i>Electors Meeting, HWEDA vacancy</i>	\$ 499.20	
<b>DD3272.1</b>	<b>03/02/20</b>	<b>Telstra</b>			<b>-\$ 1,215.83</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	18/01/20		Phone charges <i>Administration Office, Harvest Ban line, Administration Office, Fuel Facility, Community Resource Centre, Administration Office, Administration Office, Community Resource Centre, Administration Office, Medical Room, Caravan Park, Cleaner, Supervisor, Fuel Facility, Community Resource Centre, Office Internet, Office Internet, Remote internet, New Phone System, Rounding</i>	\$ 1,215.83	
<b>DD3272.2</b>	<b>07/02/20</b>	<b>Water Corporation</b>			<b>-\$ 1,277.72</b>
	17/01/20		Depot <i>Water use</i>	\$ 1,277.72	
<b>DD3278.1</b>	<b>05/02/20</b>	<b>WA Super</b>			<b>-\$ 4,416.41</b>
	05/02/20		Payroll deductions	\$ 3,574.05	
	05/02/20		Payroll deductions	\$ 842.36	
<b>DD3278.2</b>	<b>05/02/20</b>	<b>I &amp; T Brown Family Super Fund</b>			<b>-\$ 663.50</b>
	05/02/20		Payroll deductions	\$ 170.13	
	05/02/20		Payroll deductions	\$ 493.37	
<b>DD3278.3</b>	<b>05/02/20</b>	<b>ANZ OnePath Masterfund</b>			<b>-\$ 858.04</b>
	05/02/20		Payroll deductions	\$ 578.45	
	05/02/20		Payroll deductions	\$ 279.59	
<b>DD3278.4</b>	<b>05/02/20</b>	<b>Colonial First State</b>			<b>-\$ 450.15</b>
	05/02/20		Payroll deductions	\$ 115.42	
	05/02/20		Payroll deductions	\$ 334.73	
<b>DD3278.5</b>	<b>05/02/20</b>	<b>Prime Super</b>			<b>-\$ 230.47</b>
	05/02/20		Payroll deductions	\$ 230.47	
<b>DD3278.6</b>	<b>05/02/20</b>	<b>Retail Employees Superannuation</b>			<b>-\$ 69.48</b>
	05/02/20		Payroll deductions	\$ 69.48	
<b>DD3278.7</b>	<b>05/02/20</b>	<b>Australian Super</b>			<b>-\$ 118.30</b>
	05/02/20		Payroll deductions	\$ 118.30	
<b>DD3287.1</b>	<b>01/02/20</b>	<b>First Data Merchant Solutions</b>			<b>-\$ 136.12</b>
	31/01/20		Merchant Fees <i>Fuel facility</i>	\$ 136.12	
<b>DD3287.2</b>	<b>01/02/20</b>	<b>HICAPS</b>			<b>-\$ 25.00</b>
	31/01/20		Terminal rental fee <i>Medical room</i>	\$ 25.00	
<b>DD3305.1</b>	<b>19/02/20</b>	<b>I &amp; T Brown Family Super Fund</b>			<b>-\$ 10.00</b>
	04/03/20		Payroll deductions	\$ 10.00	
<b>DD3306.1</b>	<b>19/02/20</b>	<b>WA Super</b>			<b>-\$ 4,655.54</b>
	19/02/20		Payroll deductions	\$ 3,778.72	
	19/02/20		Payroll deductions	\$ 876.82	
<b>DD3306.2</b>	<b>19/02/20</b>	<b>I &amp; T Brown Family Super Fund</b>			<b>-\$ 624.50</b>
	19/02/20		Payroll deductions	\$ 160.13	
	19/02/20		Payroll deductions	\$ 464.37	
<b>DD3306.3</b>	<b>19/02/20</b>	<b>ANZ OnePath Masterfund</b>			<b>-\$ 858.03</b>
	19/02/20		Payroll deductions	\$ 578.45	
	19/02/20		Payroll deductions	\$ 279.58	
<b>DD3306.4</b>	<b>19/02/20</b>	<b>Colonial First State</b>			<b>-\$ 450.15</b>

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	19/02/20		Payroll deductions	\$ 115.42	
	19/02/20		Payroll deductions	\$ 334.73	
<b>DD3306.5</b>	<b>19/02/20</b>	<b>SuperWrap Personal Super Plan</b>			<b>-\$ 148.11</b>
	19/02/20		Payroll deductions	\$ 148.11	
<b>DD3306.6</b>	<b>19/02/20</b>	<b>Prime Super</b>			<b>-\$ 288.51</b>
	19/02/20		Payroll deductions	\$ 288.51	
<b>DD3306.7</b>	<b>19/02/20</b>	<b>Retail Employees Superannuation</b>			<b>-\$ 159.56</b>
	19/02/20		Payroll deductions	\$ 159.56	
<b>DD3306.8</b>	<b>19/02/20</b>	<b>Australian Super</b>			<b>-\$ 118.30</b>
	19/02/20		Payroll deductions	\$ 118.30	
<b>DD3307.1</b>	<b>17/02/20</b>	<b>ClickSuper</b>			<b>-\$ 4.84</b>
	31/01/20		Transaction fee <i>January</i>	\$ 4.84	
<b>DD3317.1</b>	<b>28/02/20</b>	<b>Water Corporation</b>			<b>-\$ 359.88</b>
	31/01/20		Standpipe <i>Usage</i>	\$ 359.88	
<b>DD3317.2</b>	<b>26/02/20</b>	<b>Telstra</b>			<b>-\$ 153.05</b>
	07/02/20		Tims Messaging <i>Fire control</i>	\$ 153.05	
				<b>Total</b>	<b>\$133,439.65</b>

## 16.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD - 01/07/2019 – 29/02/2020

<b>Proponent</b>	Internal Report
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	10.1.16
<b>Attachments</b>	Monthly Financial Reports – Under Separate Cover

### BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 29 February 2020.

### BACKGROUND

The following financial reports to 29 February 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 – note the budget referred to in the Financial Reports is the Amended Budget as adopted on 20/02/2020.

#### **STRATEGIC IMPLICATIONS**

##### ***Provide Strong Leadership***

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>We plan for the future and are strategically focused</b>	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	Audit and Compliance Returns identify no adverse issues We meet the Integrated Planning Standards

#### **CONSULTATION/COMMUNICATION**

Nil

#### **COMMENT**



The CEO 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 29/02/2020. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

#### **VOTING REQUIREMENTS**

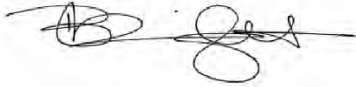
Simple Majority

#### **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 29/02/2020

*Disclaimer: The 29/02/2020 report has been prepared prior to the finalisation of the February financial transactions and as such may not be a true reflection of the financial position of the Shire at this time.*

#### **AUTHOR'S SIGNATURE:**



#### **17. CLOSURE OF MEETING**