

# 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.*

# ORDINARY MEETING OF COUNCIL

## Agenda 16/07/2020

*Dear Elected Member*

*The next Ordinary Meeting of Council of the Shire of Wandering will be held on 16/07/2020 in the Council Chambers, 22 Watts Street, Wandering, commencing at 2:00pm.*

**BELINDA KNIGHT**  
**CHIEF EXECUTIVE OFFICER**

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

### Present:

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

### Apologies:

Nil

## 3. DISCLOSURE OF INTERESTS

### 3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

### 3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

## 4. PUBLIC QUESTION TIME

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1. ORDINARY MEETING OF COUNCIL HELD – 18/06/2020

#### **COUNCIL DECISION**

That the Minutes of the Ordinary Meeting of Council held 18/06/2020 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. WANDERING COMMUNITY CENTRE PRECINCT REDEVELOPMENT PROJECT WORKING GROUP

07/07/2020 – Correspondence received:

*"7 July 2020*

*Belinda Knight*

*Chief Executive Officer*

*Shire of Wandering*

*22 Watts Street*

*WANDERING WA 6308*

*Dear Belinda*

*Re: Community Centre Upgrade Project*

*Thank you to you and the Councillors for attending the recent meeting held 29<sup>th</sup> June 2020, to discuss the possible upgrade of the Wandering Community Centre.*

*The Committee are very passionate about getting this project underway. As this is a Shire owned building we would like to request some initial start-up funds from the Shire. Our Committee would like to request \$25,000 from the Shire. Our intention is to engage a professional who will be able to advise us whether this project is viable.*

*We would be very grateful for some initial money and hope that you will consider this request when compiling the 2020/2021 budget for the Shire.*

*Please be assured that as a Committee we understand there will be strict stipulations and requirements that we will need to establish. Our Committee is made up of various community members from several professional and skilful backgrounds, and we look forward to pooling these skillsets to ensure our group is efficient and highly functional.*

*If you have any queries regarding this project please do not hesitate to contact me.*

*Kind regards*

*Lisa Boddy*

*Member of Committee*

*Ph: 0414 754 974*

*E: [lboddy@ymail.com](mailto:lboddy@ymail.com):*

### 9.2. MINUTES OF WANDERING COMMUNITY CENTRE PRECINCT REDEVELOPMENT PROJECT WORKING GROUP MEETING – 29/06/2020

**Wandering Community Centre Precinct Redevelopment Project**  
**Working Group Meeting**  
Minutes for Special Meeting held Monday 29<sup>th</sup> June 2020  
At Wandering Community Hall

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**1. Declaration of Opening and Welcome / Announcement of Visitors**

Meeting opened at 7.06pm by Max Watts

- 2. Present:** Max Watts, Roy McKenzie, Alana Rosenthal, Lisa Boddy, Brendan Whitely, David Morris, David Lockwood, Joanne Lockwood, Nicola Kelliher, Paul Treasure, Stephanie Cornish, Ian Turton, Carl Garrick, Gary Curtis, Belinda Knight, Lee Muller.  
**Apologies:** Helen Herbert, Darralyn Ebsary, Sheryl Little, Gillian Hansen

- 3. Confirmation of Previous Minutes** – Minutes from meeting held 12<sup>th</sup> January 2020 were not presented and were not ratified at this meeting.

Max read the “Project Brief overview” to give attendees some background on this project. (Project Brief attached)

**4. Business Arising from Previous Minutes**

**4.1 Wish List Items**

Request for information – top 10 items on the “wish list” – attached

**4.2 Alita Constructions (Architect)**

**4.2.1** Alita Constructions advised any engagement and conceptual designs need to be driven by the Shire therefore Alita and potentially all other Architects will require a fixed commitment from the Shire of Wandering before they will partake in our project.

**4.2.2** A question was raised as to whether we need an Architect or whether a builder would suffice and how much money is required for this project? – *This item moved to New Business.*

**4.3 Funding**

It has been identified that initial funds are required to get this project started. Ideas for raising these funds are Community Fundraisers, Grants, and Covid Funding granted to the Shire of Wandering. – *Covid funding moved to New Business – Section 7, subsection 7.4.3*

# Wandering Community Centre Precinct Redevelopment Project

## Working Group Meeting

Minutes for Special Meeting held Monday 29<sup>th</sup> June 2020  
At Wandering Community Hall

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### 5. Correspondence

#### 5.1 In. NIL

Motion that correspondence in be received as per attached list.

#### 5.2 Out. NIL

Motion that correspondence out be approved as per attached list.

### 6. Reports – NIL

### 7. New Business:

#### 7.1 Architect or Builder

There was discussion that Architects could be expensive and if we could engage a builder instead. It was explained an Architect would be the better option as they do conceptual designs and drawings, floor plans, building planning, options assessment, feasibility studies, and Local Government planning and approvals. Once these are achieved a builder can be engaged to construct the building according to the plans. It was suggested we could look at using Architect Students as well.

**7.1.1** The question was raised as to whether we upgrade the facility stage by stage or piece by piece. General consensus was to assess this after we engage an Architect as we will have a better idea of costs and requirements.

#### 7.2 Changing Population of Wandering

It was acknowledged that the previous population of Wandering has traditionally been farmers, and recent years has seen the population demographic change to more lifestyle's. The change in the population is a strong contributing factor into the need for upgrading our Community Precinct.

#### 7.3 Recreation use vs Commercial use

It was identified there are two aspects of this project we'll need to consider. Recreation and Commercial - For the purpose of our project we identify Recreation as being for the Community and not something that will generate an income. Commercial has been defined as Industrial items that may bring funds into our Community.

# Wandering Community Centre Precinct Redevelopment Project

## Working Group Meeting

Minutes for Special Meeting held Monday 29<sup>th</sup> June 2020  
At Wandering Community Hall

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### 7. New Business...Continued

#### 7.4 Funding and Fundraising

##### 7.4.1 Seed Funding

We recognize that we will need some initial funds (Seed Funds) to get this project off the ground. Suggestions to raise funds included Community Fundraisers, Grant applications and possibly a portion of the Covid funding the Shire of Wandering recently received.

##### 7.4.2 Grants

**7.4.2.1** It needs to be noted that in order for our project to meet certain Grant obligations, we may need to price match i.e. 1/3 funds from Grants, 1/3 funds from Shire, 1/3 funds from Community Groups. Our group also need to be prepared for some in-kind contributions.

**7.4.2.2** Max has advised Community Sporting and Recreation Facilities are looking forward to meeting with us about our project. However, nothing tangible can be done until we have Shire backing and tangible conceptual plans.

##### 7.4.3 Covid Funding

General consensus of the group is that we request seed funds from the Shire to the value of \$25,000. This figure is not indicative of the preliminary costs required but a figure we feel will be a good starting point to engage an Architect and found out if our project is feasible.

The Shire Councilor's will be meeting next on the 16<sup>th</sup> July 2020 and we believe we need to submit a formal letter requesting seed funds.

*Motion: That Roy McKenzie and Lisa Boddy prepare a letter to be sent to the Shire, formally requesting these funds. The letter should be sent before 16<sup>th</sup> July 2020 and must accompanied by these minutes.*



**Wandering Community Centre Precinct Redevelopment Project**  
**Working Group Meeting**  
Minutes for Special Meeting held Monday 29<sup>th</sup> June 2020  
At Wandering Community Hall

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**7. New Business...Continued**

**7.5 Raising Community Awareness**

It was voiced that some Residents are not aware we are working on upgrading the Community Centre and we are asked to advertise it via various platforms to raise their awareness. This particularly helps when in kind contributions may be required.

**8. Next meeting:** Wednesday 22<sup>nd</sup> July 2020 at 7.00pm. This meeting will be for the Working Group Committee – List attached

**9. Meeting Closed 8.38pm**



## 10. CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.1. 2019/2020 BUDGET

|                                   |  |
|-----------------------------------|--|
| <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>            | 16/07/2020   |
| <b>Previous Reports</b>           |  |
| <b>Disclosure of any Interest</b> | Nil  |
| <b>File Reference</b>             |  |
| <b>Attachments</b>                | 2020-2021 Draft Budget – Statutory Format under separate attachment. |

#### BRIEF SUMMARY

To consider and adopt the Budget for the 2020/2021 financial year, together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges and other consequential matters arising from the budget papers.

#### BACKGROUND

The draft 2020/2021 budget has been compiled based on the principles contained within the Strategic Community Plan and the Long-Term Financial Plan. The 2020-2021 draft budget has been prepared in accordance with the presentations made to Councillors at the budget workshop held between June 2020.

The proposed differential rates were agreed to by Council in June 2020 and pursuant to Part 3 and Part 4 of Clause 12 in *Local Government (COVID-19 Response) Order 2020* and are not required to be advertised. The differential rates have been published on the Shire's Website.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

*Waste Avoidance and Resource Recovery Act 2007 S66*

*Local Government (COVID-19 Response) Order 2020*

#### POLICY IMPLICATIONS

The Budget is based on the broad principals contained within the Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan.

#### FINANCIAL IMPLICATIONS

The budget implications are outlined in the Executive Summary to the Budget.

#### STRATEGIC IMPLICATIONS

#### PROVIDE STRONG LEADERSHIP

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

#### CONSULTATION/COMMUNICATION

Consultation has occurred during Council workshops held during the year.

## COVID-19 STATEMENT

Coronavirus COVID-19 was declared a “disease of pandemic potential” in Australia on January 21, 2020. The potential threat of the virus taking hold in Australia has already had economic implications to tourism, universities, the building sector and seafood exports.

Primarily local government are responsible for working closely with the state and territory governments to support preparedness, implementation of response measures and recovery, as well as communication of messages to the local community.

The following is a brief timeline of Western Australian legislation and regulation amendments:

- **25 March 2020:** Local Government (Administration) Amendment Regulations 2020 were gazetted allowing local government councils to hold meetings electronically during a public health emergency or a state of emergency.
- **9 April 2020:** Local Government Regulation Amendment Regulations 2020 were gazetted, amending the Local Government (Financial Management) Regulations 1996; Local Government (Functions and General) Regulations 1996; and the Local Government (Long Service Leave) Regulations 1996.
- **16 April 2020:** Local Government Amendment (COVID-19 Response) Act 2020 was approved by Parliament. The Act inserts a new Part 10 in the Act which is specific to the COVID-19 emergency response.
- **24 April 2020:** Local Government (Parking for People with Disabilities) Amendment Regulations 2020 were gazetted to improve parking compliance and strengthen enforcement.
- **8 May 2020:** Local Government (COVID-19 Response) Order 2020 was gazetted to modify provisions of the Local Government Act to deal with the consequences of the COVID-19 pandemic.

### Rates Freeze:

- The rates freeze included in this budget in response to COVID-19 is about not increasing the total amount of rates received.
- The intent of the rates freeze is to help provide ratepayers with financial certainty – in effect one less surprise in what is a difficult time for many.
- However, the periodic system of revaluations of properties undertaken by the Valuer General will result in some ratepayers paying more and some less than last year – while the revenue to the Shire remains unchanged.

### National Wage Increases:

- The Fair Work Commission handed down a 1.75% wage increase, with this increase applying from 01/01/2021.
- As a result, contracted employees have voluntarily foregone their CPI wage increase due 01/07/2020, in lieu accepting that this increase will be applied on 01/01/2021 in line with other Shire staff.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION – ITEM 10.1 - 2020/2021 BUDGET**

That Council, in accordance with the provisions of Section 6.2 of the *Local Government Act 1995*, adopts the budget for the financial year ending 30 June 2021 as presented:

Council imposes the following rates on all rateable property in the Shire of Wandering for the 2020/2021 financial year:

**Differential Rates**

- GRV- Special Use 12.961 cents in the dollar
- GRV- Residential 10.944 cents in the dollar
- UV – Rural Residential 0.687 cents in the dollar
- UV – Rural Mining 0.687cents in the dollar
- UV – Rural 1.374 cents in the dollar

**Minimum Payments**

- GRV- Special Use \$1,100
- GRV- Residential \$1,100
- UV – Rural Residential \$1,000
- UV – Rural Mining \$1,100
- UV – Rural \$1,100

**Rubbish Collection Charges**

That the following rubbish rate be imposed for all homes and businesses in the rubbish collection district for the 2020/2021 financial year:

- Domestic/Commercial (includes recycling)
- Once per week single bin pickup and once per fortnight recycling bin pickup = \$444.70 per annum

**Rate Instalments – Payment Options**

That in accordance with the provisions of Section 6.45(1) of the *Local Government Act 1995*, Council offers to ratepayers the opportunity to pay rates and rubbish charges in instalments as follows:

Four (4) instalments due on 35 days from date of issue  
 26/10/2020  
 04/01/2021  
 22/03/2021

Two (2) instalments due on 35 days from date of issue  
 04/01/2021

**Fees for Rate Instalments**

Pursuant to section 6.45(3) and (4) of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge of \$10.00 per instalment for those ratepayers who elect to pay their rates by instalments, charged on instalments 2, 3 and 4.

Pursuant to section 6.45(3) and (4) of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option. (Calculated on simple interest basis from date of first instalment to the due date of each subsequent instalment)

**Interest on Outstanding Rates and Other Services**

That in accordance with the provisions of Section 6.51 of the *Local Government Act 1995* and Regulations 70 and 71 of the *Local Government (Financial Management) Regulations 1996*, Council imposes interest on outstanding rates and service charges as follows:

- On outstanding rates and service charges where no Instalment election has been made: 8% (Imposed from the due date until the day before the day on which a payment is received by the local government.)
- On outstanding instalments of rates and service charges = 8% (Imposed from when each instalment becomes due and payable)
- On other monies owing to Council = 8% (Imposed after a period of 35 days from the date issued.)

*NOTE: Interest on outstanding rates is in addition to any Instalment interest that may be applicable.*

**Discount closing dates:**

Council offers to its ratepayers a discount of 5.0% on general rates only, on the condition that all rates and charges (including interest, legal fees, rubbish rates & ESL) and all arrears are paid in full on or before 35 days from date of issue.

**AUTHOR'S SIGNATURE:**

## 10.2.AMENDMENT TO POLICY 68 – BUILDING SITE – REFUSE DISPOSAL BOND

|                                   |                     |
|-----------------------------------|---------------------|
| <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>            | 16/07/2020          |
| <b>Previous Reports</b>           | 24/10/2019          |
| <b>Disclosure of any Interest</b> | Nil                 |
| <b>File Reference</b>             |                     |
| <b>Attachments</b>                | Amended Policy 68.  |

### BRIEF SUMMARY

To review the adopted policy to remove values and align the policy with Council's adopted Fees and Charges.

### BACKGROUND

With the introduction of a controlled method of disposal of building waste (rubble), Council's Fees & Charges have been amended to ensure cost recovery for this use.

It is important to note that all building rubble must be removed from the Transfer Station as Council's licence does not permit the disposal on-site.

### STATUTORY/LEGAL IMPLICATIONS

*Environmental Protection (Rural Landfill) Regulations 2002*

### POLICY IMPLICATIONS

Amended Policy 68

### FINANCIAL IMPLICATIONS

The financial implications relating to this policy will be contained in the adopted Budget each financial year.

### STRATEGIC IMPLICATIONS

#### IMPROVE OUR FINANCIAL POSITION

| <b>Our Goals</b>                                      | <b>Our Strategies</b>   |
|---|---|
| <b>The Wandering Shire is financially sustainable</b> | Improve accountability and transparency<br>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs<br>Prudently manage our financial resources to ensure value for money |

### CONSULTATION/COMMUNICATION

EMTS, Avon Waste & Suez.

### COMMENT

Nothing further.

### VOTING REQUIREMENTS

Absolute Majority

### OFFICER'S RECOMMENDATION – ITEM 10.2 - AMENDMENT TO POLICY 68 – BUILDING SITE – REFUSE DISPOSAL BOND

That Council adopt the attached and amended Policy 68 – Building Site – Refuse Disposal Bond.

### AUTHOR'S SIGNATURE:



|                      |                  |
|----------------------|------------------|
| <b>POLICY TYPE:</b>  | <b>COMMUNITY</b> |
| <b>DATE ADOPTED:</b> | 24/10/2019       |

|                            |            |
|----------------------------|------------|
| <b>POLICY NO:</b>          | <b>68</b>  |
| <b>DATE LAST REVIEWED:</b> | 16/07/2020 |

|                        |                                  |
|------------------------|----------------------------------|
| <b>LEGAL (PARENT):</b> | <i>Local Government Act 1995</i> |
|------------------------|----------------------------------|

|                            |   |
|----------------------------|---|
| <b>LEGAL (SUBSIDIARY):</b> | <i>Environmental Protection (Rural Landfill) Regulations 2002</i> |
|----------------------------|---|

|  |     |
|--|-----|
| <b>DELEGATION OF AUTHORITY APPLICABLE:</b> | Yes |
|--|-----|

|                       |    |
|-----------------------|----|
| <b>DELEGATION NO.</b> | 53 |
|-----------------------|----|

| <b>ADOPTED POLICY</b> |  |
|-----------------------|--|
| <b>TITLE:</b>         | Building Site – Refuse Disposal Bond   |
| <b>OBJECTIVE:</b>     | <ul style="list-style-type: none"> <li>To provide a framework for imposing a bond for refuse disposal on all new dwellings in the Shire</li> </ul> |

### **POLICY STATEMENT**

From the 1<sup>st</sup> November 2019, and when a building or demolition permit has been issued by the Shire, a “Refuse Site Disposal Bond” is required to be paid prior to any works commencing. Such bond authorises the building permit holder or responsible person to deliver up to five (5) cubic metres of building rubble, excluding asbestos, to the Shire of Wandering Transfer Station.

An additional charge of per cubic metre will apply for any building rubble delivered to the Wandering Transfer station above the five (5) cubic metres provided in the initial bond.

All charges shall be set by Council each year and published in its adopted Fees & Charges.

The bond is only refundable to the building permit holder or responsible person provided all of the following criteria are met:

- (a) There was no waste delivered to the transfer station; and
- (b) The site has been left in a clean and tidy state as determined by the Shire.

The building permit holder/responsible person for the works should provide the Shire with a pre-construction report and/or photographs that may be used as a comparison with the post-construction evaluation to avoid any dispute in the matter.

*Note: Partial refunds are not applicable as the initial bond allows for up to five (5) cubic metres, not a pro-rata delivery rate. This Policy supersedes the “Building Site Refuse Disposal Fee” in place from 01/07/2019.*

### 10.3.DRAFT POLICY – 72 – ROADSIDE BURNING

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Proponent</b>                  | Shire of Wandering  |
| <b>Associated Group</b>           | Bushfire Brigades   |
| <b>Location/Address</b>           | Shire of Wandering  |
| <b>Author of Report</b>           | Belinda Knight, CEO |
| <b>Date of Meeting</b>            | 18/06/2020          |
| <b>Previous Reports</b>           | Nil                 |
| <b>Disclosure of any Interest</b> | Nil                 |
| <b>File Reference</b>             | 05.051.05108        |
| <b>Attachments</b>                | Draft Policy 72     |

#### BRIEF SUMMARY

To progress the matter of roadside burning, that was initially raised at the 18<sup>th</sup> June Council meeting, and deferred pending further investigation.

#### BACKGROUND

This matter was raised in discussions at the May 2020 Council meeting, and Cr Parsons presented the following information:

From discussions I have had with our Chief Fire Control Officer, some Fire Control Officers and many land owners, there is great concern with the state of many of the roadsides within the the Shire of Wandering. This problem is not new, it has been around for many years and has never been addressed.

Now is the time for Council to formulate a Roadside Strip Burning Policy to help reduce some of the danger from an uncontrolled fire. At the moment many of the roadsides are potential death traps, not having been burnt for many years. Road side tree pruning has created extra fuel load, which adds to the problem.

If implemented there would need to be strict guidelines to be adhered to :-

Some suggestions

- (1) Trial period of 2 years
- (2) Permit required at all times
- (3) Burning restricted to the 1<sup>st</sup> June until the 15<sup>th</sup> Sept.
- (4) Roadside burning signs to be in place
- (5) Signs to be purchased and let out by the Shire with a deposit
- (6) A limit to the length of the roadside to be burnt at one time 750 Meters
- (7) Burning can only be carried out by the adjoining land holder
- (8) A fire unit with minimum of 600 ltrs be present at all times
- (9) The adjoining land holder is responsible to remove any trees and debris that falls on the road.

I trust that the Shire Council will give serious consideration to these recommendations.

Graeme Parsons Fire Control Officer Hastings Brigade.

18/06/2020 – Council resolved that this matter be deferred pending further investigation.

The CEO subsequently contacted the Office of Bush Fire Risk Management (OBRM) and Department of Fire and Emergency Services (DFES). Comments as follows:

#### OBRM:

There are 2 mechanisms within the *Bush Fires Act 1954* that allow the clearing of road reserves to prevent bush fires.

*Section 18(9)* states a permit to burn that is issued to a landowner may authorise the landowner to burn the road reserve adjoining the land. *(This section applies during the restricted burning period)*



*Section 36(b)* allows local governments to clear a street, road or reserve vested in or under the control of the local government of bush etc. to prevent the occurrence or spread of a bush fire. *(This section applies at all times, and references the Local Government's ability to expend funds...)*

It is the advice of OBRM that only the local government should be burning road sides due to the high-risk activity.

#### DFES:

Key considerations are:

- Safety of road users (during / after the burn)
- Safety of firefighters working on roads
- Liability responsibilities
- Most appropriate fuel mitigation used (why burn if it can be sprayed?)
- Relationship to FCO issuing a permit to burn

Road user safety should be the highest objective/priority.

Noting that while treating roadsides may mitigate some of the risk a treated roadside will not make the road 100% safe to use during a fire the passage.

The impact of smoke on roadsides is a significant safety consideration for both road users and firefighters. Smoke on roads increases the risk of vehicle accidents and accidents involving firefighters / firefighting appliances.

Needs to be explicit given that safety applies to undertaking the burn itself as well as the additional safety considerations associated with working on roads / smoke affected roads.

Will a landowner's public liability insurance apply if they are undertaking work off their property?

Consideration should be given to closing the road during the burn.

The road should also be walked to identify any dangerous trees that may be a hazard to road users. These trees need to be made safe prior to the road being opened.

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

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Policy 72 – has been amended to reflect the comments from OBRM & DFES.

#### **FINANCIAL IMPLICATIONS**

None known.

#### **STRATEGIC IMPLICATIONS**

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

| <b>Our Goals</b>                                 | <b>Our Strategies</b>  |
|--|--|
| <b>Roads are a critical driver for our Shire</b> | Develop a Road Management Plan, which incorporates a Road Hierarchy, minimum Service levels, Maintenance Policy, Contractor Policy and Asset Management Plan<br>Lobby and build enduring partnerships with key Government Departments to better manage Heavy Vehicles and their impact on local roads<br>Develop a Roadside Reserve Management Plan<br>Develop a strategic Gravel Reserve Policy |

#### **CONSULTATION/COMMUNICATION**

OBRM & DFES

#### **COMMENT**

It would appear that whilst Council wishes to make it a simple process for adjoining landholders to burn roadsides, a risk assessment reveals that burning roadsides is a high-risk activity, and all parties concerned need to have some level of protection. The proposed policy should at this stage only be applied to low

volume low speed roads so to reduce the risks in managing this type of fuel reduction activity by Shire Staff and the Bushfire Volunteers from the local Brigades.

A staff procedure will be developed and reviewed to manage road side burning so to ensure the risks to property and life are fully considered prior to commencement of burning.

If Council wishes to proceed with a Roadside Burning Policy, it is recommended that the attached revised draft be adopted.

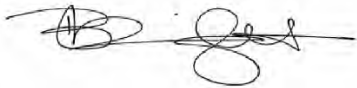
**VOTING REQUIREMENTS**

Absolute Majority required

**OFFICER'S RECOMMENDATION – ITEM 10.3 - DRAFT POLICY – 72 – ROADSIDE BURNING**

That Council adopts the attach draft Policy 72 – Road Side Burning.

**AUTHOR'S SIGNATURE:**

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

|  |                                  |                            |           |
|--|----------------------------------|----------------------------|-----------|
| <b>POLICY TYPE:</b>                        | <b>COMMUNITY</b>                 | <b>POLICY NO:</b>          | <b>72</b> |
| <b>DATE ADOPTED:</b>                       |                                  | <b>DATE LAST REVIEWED:</b> |           |
| <b>LEGAL (PARENT):</b>                     | <i>Local Government Act 1995</i> | <b>LEGAL (SUBSIDIARY):</b> |           |
| <b>DELEGATION OF AUTHORITY APPLICABLE:</b> |                                  | <b>DELEGATION No.</b>      |           |

| <b>ADOPTED POLICY</b> |  |
|-----------------------|--|
| <b>TITLE:</b>         | Road side Burning  |
| <b>OBJECTIVE:</b>     | <ul style="list-style-type: none"> <li>To provide guidance for the burning of road reserves</li> <li>This policy only applies to constructed gravel road verges, and unconstructed road reserves within the Shire of Wandering.</li> </ul> |

### **DEFINITIONS**

DFES – shall mean the Department of Fire and Emergency Services

OBRM – shall mean the Office of Bush Fire Risk Management

### **POLICY STATEMENT**

The Shire is responsible for land under its care and control, including roads, reserves and land owned by the Shire. With this in mind, the following policy applies:

- All road side management, including weed control, clearing outside exempt areas, and burning shall be the responsibility of the Shire.
  - All requests for road side burning to be directed to the Shire;
  - Shire staff will conduct a risk assessment of the request, and may consult with the area Fire Control Officer and/or OBRM and/or DFES, prior to making a determination; and
  - If the request is approved, the Shire shall schedule the burn to occur at a time when suitable (note this may not be at the same time as the adjoining landholder's permit). The Shire shall contact adjoining landholders notifying them of the proposed burn.

### **KEY CONSIDERATIONS**

Key considerations are:

- Safety of road users (during / after the burn)
- Safety of firefighters and Shire staff working on roads
- Liability responsibilities
- Most appropriate fuel mitigation used (why burn if it can be sprayed?)
- FCO not to issue a permit to burn on road sides
- Protection of public utilities located within the Road Reserve

#### 10.4.HWEDA MEMBERSHIP 2020-2021

|                                   |   |
|-----------------------------------|---|
| <b>Proponent</b>                  | Hotham Williams Economic Development Alliance (HWEDA)                     |
| <b>Owner</b>                      |   |
| <b>Location/Address</b>           |   |
| <b>Author of Report</b>           | Belinda Knight, CEO   |
| <b>Date of Meeting</b>            | 16/06/2020  |
| <b>Previous Reports</b>           | Nil   |
| <b>Disclosure of any Interest</b> | Cr Whitely – impartiality interest as his wife is HWEDA Executive Officer |
| <b>File Reference</b>             | 13.135.13505:CO547  |
| <b>Attachments</b>                | Nil   |

#### BRIEF SUMMARY

To consider membership of HWEDA for 2020-2021 financial year.

#### BACKGROUND

02/07/2020 – Correspondence received from HWEDA:

*At HWEDA's June Board meeting, it was resolved to maintain the membership fee for 2020/21 at \$7,500 (with the Shire of Wandering increasing their membership to \$7,500 and Suez the same as 19/20 at \$3,750). While the membership fee is to be formally endorsed at HWEDA's up-coming Annual General Meeting (11 August 2020 in Wandering), it is timely that a formal request is made now to enable members to consider this financial contribution as part of their budgetary process.*

*Along with the membership fee, HWEDA's Local Government members provide additional in-kind support to HWEDA. This includes hosting the HWEDA Board meetings, Executive Officer support, provision of staff representation on the project Working Group and as signatories to the HWEDA bank account. This does not go unrecognised as a valuable contribution toward the ongoing operations of HWEDA. HWEDA would like to thank each of the Council's for their in-kind support, particularly over the last 12 months. As part of the formal membership fee, HWEDA would also like to formally request, each member Council to consider continuing their in-kind support toward HWEDA for 2020/21.*

*HWEDA was established through the Boddington Super Town project, as an Economic Alliance working collaboratively together to achieve regional economic development benefits for the sub-region comprising the Shires of Boddington, Wandering and Williams. The Alliance's activities, supported by the Director of Economic Development at the Shire of Boddington, was financially supported until the end of 2014. HWEDA is now financially supported by the three Shires, South32, Newmont, Suez and grant funding.*

*2019/20 saw HWEDA complete the implementation of the online Marradong Country Self-Drive Trails project. The project continues to be supported by HWEDA with the engagement of marketing consultancy firm, Hatch Lab, as well as planned signage for the self-drive trails. Our next flagship project is the development of an online Business Capability Register for Marradong Country region with the assistance of the Working Group.*

*An outline of actual expenditure for 2019/20 and a draft budget for 2020/21 has been attached (Attachment 1) for you as a financial member, to highlight that your continued support and investment into HWEDA is worthwhile.*

*Mrs Pip Gooding, Executive Officer for HWEDA, finished her contract with HWEDA in 2019 and Ms Adrienne Yzerman commenced her contract as Executive Officer for HWEDA in March 2020.*

*The Executive Officer plays a key role to HWEDA ensuring economic opportunities are identified, projects managed and the Board is supported. In 2020/21 HWEDA will continue to deliver on its Economic Development Implementation Plan and Strategic Plan initiatives and while external funding will always be considered, a contribution from our financial members will ensure HWEDA can continue to deliver on its objectives.*

*We trust that HWEDA's financial membership request for 2020/21 will be considered favourable and we look forward to hearing of the outcome.*

Should you have any further queries, please contact Chairperson Brendan Whitely or Executive Officer, Adrienne Yzerman, at [admin@marradongcountry.org.au](mailto:admin@marradongcountry.org.au).

## STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

HWEDA Financial Statement:

|  |
|--|
| <b>Hotham-Williams Economic Development Alliance Inc</b> |
| <b>Draft Budget for the 2020/21 Financial Year</b>       |

### Current Financial Year 2019/20 Income/Expenditure YTD and 2020/21 Proposed Budget

| INCOME             |   |                     |
|--------------------|---|---------------------|
| Actual 2019/20 YTD | Description   | Budget 2020/21      |
| \$7,500.00         | Shire of Williams membership  | \$7,500.00          |
| \$5,000.00         | Shire of Wandering membership   | \$7,500.00          |
| \$7,500.00         | Shire of Boddington membership  | \$7,500.00          |
| \$7,500.00         | South32 membership  | \$7,500.00          |
| \$7,500.00         | Newmont membership  | \$7,500.00          |
| \$3,750.00         | Suez membership   | \$3,750.00          |
| \$58,377.24        | HWEDA carryover funds 2018/19 (unspent funds)                                     |                     |
|                    | HWEDA carryover funds 2019/20 (unspent funds)                                     | \$73,328.53         |
| <b>\$97,127.24</b> | <b>HWEDA Total Income</b>   | <b>\$114,578.53</b> |
| EXPENSES           |   |                     |
| Actual 2019/20 YTD | Description   | Budget 2020/21      |
|                    | <b>Executive Officer Services</b>   |                     |
| \$9,977.01         | -Contract (Forecast \$50 x 720 hours : 15 hours/week)                             | \$32,400.00         |
| \$0.00             | -Travel (Forecast \$0.66/km x 340km x 12 trips)                                   | \$408.00            |
| \$0.00             | -Phone, Internet, Postage, General Office Expenses                                | \$1,500.00          |
| \$1,670.00         | HWEDA Professional Indemnity Insurance (Country Wide Insurance)                   | \$1,753.50          |
| \$0.00             | Information Technology (website platform, email domain & cloud storage)           | \$350.00            |
| <b>\$11,647.01</b> | <b>HWEDA Sub-Total</b>  | <b>\$36,411.50</b>  |
| <b>\$21,214.55</b> | <b>Self-Drive Trail Sub-Total</b>   | <b>\$40,000.00</b>  |
| <b>\$32,861.56</b> | <b>TOTAL EXPENSES</b>   | <b>\$76,411.50</b>  |
|                    | <b>ANITICPATED HWEDA CARRYOVER 2020/21 (based on 2019/20 average expenditure)</b> | <b>\$38,167.03</b>  |

As advised in the June Budget Workshop, an allowance of \$7,500 has been made in the 2020-2021 Budget. Consensus was that these funds remain in the budget with a final decision to be made by September 2020.

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

| <b>Our Goals</b>   | <b>Our Strategies</b>  |
|--|--|
| <b>Facilitate increased business opportunities</b>   | Support Business Development and facilitate opportunities for startup and growth.<br><br>Ensure our planning framework & environment supports nimble decision making and gives confidence to developers<br><br>Ensure our procurement policies support local business and help generate local employment<br><br>Develop the remainder of the industrial area by 2020 |
| <b>Capture tourism opportunities locally</b>   | Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism  |
| <b>The Hotham Williams Economic Development Alliance (HWEDA) partnership brings economic return to the Shire and community</b> | Maintain our commitment to HWEDA<br><br>Start-up incentives are investigated for businesses  |

**CONSULTATION/COMMUNICATION**

The next HWEDA meeting, which is the AGM, will be held in Wandering on 11/08/2020 at 6PM

**COMMENT**

I am aware that Council will want to wait to decide on this matter, but the correspondence from the Executive Officer was timely. The recommendation below reflects Council's consensus from the June Budget Workshop.

**BRIEF HISTORY OF HWEDA**

| <b>Date</b>  | <b>Description</b>  |
|--------------|---|
| 17/12/2012   | First meeting of CEO's of Shires of Boddington, Wandering & Williams to develop the Economic Development Alliance to become known as HWEDA.<br>Budget – agreed that each Shire contribute an equal amount of \$1,500 as an initial contribution for incidental and establishment expenses.<br>The Hotham/Williams Economic Development Unit (HWEDU) is established by funding from the Department of Regional Development and Lands to the Shire of Boddington under the SuperTowns program. Funding has been received for a two years to pursue the Boddington Economic Development Strategy |
| 06/02/2013   | CEO's meeting- Projects identified – Tourism Strategy (Gold mine, Williams precinct, 4WD, Bibblemun, Lions Park, Agri Tourism)  |
| 11/03/2014   | First official meeting of HWEDA held 11/03/2014 in Wandering. Items for discussion included, Strategic Plan, Constitution, Progress Report on Economic Development Strategy, Projects, Free Wi-Fi Williams, Pocket RAMM Road Management system, Small Business Start-up Incentives, Finance, Budget, Bank & Other Business.<br>Membership fees to be determined at April meeting. (unable to locate Minutes)  |
| 11/08/2014   | Minutes - RESOLUTION:<br>The Shires provide quarterly increments of their \$10,000 contribution to the Association over the next twelve months.   |
|              | <b>Records missing from September 2014 – 2016</b>   |
| 2015         | Shire of Wandering contributed \$10,000 to HWEDA  |
| January 2016 | HWEDA Strategic Plan for period 2016-2020 was adopted. This was prepared by Heidi Cowcher from the Shire of Williams.   |
| 08/05/2017   | Funding:<br>Following the meeting, a discussion was had with the Shire of Wandering, who expressed concern that they may not have the funds to commit to HWEDA due to their exceptionally tight fiscal situation. With this information in mind, when the   |

|            |   |
|------------|---|
|            | <p>letters were prepared, a request of \$7,500 was made to reflect the financial situations that the local governments are currently experiencing. Should one or more of the local governments be unable to make this contribution, then a discussion would need to be had as to how to manage this.</p> <p>Following their July budget meeting deliberations, formal advice has been received from the Shire of Wandering that they are able to commit \$5,000 to HWEDA for 2017/18.</p> <p>The Shire of Williams budgeted \$10,000, on the understanding that they would match the other local government's respective contributions.</p> <p>No formal advice has been received from the Shire of Boddington at the time of the report being prepared. The Shire have scheduled their Special Budget Meeting for Tuesday 8th August, so are unable to attend the HWEDA meeting, and the outcome of their deliberations will not be known until after the HWEDA meeting</p>  |
| 2017       | Constitution states that fees to be determined at the AGM each year.  |
| 12/06/2018 | <p>Minutes –</p> <p>A letter to all HWEDA financial members was emailed advising of the proposed membership fee for 2018/19 financial year. The Shire of Wandering provided an email reply to confirm they would be financial members for 2018/19 seeking support from HWEDA to consider a membership contribution of \$5,000.00. A number of options were proposed including amending the previous Board meetings motion to reduce the membership fee to \$5,000.00, keeping the fee set at \$7,500.00 or for HWEDA to support Wandering's proposed membership fee for 2018/19.</p> <p>It was acknowledged that the Shire of Wandering have a smaller rate base in comparison to the Shires' of Boddington and Williams and that the Shire of Wandering are still willing to financially contribute toward HWEDA within their means. As a valued member of the HWEDA organisation, the Board want to see the Shire of Wandering continue in their capacity as an active member on the HWEDA Board and as an integral project partner to current and future projects.</p> <p>It was moved that HWEDA accept the Shire of Wandering's financial membership fee of \$5,000.00 for 2018/19 and to thank the Shire of Wandering for continuing to support HWEDA</p> |
| 24/09/2019 | <p>AGM –</p> <p>Membership fee 2019/20</p> <p>As per the constitution (dated 2017), Division 2 (Membership Fees) Item 11, the Board must determine the annual membership fee (if any) to be paid for membership of the Association.</p> <p>It has not been the case in previous years that the Board has set an annual membership fee for individual members of the Association. However, it has set a fee structure for local government and selected businesses to assist with the operating expenditure of the organisation, as follows:</p> <p>Fee Structure</p> <ul style="list-style-type: none"> <li>- \$7,500 (Shire of Boddington, Shire of Williams, Newmont Goldcorp Boddington Gold and South32)</li> <li>- \$5,000 (Shire of Wandering)</li> <li>- \$3,750 (Suez)</li> </ul>   |
| 09/06/2020 | <p>HWEDA General Meeting:</p> <p>The membership fee structure for 20/21 to be South 32 – Worsley, Newmont Mining, Shire of Williams, Wandering and Boddington \$7500 and Suez \$3750. This is a total of \$41250 in order to support administrative expenses and ongoing Marradong Self-Drive Trail marketing costs as detailed in the below draft 20/21 budget.</p>  |



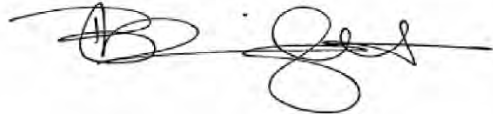
**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.4 - HWEDA MEMBERSHIP 2020-2021**

That Council:

- Receives the correspondence from HWEDA;
- Requests the CEO to invite the Executive Officer to address Council on 20/08/2020; and
- Reserves any decision on Membership and/or Membership fees until after the presentation by the HWEDA Executive Officer.

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

## 10.5.BETTER PRACTICE GUIDE FOR AUDIT COMMITTEES & INFORMATION SYSTEMS AUDIT REPORT

|                                   |   |
|-----------------------------------|---|
| <b>Proponent</b>                  | Office of the Auditor General (OAG)   |
| <b>Owner</b>                      |   |
| <b>Location/Address</b>           |   |
| <b>Author of Report</b>           | Belinda Knight, CEO   |
| <b>Date of Meeting</b>            | 16/07/2020  |
| <b>Previous Reports</b>           | Nil   |
| <b>Disclosure of any Interest</b> | Nil   |
| <b>File Reference</b>             | 14.145.14512  |
| <b>Attachments</b>                | Better Practice Guide & Information Systems Audit Report (under separate cover) |

### BRIEF SUMMARY

To consider recommendations by the OAG for better practice for Audit Committees.

### BACKGROUND

The OAG released on 25/06/2020 the “Western Australian Public Sector Audit Committees – Better Practice Guide”.

Audit committees play a fundamental role in assisting directors general, councils and boards to fulfil their governance and oversight responsibilities. They are not a substitute for good management and controls. Instead, they help provide advice and independent assurance to the accountable authority on how effective these controls are.

The purpose of the guide is to provide better practice principles and guidance to accountable authorities, audit committee members and senior managers with responsibility for audit committee activities. The OAG have drawn from experience in interacting with audit committees at State and local government entities, as well as guidance from the Institute of Internal Auditors and other jurisdictions.

The guide provides principle-based guidance for State and local government entities in Western Australia. The OAG recognises that the specific legislative and regulatory requirements for State and local government entities are different, and it is therefore difficult to have a ‘one-size-fits-all’ approach for better practice guidance. Entities need to consider their relevant legal and regulatory requirements as well as operating environment when using this guide.

The guide is suitable for members of audit committees, accountable authorities, CEOs, chief audit executives and senior managers with responsibility for audit committee activities, as well as those who are accountable to an audit committee.

The OAG released on 25/06/2020 the “Information Systems Audit Report – Local Government Entities”.

Local government entities hold information, including confidential information about people and the community, which is fundamental to their operations and should be protected from external and internal threats. As IT systems and computing environments become more interconnected, the amount of information grows, along with the number and diversity of threats. Effective information security involves managing people, processes and technology to preserve the confidentiality, integrity and availability of information.

Entities can use the information security standard as a starting point to develop sound practices, or to assess their current controls. The standard has 14 areas with each area containing various controls that can be tailored to needs, size and complexity of entities.

In order to determine an overall rating for each area, we:

- determined which controls were applicable
- assessed and gave individual controls a score
- consolidated these scores to calculate an overall result which considered the number of effective controls in the area
- rated scores above 80 percent to be effective, scores from 61 to 80 percent as partially effective, and below 61 percent as ineffective.

## Conclusion

All audited entities had significant gaps in their management of information security when compared against the standard. We found that entities did not have good practices to manage information and cyber security. Entities did not have appropriate policies and processes to identify and guide information security practices and they often lacked ongoing monitoring processes to detect and respond to threats. These gaps in security controls seriously undermine the confidentiality, integrity and availability of information held by these entities.

## STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995 and Regulations*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

### PROVIDE STRONG LEADERSHIP

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

### IMPROVE OUR FINANCIAL POSITION

| Our Goals   | Our Strategies  |
|---|---|
| <b>The Wandering Shire is financially sustainable</b> | Improve accountability and transparency<br>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs<br>Prudently manage our financial resources to ensure value for money |

## CONSULTATION/COMMUNICATION

Nil

## COMMENT

These are very comprehensive reports, and the recommendations may not be consistent with current practice. It is recommended that the CEO prepare a report to Council for the August 2020 meeting.

## VOTING REQUIREMENTS

Simple Majority

### **OFFICER'S RECOMMENDATION – ITEM 10.5 - BETTER PRACTICE GUIDE FOR AUDIT COMMITTEES & INFORMATION SYSTEMS AUDIT REPORT**

That Council directs the CEO to provide a report on the Office of Auditor General Reports:

- Report 26 – Western Australian Public Sector Audit Committees; and
- Report 27 – Information Systems Audit Report – Local Government Entities;

Providing details on inconsistencies with current Shire of Wandering practices, and recommendations for improvements and implementation.

## AUTHOR'S SIGNATURE:



## 10.6.WRITE-OFF DEBTOR ACCOUNTS

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Proponent</b>                  | Shire of Wandering  |
| <b>Owner</b>                      | Debtor 359 & 205    |
| <b>Location/Address</b>           |                     |
| <b>Author of Report</b>           | Belinda Knight, CEO |
| <b>Date of Meeting</b>            | 16/07/2020          |
| <b>Previous Reports</b>           | Nil                 |
| <b>Disclosure of any Interest</b> | Nil                 |
| <b>File Reference</b>             | 14.145.14518        |
| <b>Attachments</b>                | Nil                 |

### BRIEF SUMMARY

To consider writing off debtor accounts that are deemed to be uncollectable.

### BACKGROUND

#### Debtor 359 - \$2,152.08

This account was originally issued to debtor 348 in 2017 for private works relating to a controlled burn on the Water Corporation reserve in Wandering on 20/03/2017. The Water Corporation were contacted regarding this in January 2020, where it was advised that the work order issued was only to grant approval to burn the reserve, there was no commitment to pay associated costs. Their advice was to contact DFES. DFES were subsequently contacted and advise that they assisted with the controlled burn, but were not responsible for the associated costs.

It appears that no follow up occurred between 2017 and 2020. In January I requested that the Finance Officer follow this up, and whilst she found documentation relating to the event, there was no purchase order issued by either Water Corporation or DFES to cover the cost of the Shire staff and equipment who assisted the Brigade with the burn.

It is recommended that this amount be written off.

#### Debtor 205 – \$73.50

This invoice was issued for advertising in the Echo in August 2019. The Finance Officer has been liaising with the client on this matter, and whilst it is clear that an advertisement did take place, no purchase order was received from the client, and without such they refuse to honour any associated costs. Staff time in following this up has now well exceeded the cost of the invoice. Staff have also been reminded that when dealing with this client, nothing happens without a purchase order from them.

It is recommended that this amount be written off.

### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995 Section 6.12 - Power to defer, grant discounts, waive or write off debts.*

*(1) Subject to subsection (2) and any other written law, a local government may —*

- a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
- b) waive or grant concessions in relation to any amount of money; or*
- c) write off any amount of money,*

*which is owed to the local government.*

*\* Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*

*(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

**POLICY IMPLICATIONS**

Policy 41 – Debt Collection

**FINANCIAL IMPLICATIONS**

The total cost of writing off these accounts is \$2,225.58

**STRATEGIC IMPLICATIONS**

**IMPROVE OUR FINANCIAL POSITION**

| Our Goals                                      | Our Strategies  |
|--|---|
| The Wandering Shire is financially sustainable | Improve accountability and transparency<br>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs<br>Prudently manage our financial resources to ensure value for money |

**CONSULTATION/COMMUNICATION**

Finance Officer via clients

**COMMENT**

Nothing further

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.6 - WRITE-OFF DEBTOR ACCOUNTS**

That Council write off \$2,152.08 from Debtor Account 359 and \$73.50 from Debtor Account 205, effective 30/06/2020.

**AUTHOR'S SIGNATURE:**



## 10.7.BUSHFIRE RISK MANAGEMENT PLAN PROJECT

|                                   |  |
|-----------------------------------|--|
| <b>Proponent</b>                  | Department Fire & Emergency Services (DFES)                                      |
| <b>Owner</b>                      | Shires of Narrogin, Cuballing, Williams, Wandering, Pingelly, Lake Grace & Kent. |
| <b>Location/Address</b>           |  |
| <b>Author of Report</b>           | Belinda Knight, CEO  |
| <b>Date of Meeting</b>            | 16/07/2020   |
| <b>Previous Reports</b>           | Nil  |
| <b>Disclosure of any Interest</b> | Nil  |
| <b>File Reference</b>             | 05.051.05120:BF6   |
| <b>Attachments</b>                | Grant Agreement with Variation   |

### BRIEF SUMMARY

To endorse the actions of the CEO in signing the Bushfire Risk Management Grant Agreement.

### BACKGROUND

The Bushfire Risk Management Plan (BRMP) program is the identification and classification of Bushfire risk within the participating local government(s) respective areas. The program involves the development of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between Local Governments, State Agencies and private landowners and occupiers.

Bushfire Risk Management (BRM) Plans document the risk to communities from bushfire and outline the required treatments to reduce these risks. The Bushfire Risk Management System (BRMS) is a risk tool, which aids the prioritisation of treatment works to help lower the Bushfire risk faced by the community and designate accountability for treatment. The BRMP program is the initiative and related activities that result in the development and implementation of BRM Plans through the BRMS.

### STATUTORY/LEGAL IMPLICATIONS

*Bushfires Act 1954*

### POLICY IMPLICATIONS

No policy applies.

### FINANCIAL IMPLICATIONS

Nil – the BRMP is fully funded by DFES.

### STRATEGIC IMPLICATIONS

### PROVIDE STRONG LEADERSHIP

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

### CONSULTATION/COMMUNICATION

Via DFES

### COMMENT

Pater Cupitt, the Bushfire Risk Planning Coordinator will be attending the meeting to talk about the project.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION – ITEM 10.7 - BUSHFIRE RISK MANAGEMENT PLAN PROJECT**

That Council;

- Endorse the actions of the CEO in signing the joint Agreement (as attached); and
- Appoints Mr Peter Cupitt, Bushfire Risk Planning Officer, pursuant to *S38 Bush Fires Act 1954*, as a Bush Fire Control Officer (FCO) for the Shire of Wandering.

**AUTHOR'S SIGNATURE:**A handwritten signature in black ink, appearing to read 'Peter Cupitt', written over a light blue horizontal line.



## 10.8.WANDERING FAIR COMMITTEE – REQUEST FOR FINANCIAL ASSISTANCE

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>Proponent</b>                  | The Wandering Fair Committee        |
| <b>Owner</b>                      |                                     |
| <b>Location/Address</b>           | Wandering Community Centre precinct |
| <b>Author of Report</b>           | Belinda Knight, CEO                 |
| <b>Date of Meeting</b>            | 16/07/2020                          |
| <b>Previous Reports</b>           | 20/02/2020 – 19/12/2019             |
| <b>Disclosure of any Interest</b> |                                     |
| <b>File Reference</b>             | 11.116.11601:EM193                  |
| <b>Attachments</b>                | Nil                                 |

### BRIEF SUMMARY

To consider sponsorship of the 2020 Wandering Fair.

### BACKGROUND

20/05/2020 Correspondence received from the Wandering Fair Committee:

*After a period of deferral, the Wandering Fair Committee is pleased to advise that at our committee meeting on 19th May, we decided to continue with plans to hold the Wandering Fair on 12th September 2020.*

*We will of course adhere to any recommendations from the state government, paying particular attention to the number of people allowed at a gathering. We are hopeful that restrictions will be lifted a sufficient amount by September to allow a gathering of 250- 500 people. Should that not be the case, we will look to postpone the fair until September 2021.*

*As always, the Wandering Fair aims to provide a social opportunity for local businesses and community groups to display their wares and interact with the community. In January 2020, we wrote to you requesting both financial, \$3000, and in-kind support to help make the day a success. We envisage this amount will cover a portion of the costs associated with;*

- 1. 'On the day' activities, such as hire of generators to supply power for food vendors, entertainment and specialty stalls/attractions. Hire of portable toilets to ease the congestion on the facilities at the Community Centre.*
- 2. Two banners which will be situated at the north and south entrance of town promoting the date of the Wandering Fair. These banners allow for adjustment of the date and can be used in future years.*

*Your contribution along with our other sponsors will be acknowledged on the day and in all advertising and any written material following the event.*

*Thank you for your time, we look forward to your response.*

### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

### POLICY IMPLICATIONS

Policy 48 – Community Funding, Grants and Donations

### FINANCIAL IMPLICATIONS

Council has in the past provided \$3,500 to the Wandering Fair Committee. Council has an allocation of \$6,000 in total in the 2020-2021 Budget for these purposes, however Council needs to be aware that these are different times and a call for budget restraint is required.

**STRATEGIC IMPLICATIONS****RETAIN AND GROW OUR POPULATION**

| <b>Our Goals</b>  | <b>Our Strategies</b>  |
|---|--|
| <b>People feel safe, connected and actively involved in the community</b> | Facilitate and support activities that optimise use of our facilities<br>Assist Community and sporting organisations to remain sustainable and active Engage and celebrate local culture, both indigenous and non-indigenous<br>Facilitate and support Emergency Services Planning<br>Preserve our history |

**IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY**

| <b>Our Goals</b>                             | <b>Our Strategies</b>   |
|--|---|
| <b>Capture tourism opportunities locally</b> | Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism |

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**

Nothing further

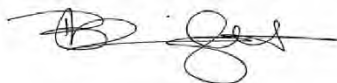
**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.8 - WANDERING FAIR COMMITTEE – REQUEST FOR FINANCIAL ASSISTANCE**

That Council support the request of the Wandering Fair Committee in September 2020, in the form of:

- \$3,000 cash contribution;
- Full fee waiver for the use of the Wandering Community Centre and oval precinct; and
- In-kind support by means of Shire staff and equipment to assist with set up and pack up, printing of flyers etc, and advertising in the Echo and on the Shire's and CRC's websites and social media pages.

**AUTHOR'S SIGNATURE:**


## 10.9.WANDERING AUTUMN GRAZE – REQUEST FOR FINANCIAL ASSISTANCE

|                                   |   |
|-----------------------------------|---|
| <b>Proponent</b>                  | The Wandering Autumn Graze Long Table Lunch |
| <b>Owner</b>                      |   |
| <b>Location/Address</b>           | Wandering Community Centre precinct         |
| <b>Author of Report</b>           | Belinda Knight, CEO                         |
| <b>Date of Meeting</b>            | 16/07/2020                                  |
| <b>Previous Reports</b>           | 21/11/2019                                  |
| <b>Disclosure of any Interest</b> |   |
| <b>File Reference</b>             | 11.115.11601:EM223                          |
| <b>Attachments</b>                | Nil   |

### BRIEF SUMMARY

To consider sponsorship of the 2021 Wandering Autumn Graze Long Table lunch.

### BACKGROUND

20/05/2020 Correspondence received from the Wandering Autumn Graze Committee:

*It seems a long time ago now but what a great day we enjoyed on 30th March at our inaugural Wandering Autumn Graze Long table lunch. As you know our 2020 lunch was cancelled due to the Covid 19 Virus, but planning is now in full swing for the next exciting event which will take place on 27th March 2021. We are very excited to announce that HERB FAUST has again agreed to be our celebrity chef for the day, please find attached his profile. Herb will be demonstrating cooking regional produce, providing not only entertainment but a promotion of our wonderful region and local produce to encourage tourism and visitors to the area.*

*The lunch is a fantastic opportunity to showcase the great wine, food and unique produce from the Wheatbelt area. The day commences with sparkling wine, cider, boutique beer and canapé's on arrival, together with live music and entertainment.*

*In accordance with the Responsible Service of Alcohol, and to promote safe driving practices, we organise transport from Narrogin-Cuballing, Pingelly, Boddington, Williams and Wandering both to and from the venue.*

*We are a not for profit organisation, run by a volunteer committee. The kitchen and wait staff for the day are all volunteers with only the professional Chef being paid for their services. Local community groups set up the venue and clean up afterwards.*

*We write seeking sponsorship for our 2021 Wandering Autumn Graze.*

#### *Herb Faust: The Man Behind The Food*

*Herb Faust has been a chef for over 20 years. He traces his appreciation and passion for food back to childhood memories of regular visits to the Buddhist temple, where those who offered food to the monks would share the remainder amongst them. The amazing array of authentic Thai food on offer sparked a keen interest in this style of cuisine which Herb describes as providing a delicate balance of flavours, but also re-quiring strong technique to execute. It's an approach that has always in-spired him in his cooking.*

*In 2010, Herb was presented with the once in a lifetime chance to appear in the Australian version of the cult television cooking show, Iron Chef. He went on to be the only contestant in the series to defeat an Iron Chef.*

*The win was an absolute highlight in Herb's career, reigniting his passion for producing innovative food, and awakening a desire to share his creations with a wider audience. And so, in 2011, he and his wife Deanna launched their own catering business, Herb Faust Food. The extensive range of dining experiences on offer allow Herb to unleash his creativity to produce unique and stylish food for all kinds of catered occasions and events across Western Australia.*

*When he's not in the kitchen, Herb loves spending time with his wife and two children, or catching up with mates for a skate or surf.*

**Deanna Faust: The Woman Behind The Man**

*Deanna is the woman behind the man at Herb Faust Food. She was introduced to Herb by a mutual friend in 2003 and the rest, as they say, is history. Together they have two children, Jackson and Jasmin, who they consider their lives' greatest achievements.*

*Deanna's passion, growing up, was for dance and in 1997 she commenced a Bachelor of Arts in Dance at WAAPA. When a back injury forced her to defer her studies, she moved to Melbourne where she continued to dance part-time, while pursuing a new career in office administration. For over 20 years, she has gathered and honed skills in accounts and record-keeping, customer service, design, copywriting, marketing, communication, arts administration, and business management. These skills have proven extremely useful in working alongside husband Herb to create and co-own Herb Faust Food.*

*Of being business partners, and husband and wife, Deanna reflects, "Herb and I have weathered many a storm together but thankfully it has only brought us closer. We've taken risks, worked harder than we imagined possible, and occasionally wondered if all the effort was worthwhile. At the end of the day though, we're both passionate and driven about what we do. Herb is in his element and his talent for creating amazing food, alongside his unbelievably tireless work ethic, is nothing short of exceptional."*

*Deanna thrives on developing new, or improving old, processes to provide the best possible experience for their customers. For both Herb and Deanna, positive feedback from clients motivates them to continue to take catered food to the next level.*

*Outside of the business, Deanna loves spending time with family and friends, continues to study and perform Flamenco, and thoroughly enjoys a glass or two of bubbles.*

**STATUTORY/LEGAL IMPLICATIONS**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Policy 48 – Community Funding, Grants and Donations

**FINANCIAL IMPLICATIONS**

Council committed \$1,000 to the 2020 Autumn Graze, however as noted above this event was cancelled.

**STRATEGIC IMPLICATIONS****RETAIN AND GROW OUR POPULATION**

| <b>Our Goals</b>  | <b>Our Strategies</b>   |
|---|---|
| <b>People feel safe, connected and actively involved in the community</b> | Facilitate and support activities that optimise use of our facilities<br>Assist Community and sporting organisations to remain sustainable and active<br>Engage and celebrate local culture, both indigenous and non-indigenous<br>Facilitate and support Emergency Services Planning<br>Preserve our history |

**IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY**

| <b>Our Goals</b>                             | <b>Our Strategies</b>  |
|--|--|
| <b>Capture tourism opportunities locally</b> | Encourage tourists, longer stays and repeat visitation<br>Provide for and maintain infrastructure that grows tourism |

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**

Nothing further


**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.9 - WANDERING AUTUMN GRAZE – REQUEST FOR FINANCIAL ASSISTANCE**

That Council support the request of the Wandering Autumn Graze Long Table Lunch Committee, in March 2021, in the form of:

- \$1,000 cash contribution;
- Full fee waiver for the use of the Wandering Community Centre and oval precinct; and
- In-kind support by means of Shire staff and equipment to assist with set up and pack up, printing of flyers etc, and advertising in the Echo and on the Shire's and CRC's websites and social media pages.

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

## 10.10. 2021/2022 – RATING REVIEW

|                                   |  |
|-----------------------------------|--|
| <b>Proponent</b>                  | Shire of Wandering                             |
| <b>Owner</b>                      |  |
| <b>Location/Address</b>           | Shire  |
| <b>Author of Report</b>           | Belinda Knight, CEO                            |
| <b>Date of Meeting</b>            | 16/07/2020                                     |
| <b>Previous Reports</b>           | 18/06/2020 - 20/02/2020 - 19/12/2019 - 12/2017 |
| <b>Disclosure of any Interest</b> | Nil  |
| <b>File Reference</b>             | 23.1.11:RA14                                   |
| <b>Attachments</b>                |  |

### BRIEF SUMMARY

To progress the rating review commenced in 2017.

### BACKGROUND

December 2017: The Shire engaged Moore Stephens to undertake a Rating Review for the Shire, and the resultant report is attached to this item. It makes several recommendations, which have never been adopted by the Council. These recommendations are that Council:

*Develops policy to:*

- a) *Provide a framework and guidance to assist with the classification of properties (based on a combination of the properties TP zone and predominate land use) into the most appropriate valuation category (UV or GRV); and*
- b) *Guide the staff in the level and method of community consultation to be undertaken in the circumstances of a change of valuation category applied to properties within the district.*

*Following development and adoption of the policies set out above, the Shire of Wandering undertake a review of its rates records to identify and classify properties within the district into either a UV or GRV valuation type in accordance with the policy; and*

*The Council consider the following changes to its current rating structure:*

| Current Differential Category  | Future Differential Category   | Comments  |
|--------------------------------|--------------------------------|---|
| <b>Gross Rental Valuations</b> |                                |   |
| Residential                    | Residential                    | No Change   |
| Special Use                    | Commercial Industrial          | Change of name to better identify the category.   |
|                                | Commercial Industrial - Vacant | -New differential rate category based on the development status of commercial or industrial land.   |
| <b>Unimproved Values</b>       |                                |   |
| Rural                          | Rural                          | Properties not used predominately for rural purposes to be the subject of an application to change to GRV and categories based on TP zone/land use.<br>Properties used for mining purposes are to remain in the category until the number and the level of valuation permit a separate differential rate to be established that complied with the minimum payment limits under the Act. |
| Rural Residential              | Discontinued                   | Properties not used predominately for rural purposes to be the subject of an application to change to GRV and categorised based on TP zone/land use.  |
|                                | Mining                         | New differential category to be established when the number and valuation level permits.  |

**STATUTORY/LEGAL IMPLICATIONS**

*Local Government Act 1995 – s6.28*

*Local Government Operation Guidelines – No. 2 – Changing Methods of Valuation of Land*

**POLICY IMPLICATIONS**

To be implemented

**FINANCIAL IMPLICATIONS**

The aim of a rating review is to provide equity in the way rates are raised, rather than increase the amount of rates raised.

**STRATEGIC IMPLICATIONS****IMPROVE OUR FINANCIAL POSITION**

| <b>Our Goals</b>                                      | <b>Our Strategies</b>   | <b>Our Measurement</b>                                |
|---|---|---|
| <b>The Wandering Shire is financially sustainable</b> | Improve accountability and transparency<br>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs<br>Prudently manage our financial resources to ensure value for money | Rate review implemented over a staged process by 2020 |

**PROVIDE STRONG LEADERSHIP**

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

**CONSULTATION/COMMUNICATION**

Moore Stephens

Many options exist for consulting or informing the community or special interest groups therein. For example:

- letters to each affected landowner;
- advertisements in local newspapers/newsletters;
- public meetings/workshops; and/or
- use of the Internet.

**COMMENT**

The Shire of Wandering Rating Strategy is an important component of the integrated planning process and it will underpin forward planning for long term financial management, asset management, capital investment and the other facets of strategic planning on behalf of the community.

The Shire operates with the following rating categories (updated for 2020/2021)

| GRV/UV       | Description              | Non-Minimum | Minimum    |
|--------------|--------------------------|-------------|------------|
| GRV          | Residential              | 41          | 39         |
| GRV          | Special Use (Industrial) | 3           | 2          |
| UV           | Rural Residential        | 34          | 70         |
| UV           | Rural                    | 135         | 78         |
| UV           | Mining                   | 0           | 5          |
| Non-Rateable |                          | 29          |            |
| <b>TOTAL</b> |                          | <b>242</b>  | <b>194</b> |

Differential rating is in place and is constrained by the legal requirement that the differential rate in the \$ is not more than double the lowest minimum rate. This particularly applies to rating equity and potential between the unimproved value classifications of Rural Residential and Rural.

A similar constraint applies to the number of properties on minimum rates which cannot exceed 50% of the total number of assessments.

Currently Wandering uses a lower rate in the \$ to neighbouring Shires with comparable unimproved valuation levels.

The Long-Term Financial planning to date is predicated on an annual rate revenue increase of 6% based on the components of 2% (inflation) and 4% (new income).

#### **FURTHER INFORMATION**

Further comments are contained within the report from Moore Stephens, or within the Local Government **Operation Guidelines No. 2 – Changing Methods of Valuation of Land.**

#### **GUIDELINE NO. 2**

In implementing suitable systems and procedures, local governments should observe the principles of:

- objectivity;
- fairness and equity;
- consistency;
- transparency; and
- administrative efficiency.

The prospects for a satisfactory outcome will be significantly improved if these principles are correctly applied.

#### **Objectivity**

As far as possible the predominant use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.

#### **Fairness and equity**

Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation that appropriately reflects predominant use.

#### **Consistency**

Rating principles should be applied, and determinations should be made, in a consistent manner. Like properties should be treated in a like manner.

#### **Transparency**

Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the “good government” principle upon which the Act is based. The right to govern accompanies the obligation to do so openly and fairly.

#### **Administrative efficiency**

Rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.



**IMPLEMENTATION OPTIONS – FINANCIAL IMPLICATIONS**

As per the attached Draft Policy 73.

**VOTING REQUIREMENTS**

Absolute Majority

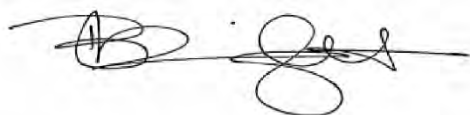
**OFFICER'S RECOMMENDATION – ITEM 10.10.1 - 2020/2021 – RATING REVIEW**

That Council:

- a) Commence proceedings pursuant to S6.28 of The Local Government Act 1995 to request the Minister to amend the method of valuation of the following classes of land within the Shire of Wandering:
  - GRV Valued Properties:
    - Residential Land – No Change
    - Change the “Special Use” category to “Industrial/Commercial” to better identify the category.
  - UV Valued Properties
    - Rural Land – No Change
    - Properties zoned “Rural Residential” be the subject of an application to change to GRV valuations.
    - Properties zoned “Commercial/Industrial” be the subject of an application to change to GRV valuations.
- b) Authorise the CEO to undertake extensive community consultation in the form of:
  - letters to each affected landowner;
  - advertisements in local newspapers/newsletters;
  - use of the Internet (website) regarding the intent to implement the proposed rating structure for the 2021/2022 financial year:

**OFFICER'S RECOMMENDATION – ITEM 10.10.2 - 2021/2022 – RATING REVIEW**

That Council adopts the attached Draft Policy 73 – Rating Policy.

**AUTHOR'S SIGNATURE:**

|  |                                  |                            |   |
|--|----------------------------------|----------------------------|---|
| <b>POLICY TYPE:</b>                        | <b>LEGISLATIVE</b>               | <b>POLICY NO:</b>          | <b>73</b>   |
| <b>DATE ADOPTED:</b>                       |                                  | <b>DATE LAST REVIEWED:</b> |   |
| <b>LEGAL (PARENT):</b>                     | <i>Local Government Act 1995</i> | <b>LEGAL (SUBSIDIARY):</b> | <i>Local Government<br/>(Financial<br/>Management)<br/>Regulations 1996</i> |
| <b>DELEGATION OF AUTHORITY APPLICABLE:</b> | No                               | <b>DELEGATION NO.</b>      |   |

| <b>ADOPTED POLICY</b> |   |
|-----------------------|---|
| <b>TITLE:</b>         | Rating Policy   |
| <b>OBJECTIVE:</b>     | <ul style="list-style-type: none"> <li>To Provide a framework and guidance to assist with the classification of properties (based on a combination of the properties TP zone and predominate land use) into the most appropriate valuation category (UV or GRV); and</li> <li>Guide staff in the level and method of community consultation to be undertaken in the circumstances of a change of valuation category applied to properties within the District.</li> </ul> |

### **DEFINITIONS**

GRV – Gross Rental Value

UV – Unimproved Value

### **POLICY STATEMENT**

That Council applies the following principles to each rating category:

#### ***Residential Category:***

- (a) That no differential rate in the dollar applies to properties zones “Residential – Gross Rental Values”.

#### ***Rural Residential Category:***

- (a) That the rate in the dollar applying to years 2021/2022 and 2022/2023 to properties zoned “Rural Residential – Gross Rental Values”, be considered to minimise the impact of the change to the valuation method of rating for these lots. This may mean the imposition of a differential rate in the dollar.

#### ***Commercial/Industrial Category:***

- (b) That the rate in the dollar applying to years 2021/2022 and 2022/2023 to properties zoned “Commercial/Industrial – Gross Rental Values”, be considered to minimise the impact of the change to the valuation method of rating for these lots. This may mean the imposition of a differential rate in the dollar.

#### ***Rural Category:***

- (a) That no differential rate in the dollar applies to properties zoned “Rural – Unimproved Values”.

#### ***Mining Tenement Category:***

- (b) That Mining Tenements unimproved value rate in the dollar not be differentiated to that of “Rural – Unimproved Values”.

### **INTRODUCTION**

- Local governments impose rates on the properties within their district to raise revenue to fund the services and facilities provided to residents and visitors.
- The quantum of rates payable is determined by three factors: the method of valuation of the land, the valuation of the land and improvements, and the rate in the dollar applied to that valuation by the local government.
- Land is rated according to its unimproved value for land used predominantly for rural purposes or gross rental value for land used predominantly for non-rural purposes.
- The Valuer General values the land in accordance with the provisions of the Valuation of Land Act 1978. The local government sets a rate in the dollar which is applied to this valuation to give the rates liability for each property.
- A local government may impose a single general rate which applies to all of the properties in the unimproved value or gross rental value category. Alternatively the local government can distinguish between land in either category

on the basis of its zoning, use or whether it is vacant land (or other characteristic set out in regulations), or a combination of these factors, and apply a differential general rate to each.

7. The purpose of the imposition of a differential general rate is generally to ensure that every landowner makes a reasonable contribution to the rate burden.

## **LEGISLATION**

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

#### 6.33. Differential general rates

1. A local government may impose differential general rates according to any, or a combination, of the following characteristics:
  - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
  - (b) a purpose for which the land is held or used as determined by the local government; or
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.
2. Regulations may:
  - (a) specify the characteristics under subsection (1) which a local government is to use; or
  - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
3. In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
4. If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
5. A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

### ***Local Government (Financial Management) Regulations 1996***

#### 52A. Characteristics prescribed for differential general rates (Act s. 6.33)

1. In this regulation:

commencement day means the day on which the Local Government (Financial Management) Amendment Regulations (No. 2) 2012 regulation 5 comes into operation.

relevant district means a district that:

- (a) is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
  - (b) has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.
2. For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district:
    - (a) whether or not the land is situated in a townsite as defined in the Land Administration Act 1997 section 3(1);
    - (b) whether or not the land is situated in a particular part of the district of the local government.

In relation to 52A(1), Regulation 5 of Local Government (Financial Management) Amendment Regulations (No. 2) 2012 came into effect on 30 June 2012.

## **PROCESS**

The Minister may approve the imposition of a differential general rate that is more than twice the lowest differential general rate imposed by that local government. Without that approval the difference between differential general rates imposed by a local government is **limited to two times in each of the unimproved value and gross rental value categories.**

**KEY VALUES**

The Minister's approval under section 6.33(3) will be made consistently with the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency. To that end, the Minister will not approve an application for an approval under this policy (the application) unless the Minister is satisfied of the following matters.

**Objectivity**

The land on which differential general rates has been rated according to one or more of the following land characteristics:

- zoning
- land use
- vacant land.

The local government has proposed a differential general rate which is more than twice the lowest differential rate.

**Fairness and Equity**

The Council of the local government has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. This is to be reflected in the council minutes when it adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.

The objects of imposing differential rates and reasons for each proposed differential general rate are set out by the local government in a publicly available document.

These objects and reasons clearly explain why each differential general rate is proposed to be imposed.

The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.

If a category of ratepayer is significantly contributing to the local government's revenue through fees, charges and other payments, the local government has not used these same costs as the justification for the difference in differential general rate.

If there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has been informed in writing by the local government of:

- the terms of this policy (through the provision of a copy of this document to the ratepayer)
- the local government's objects of and reasons for proposing to impose the differential general rates
- the differential general rate that will apply to the ratepayer's property; and
- the differential general rate that applied in the previous year for comparison

and was given at least 21 days to make submissions to the local government on the proposal.

The ratepayers' submissions, if any, and the local government's response to each ratepayer's submission (as recorded in the minutes of the Council meeting at which the response was adopted) have been provided to the Minister.

**Consistency**

The local government has rated similar properties that are used for the same purpose in the same way.

The proposed differential rates align with the rating strategy in the corporate business plan and long-term financial plan or the council of the local government has detailed its reasons for deviating from that rating strategy.

The local government has reviewed and considered rates proposed in neighbouring or similar local government districts in the rating strategy.

**Transparency and administrative efficiency**

The local government has:

- prepared and made publicly available a document clearly describing the object of and reason for each differential general rate;
- given public notice in a newspaper circulating generally throughout the district and exhibited to the public on a notice board at the local government's office and at every local government library in the district (refer to Rating Policy – Giving Notice)
- published the notices after 1 May in the relevant year.

The public notice published by the local government contained:

- details of each differential general rate that the local government intends to impose
- an invitation for submissions to be made by an elector or ratepayer
- a closing date for submissions which is at least twenty-one days after the day on which the notice is published
- advice on the time and place where a document containing the objects of and reasons for the differential general rates can be inspected.

The council of the local government has:

- considered each ratepayer submission (if any)
- resolved to make the application provided the Minister with the minutes and agenda papers relevant to these matters.

### **GUIDANCE FOR LOCAL GOVERNMENTS AND AFFECTED RATEPAYERS ON REQUESTING APPROVAL**

The guidance below is directed to an application for approval under section 6.33(3) for the imposition of a differential general rate which is more than twice the lowest differential general rate imposed by it.

#### ***Local governments***

The policy section of this document identifies the matters on which the Minister will want to be satisfied before he or she approves an application.

Before making an application, a local government should be satisfied that:

- it intends to impose a differential general rate which is more than twice the lowest differential general rate imposed by it
- in light of the application and its supporting material, the Minister will be able to be satisfied that making such a determination would be consistent with the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency, as detailed in the policy.

The starting point for a local government will be the matters identified under the key values of objectivity and consistency. The local government will need to ensure that all of the matters identified under those key values are addressed.

Once the local government is satisfied that it has addressed all the matters identified under the key values of objectivity and consistency, the local government will need to address the key value of fairness and equity. This includes the requirement for the local government to give public notice of its intent to impose the differential general rates.

If there are fewer than thirty ratepayers affected in any differential rate category, the local government will need to contact those ratepayers directly. That will involve the local government writing to the ratepayer, addressing each of the matters identified under that key value and giving the ratepayer at least 21 days to make submissions.

Once the local government has given public notice, written to the affected ratepayers if required, and received any submissions from ratepayers, the council of the local government will need to consider:

- those submissions
- the other information addressing the key values of objectivity, consistency and fairness and equity.

Even if the council has previously considered the matter, the council must consider the submissions and the other information and resolve to make the application to the Minister.

Once the council has resolved to make the application, the following should be sent to the Minister:

- the application
- a copy of the public notice showing the publication date
- the supporting material addressing each of the matters identified under the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency.

The Minister will then consider the application and may request more information from the local government before granting approval.

#### ***The ratepayer***

The ratepayer should respond constructively to a request for submissions by a local government considering imposing specified differential general rates.

In particular, the ratepayer should form a view as to whether the matters set out under the key values have been correctly addressed.

If the ratepayer considers that these matters have not been correctly addressed, the ratepayer should set out why they hold this view in their submission to the local government.

In their submission, the ratepayer should address any other matter which they wish the local government and the Minister (if applicable) to consider.

In considering an application, the Minister may request information from the ratepayer before making their decision.

## 11. OTHER OFFICER'S REPORTS

### 11.1. POLICY 74 – BITUMEN SEALING – DUST CONTROL

|                                   |   |
|-----------------------------------|---|
| <b>Proponent</b>                  | Shire of Wandering                                |
| <b>Owner</b>                      | Shire of Wandering                                |
| <b>Location/Address</b>           | Shire of Wandering                                |
| <b>Author of Report</b>           | Barry Gibbs, Executive Manager Technical Services |
| <b>Date of Meeting</b>            | 16/07/2020  |
| <b>Previous Reports</b>           | Nil   |
| <b>Disclosure of any Interest</b> | Nil   |
| <b>File Reference</b>             | 12.122.12200                                      |
| <b>Attachments</b>                | Draft Policy 74                                   |

#### BRIEF SUMMARY

For Council to consider a Draft Policy for land owners requesting bitumen sealing of gravel roads located close to a residential dwelling.

#### BACKGROUND

Following a request from a resident regarding dust concerns from vehicles traveling on a gravel road within 50 metres of their residents.

Shire Staff have inspected the section of road listed as a concern to confirm the location and scope of work required. After this inspection and a briefing with Council, Shire Staff believe a policy regarding this request would be the best option to process this matter and possible future requests from other residents.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government (Functions and General) Regulations 1996*

#### POLICY IMPLICATIONS

As attached.

#### FINANCIAL IMPLICATIONS

The cost of the 50% contribution by the Shire for the materials and bitumen sealing contractors would be allocated from the Shire's Rural Road Maintenance Account - E12200.

The costs payable by the land owner would be managed by the Shire's Private Works Procedure.

#### STRATEGIC IMPLICATIONS

##### IMPROVE OUR FINANCIAL POSITION

| Our Goals   | Our Strategies  |
|---|---|
| <b>The Wandering Shire is financially sustainable</b> | Improve accountability and transparency<br>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs<br>Prudently manage our financial resources to ensure value for money |

##### PROVIDE STRONG LEADERSHIP

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

#### CONSULTATION/COMMUNICATION

Belinda Knight – CEO – Council Members

**COMMENT**

This is the first application the Shire of Wandering has received for bitumen sealing work for dust mitigation work in the past 12 months. The Shire Works Manager – Bradley Hunt has advised me that there have been no other applications for dust mitigation work apart from this property by the previous owner in the past 7 years.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 11.1 - POLICY 74 – ROAD SEALING – DUST CONTROL**

That Council adopt the attached draft Policy 74 – Road Sealing – Dust Control

**AUTHOR'S SIGNATURE:**A handwritten signature in black ink, appearing to read 'B. Hunt', is written over a light grey rectangular background.

|  |  |                            |           |
|--|--|----------------------------|-----------|
| <b>POLICY TYPE:</b>                        | <b>COMMUNITY</b>   | <b>POLICY NO:</b>          | <b>74</b> |
| <b>DATE ADOPTED:</b>                       |  | <b>DATE LAST REVIEWED:</b> |           |
| <b>LEGAL (PARENT):</b>                     | <i>Local Government Act 1995</i>   | <b>LEGAL (SUBSIDIARY):</b> |           |
| <b>DELEGATION OF AUTHORITY APPLICABLE:</b> | <b>CEO</b>   | <b>DELEGATION No.</b>      |           |
| <b>DRAFT POLICY</b>                        |  |                            |           |
| <b>TITLE:</b>                              | Road Sealing – Dust Control  |                            |           |
| <b>OBJECTIVE:</b>                          | <ul style="list-style-type: none"> <li>To provide guidelines for the sealing of roads immediately adjacent to residences.</li> </ul> |                            |           |

### **POLICY STATEMENT**

Council may determine applications for the bitumen sealing of up 250 metres in length with a minimum width of 7.0m for a gravel road immediately adjacent to any occupied residence.

The following conditions will apply to any approval granted:

1. The occupied residence be within 50 metres of the gravel road; and
2. The landowner agrees to pay 50% of the cost of the materials and contracts; and
3. Any future reseals will be at the landowner's expense if less than 10 years since the last bitumen seal.



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

**12.1.COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 19/06/2020 – 07/07/2020**

Nil

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

Nil

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**14.1.COUNCILLORS AND /OR OFFICERS**

**15. CONFIDENTIAL ITEMS**

**15.1. ITEM FOR DISCUSSION - NIL**

**16. INFORMATION ITEMS****16.1.ACCOUNTS FOR PAYMENT -01/06/2020 – 30/06/2020**

|                                   |   |
|-----------------------------------|---|
| <b>Proponent</b>                  | Internal Report                             |
| <b>Location/Address</b>           |   |
| <b>Author of Report</b>           | Sophie Marinoni, Finance Officer            |
| <b>Date of Meeting</b>            | 16/07/2020                                  |
| <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 June 2020.

**BACKGROUND**

The listing of payments for the month of June 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  
16/07/2020**

This Schedule of Accounts to be passed for payment, covering

| <b>Payment Method</b>      | <b>Cheque/EFT/DD Number</b> | <b>Amount</b>       |
|----------------------------|-----------------------------|---------------------|
| Trust Account              | Nil                         |                     |
| <b>Municipal Fund:</b>     |                             |                     |
| Electronic Funds Transfers | EFT5725 – EFT5800           | \$147,293.03        |
| Direct Debits              | DD3397.3 – DD3427.2         | \$14,531.66         |
|                            | <b>TOTAL</b>                | <b>\$161,824.69</b> |

to the Municipal and Trust Accounts, totalling \$161,824.69 which were submitted to each member of the Council on 16/07/2020, 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

## IMPROVE OUR FINANCIAL POSITION

| Our Goals                                      | Our Strategies  |
|--|---|
| The Wandering Shire is financially sustainable | Improve accountability and transparency<br>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs<br>Prudently manage our financial resources to ensure value for money |

**OFFICER'S RECOMMENDATION – ITEM 16.1– SCHEDULE OF ACCOUNTS FOR 01/06/2020 – 30/06/2020**

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 |
|---------|----------|------------------------------|--|----------------|----------------|
| EFT5725 | 05/06/20 | Advertiser Print             |  |                | \$505.00       |
|         | 02/06/20 |                              | Stationery<br><i>DL envelopes, Postage</i>   | \$505.00       |                |
| EFT5726 | 05/06/20 | Avon Waste                   |  |                | \$3,328.56     |
|         | 30/05/20 |                              | General waste services<br><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, Fuel facility bin</i> | \$3,328.56     |                |
| EFT5727 | 05/06/20 | BOC                          |  |                | \$81.53        |
|         | 29/05/20 |                              | Container Service<br><i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>  | \$81.53        |                |
| EFT5728 | 05/06/20 | Beacon Equipment             |  |                | \$307.70       |
|         | 29/05/20 |                              | Repair small plant - Cutting saw/upright compactor<br><i>Labour, Parts</i>   | \$307.70       |                |
| EFT5729 | 05/06/20 | Ben Pike Carpentry           |  |                | \$66.00        |
|         | 04/05/20 |                              | Install overhead projector<br><i>Labour</i>  | \$66.00        |                |
| EFT5730 | 05/06/20 | Best Office Systems          |  |                | \$507.04       |
|         | 29/05/20 |                              | Copier Contract - Shire<br><i>B&amp;W copies, Colour copies</i>  | \$363.07       |                |
|         | 31/05/20 |                              | Copier Contract - CRC<br><i>B&amp;W copies, Colour copies</i>  | \$143.97       |                |
| EFT5731 | 05/06/20 | Blackwoods                   |  |                | \$996.01       |
|         | 28/05/20 |                              | Grease guns<br><i>WD.458, Fuel Trailer, Workshop</i>   | \$996.01       |                |
| EFT5732 | 05/06/20 | Boral Construction Materials |  |                | \$33,238.92    |
|         | 15/05/20 |                              | Bitumen sealing<br><i>14 Mile Brook Rd</i>   | \$33,238.92    |                |
| EFT5733 | 05/06/20 | Bunbury WA Skills Training   |  |                | \$2,055.00     |
|         | 26/05/20 |                              | Training - EWP<br><i>Brad Hunt, Tom Martin</i>   | \$2,055.00     |                |
| EFT5734 | 05/06/20 | Claw Environmental           |  |                | \$1,571.03     |

|                |                 |  |  |                    |
|----------------|-----------------|--|--|--------------------|
|                | 11/05/20        |  | DrumMuster processing fees<br><i>Plastic drums &lt;20L, Plastic drums 20/25L,<br/>Rejected drum fee</i>  | \$1,571.03         |
| <b>EFT5735</b> | <b>05/06/20</b> | <b>Corsign WA</b>                          |  | <b>\$110.00</b>    |
|                | 27/05/20        |  | Signage<br><i>Rural addressing late - 15 Watts St, Fuel<br/>price number - "0"</i>   | \$110.00           |
| <b>EFT5736</b> | <b>05/06/20</b> | <b>Gilbarco Veeder-Root Australia</b>      |  | <b>\$3,781.68</b>  |
|                | 22/05/20        |  | Repairs - Fuel facility<br><i>Labour, Travel distance, Travel time, Parts</i>  | \$3,781.68         |
| <b>EFT5737</b> | <b>05/06/20</b> | <b>Hotham Mechanical</b>                   |  | <b>\$134.20</b>    |
|                | 20/05/20        |  | Repair water tank pump - WD.422<br><i>Labour, Parts</i>  | \$68.20            |
|                | 02/06/20        |  | Tyre repair - WD.001<br><i>Labour</i>  | \$33.00            |
|                | 02/06/20        |  | Tyre repair - WD.001<br><i>Labour</i>  | \$33.00            |
| <b>EFT5738</b> | <b>05/06/20</b> | <b>JR &amp; A Hersey</b>                   |  | <b>\$357.50</b>    |
|                | 28/05/20        |  | Tools - Fuel trailer<br><i>Socket set</i>  | \$357.50           |
| <b>EFT5739</b> | <b>05/06/20</b> | <b>MJ &amp; C Cornish</b>                  |  | <b>\$660.00</b>    |
|                | 29/05/20        |  | Electrical cable trenching - Community<br>Centre<br><i>Labour</i>  | \$660.00           |
| <b>EFT5740</b> | <b>05/06/20</b> | <b>Rhonie's Wandering Mop &amp; Bucket</b> |  | <b>\$4,669.50</b>  |
|                | 01/06/20        |  | Cleaning contract<br><i>Watts St Public Toilets, Caravan Park,<br/>Admin Office, Depot, Codjatotone Toilets,<br/>CRC, Community Centre, Travel</i> | \$4,669.50         |
| <b>EFT5741</b> | <b>05/06/20</b> | <b>SJR Civil Consulting</b>                |  | <b>\$6,534.00</b>  |
|                | 28/05/20        |  | Road Safety Audit<br><i>Blackspot Funding Submissions</i>  | \$6,534.00         |
| <b>EFT5742</b> | <b>05/06/20</b> | <b>Shire of Narrogin</b>                   |  | <b>\$1,430.00</b>  |
|                | 02/06/20        |  | Senior Health Officer<br><i>Labour, Travel</i>   | \$1,250.00         |
|                | 02/06/20        |  | Senior Health Officer<br><i>Labour</i>   | \$180.00           |
| <b>EFT5743</b> | <b>05/06/20</b> | <b>Startrack Express</b>                   |  | <b>\$366.18</b>    |
|                | 06/05/20        |  | Freight<br><i>Library books, IND Auto</i>  | \$93.73            |
|                | 13/05/20        |  | Freight<br><i>Library books, Shred X</i>   | \$164.52           |
|                | 20/05/20        |  | Freight<br><i>Rynat</i>  | \$54.59            |
|                | 27/05/20        |  | Freight<br><i>Corsign</i>  | \$53.34            |
| <b>EFT5744</b> | <b>05/06/20</b> | <b>Synergy</b>                             |  | <b>\$715.74</b>    |
|                | 02/06/20        |  | Street lighting<br><i>Usage</i>  | \$715.74           |
| <b>EFT5745</b> | <b>05/06/20</b> | <b>The West Australian</b>                 |  | <b>\$1,189.65</b>  |
|                | 31/05/20        |  | Advertising<br><i>Amendment 6</i>  | \$1,189.65         |
| <b>EFT5746</b> | <b>05/06/20</b> | <b>Volt Air</b>                            |  | <b>\$3,223.47</b>  |
|                | 19/05/20        |  | Supply & install HWS - 19 Humes Wy<br><i>40% deposit</i>   | \$2,500.00         |
|                | 28/05/20        |  | Replace gas regulator - 5 Dunmall Dr<br><i>Labour, Parts</i>   | \$723.47           |
| <b>EFT5747</b> | <b>05/06/20</b> | <b>WA Fuel Supplies</b>                    |  | <b>\$30,284.58</b> |

|                |                 |  |  |                   |
|----------------|-----------------|--|--|-------------------|
|                | 27/05/20        |  | Fuels<br><i>Diesel, ULP</i>  | \$30,284.58       |
| <b>EFT5748</b> | <b>05/06/20</b> | <b>Westrac</b>                               |  | <b>\$273.23</b>   |
|                | 03/06/20        |  | Coolant<br><i>WD.920, Freight</i>  | \$273.23          |
| <b>EFT5749</b> | <b>12/06/20</b> | <b>Boddington Hardware &amp; Newsagency</b>  |  | <b>\$408.65</b>   |
|                | 05/06/20        |  | Gardening supplies<br><i>Glyphosate, Wood Screws, Soil wetter</i>                      | \$408.65          |
| <b>EFT5750</b> | <b>12/06/20</b> | <b>Boddington News</b>                       |  | <b>\$13.50</b>    |
|                | 29/05/20        |  | Boddington News<br><i>Edition 644</i>  | \$13.50           |
| <b>EFT5751</b> | <b>12/06/20</b> | <b>Colas WA</b>                              |  | <b>\$473.00</b>   |
|                | 29/05/20        |  | Road maintenance supplies<br><i>Emulsion</i>   | \$473.00          |
| <b>EFT5752</b> | <b>12/06/20</b> | <b>Exurban Rural &amp; Regional Planning</b> |  | <b>\$669.70</b>   |
|                | 08/06/20        |  | Town Planning consultant<br><i>Stage 2 - Industrial Estate</i>                         | \$669.70          |
| <b>EFT5753</b> | <b>12/06/20</b> | <b>Fremantle Enzed</b>                       |  | <b>\$98.18</b>    |
|                | 08/06/20        |  | Hose repair - WD.118<br><i>Parts</i>   | \$98.18           |
| <b>EFT5754</b> | <b>12/06/20</b> | <b>IT Vision</b>                             |  | <b>\$1,650.00</b> |
|                | 31/05/20        |  | Rates processing service<br><i>May 20</i>  | \$1,650.00        |
| <b>EFT5755</b> | <b>12/06/20</b> | <b>Mcpest Pest Control</b>                   |  | <b>\$660.00</b>   |
|                | 05/06/20        |  | Termite treatment<br><i>Bridge 3066A Carabin Rd</i>                                    | \$660.00          |
| <b>EFT5756</b> | <b>12/06/20</b> | <b>Robert George Curtis</b>                  |  | <b>\$874.50</b>   |
|                | 08/06/20        |  | Operating Waste Transfer Station<br><i>31/05/20 - 08/06/20, Clearing roadside bins</i> | \$874.50          |
| <b>EFT5757</b> | <b>12/06/20</b> | <b>Staff Deductions</b>                      |  | <b>\$290.00</b>   |
|                | 10/06/20        |  | Payroll deductions   | \$290.00          |
| <b>EFT5758</b> | <b>12/06/20</b> | <b>Staff Deductions</b>                      |  | <b>-\$45.00</b>   |
|                | 10/06/20        |  | Payroll deductions   | \$45.00           |
| <b>EFT5759</b> | <b>12/06/20</b> | <b>The Lock Man Security</b>                 |  | <b>\$1,614.40</b> |
|                | 09/06/20        |  | Install digital locks<br><i>Caravan Park ablutions</i>                                 | \$1,614.40        |
| <b>EFT5760</b> | <b>12/06/20</b> | <b>Volt Air</b>                              |  | <b>\$1,450.00</b> |
|                | 05/06/20        |  | Replace air conditioner - Caravan Park<br><i>Labour, Parts</i>                         | \$1,450.00        |
| <b>EFT5761</b> | <b>12/06/20</b> | <b>WA Contract Ranger Services</b>           |  | <b>\$958.37</b>   |
|                | 08/06/20        |  | Contract Ranger Service<br><i>Labour</i>   | \$958.37          |
| <b>EFT5762</b> | <b>12/06/20</b> | <b>Wandering Primary School P &amp; C</b>    |  | <b>\$200.00</b>   |
|                | 11/06/20        |  | Bond refund<br><i>Receipt 50907 - 07/08/18</i>   | \$200.00          |
| <b>EFT5763</b> | <b>19/06/20</b> | <b>Acres of Taste</b>                        |  | <b>\$282.00</b>   |
|                | 10/06/20        |  | CRC Cafe supplies<br><i>Cake, Biscuits, Cake &amp; frosting</i>                        | \$282.00          |
| <b>EFT5764</b> | <b>19/06/20</b> | <b>Belinda Kaye Knight</b>                   |  | <b>\$136.80</b>   |
|                | 12/06/20        |  | Reimbursement<br><i>95% - CEO Mobile Phone</i>   | \$136.80          |
| <b>EFT5765</b> | <b>19/06/20</b> | <b>Boddington Hardware &amp; Newsagency</b>  |  | <b>\$53.20</b>    |
|                | 09/06/20        |  | Verge spraying supplies<br><i>Ammonia sulphate</i>                                     | \$53.20           |
| <b>EFT5766</b> | <b>19/06/20</b> | <b>Boddington News</b>                       |  | <b>\$13.50</b>    |

|                |                 |                                    |   |                    |
|----------------|-----------------|------------------------------------|---|--------------------|
|                | 12/06/20        |                                    | Boddington News<br><i>Edition 645</i>   | \$13.50            |
| <b>EFT5767</b> | <b>19/06/20</b> | <b>IT Vision</b>                   |   | <b>\$2,337.50</b>  |
|                | 15/06/20        |                                    | Rates Processing Service<br><i>June 20</i>  | \$2,337.50         |
| <b>EFT5768</b> | <b>19/06/20</b> | <b>Photography by Emma Pointon</b> |   | <b>\$75.00</b>     |
|                | 20/05/20        |                                    | Digital photo usage<br><i>Wandering photo</i>   | \$75.00            |
| <b>EFT5769</b> | <b>19/06/20</b> | <b>Quick Corporate Australia</b>   |   | <b>\$976.03</b>    |
|                | 21/05/20        |                                    | Stationery<br><i>Marbig file, Sheet protectors, Bibbulmun clips, Bibbulmun clips, Nalclip, Tape, Clipboard, Easel, Footrest, Dymo tape, Coffee capsules, Business card holder, Tape, Hand towel sheets, Archive box, Laminating pouches, Paper, Spray Bottles, White Sugar, Milk, Dishwashing liquid, Hand towels, Archive boxes, Presentation Folder, Milk</i> | \$923.59           |
|                | 04/06/20        |                                    | Sign menu holder, Double sided tape,<br>Hand Towel Dispenser  | \$52.44            |
| <b>EFT5770</b> | <b>19/06/20</b> | <b>Resumes WA</b>                  |   | <b>\$631.00</b>    |
|                | 19/06/20        |                                    | OSH Project Officer (Temp)<br><i>Labour, Field allowance</i>  | \$631.00           |
| <b>EFT5771</b> | <b>19/06/20</b> | <b>Shire of Narrogin</b>           |   | <b>\$540.00</b>    |
|                | 12/06/20        |                                    | Senior Health Officer<br><i>Labour, Travel</i>  | \$540.00           |
| <b>EFT5772</b> | <b>19/06/20</b> | <b>Startrack Express</b>           |   | <b>\$370.78</b>    |
|                | 03/06/20        |                                    | Freight<br><i>Corsign</i>   | \$298.66           |
|                | 10/06/20        |                                    | Freight<br><i>Aus. Safety Engineers</i>   | \$72.12            |
| <b>EFT5773</b> | <b>19/06/20</b> | <b>The Workwear Group</b>          |   | <b>\$232.48</b>    |
|                | 01/05/20        |                                    | Uniforms<br><i>EMP1</i>   | \$232.48           |
| <b>EFT5774</b> | <b>19/06/20</b> | <b>Wandering Cricket Club</b>      |   | <b>\$270.00</b>    |
|                | 12/06/20        |                                    | Bond refund<br><i>Cleaning bond</i>   | \$270.00           |
| <b>EFT5775</b> | <b>19/06/20</b> | <b>Wandering Tavern</b>            |   | <b>\$150.00</b>    |
|                | 08/06/20        |                                    | Gas bottle<br><i>5 Dunmall Dr</i>   | \$150.00           |
| <b>EFT5776</b> | <b>26/06/20</b> | <b>Australian Safety Engineers</b> |   | <b>\$396.00</b>    |
|                | 11/06/20        |                                    | Annual service & test oxygen regulators<br><i>Bush fire brigade</i>   | \$396.00           |
| <b>EFT5777</b> | <b>26/06/20</b> | <b>Australian Taxation Office</b>  |   | <b>\$10,651.00</b> |
|                | 31/05/20        |                                    | BAS - May 20<br><i>GST on Sales, Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding</i>   | \$10,651.00        |
| <b>EFT5778</b> | <b>26/06/20</b> | <b>Beacon Equipment</b>            |   | <b>\$489.45</b>    |
|                | 22/06/20        |                                    | Repairs - Concrete saw<br><i>Labour, Parts</i>  | \$489.45           |
| <b>EFT5779</b> | <b>26/06/20</b> | <b>Brookton Plumbing</b>           |   | <b>\$940.00</b>    |
|                | 29/06/20        |                                    | Pump out Caravan Park dump point<br><i>Labour</i>   | \$940.00           |
| <b>EFT5780</b> | <b>26/06/20</b> | <b>Central Regional Tafe</b>       |   | <b>\$738.86</b>    |
|                | 19/06/20        |                                    | Course fees<br><i>Events Traineeship</i>  | \$738.86           |
| <b>EFT5781</b> | <b>26/06/20</b> | <b>Clarke Street Creative</b>      |   | <b>\$487.50</b>    |

|                |                 |   |  |                   |
|----------------|-----------------|---|--|-------------------|
|                | 22/06/20        |   | CRC Program - Camp Out Weekend<br><i>Logo design, 25% discount</i>   | \$487.50          |
| <b>EFT5782</b> | <b>26/06/20</b> | <b>Clockwork Print</b>                      |  | <b>\$858.00</b>   |
|                | 19/06/20        |   | 2020/21 Bushfire Notices printing<br><i>Labour</i>   | \$858.00          |
| <b>EFT5783</b> | <b>26/06/20</b> | <b>Corsign WA</b>                           |  | <b>\$639.10</b>   |
|                | 08/06/20        |   | Street signs<br><i>Hazard board, Left bend, Right bend, Crest, Junction, Fourteen Mile Brook Rd, Popanyinning Rd, Dwarda East Rd, Dwarda East Rd, Popanyinning West Rd, Fourteen Mile Brook Rd</i> | \$639.10          |
| <b>EFT5784</b> | <b>26/06/20</b> | <b>Crossman Hot Water &amp; Plumbing</b>    |  | <b>\$770.00</b>   |
|                | 19/02/20        |   | Various plumbing<br><i>Labour, Materials</i>   | \$770.00          |
| <b>EFT5785</b> | <b>26/06/20</b> | <b>Exteria Street &amp; Park Outfitters</b> |  | <b>\$476.30</b>   |
|                | 15/06/20        |   | Park seat part<br><i>Back slat, Freight</i>  | \$476.30          |
| <b>EFT5786</b> | <b>26/06/20</b> | <b>G Carstairs &amp; Co</b>                 |  | <b>\$3,950.00</b> |
|                | 18/06/20        |   | Patio Concreting - 1 Dowsett St<br><i>Stage one</i>  | \$3,950.00        |
| <b>EFT5787</b> | <b>26/06/20</b> | <b>Hotham Mechanical</b>                    |  | <b>\$2,857.80</b> |
|                | 17/06/20        |   | Repair wiring fault - WD.6<br><i>Labour, Consumables</i>   | \$327.80          |
|                | 18/06/20        |   | Repair brake system - WD.1169<br><i>Labour, Brake shoe kit, Consumables</i>  | \$2,530.00        |
| <b>EFT5788</b> | <b>26/06/20</b> | <b>JR &amp; A Hersey</b>                    |  | <b>\$264.00</b>   |
|                | 18/06/20        |   | PPE<br><i>Gloves</i>   | \$264.00          |
| <b>EFT5789</b> | <b>26/06/20</b> | <b>Keith the Maintenance Man</b>            |  | <b>\$2,662.00</b> |
|                | 25/06/20        |   | Replace skylights - Fire shed<br><i>Supply, labour &amp; travel</i>  | \$2,662.00        |
| <b>EFT5790</b> | <b>26/06/20</b> | <b>Liberty Rural</b>                        |  | <b>\$4,394.46</b> |
|                | 16/06/20        |   | Diesel<br><i>Depot</i>   | \$4,394.46        |
| <b>EFT5791</b> | <b>26/06/20</b> | <b>Officeworks</b>                          |  | <b>\$1,138.00</b> |
|                | 08/06/20        |   | CRC Program - Senior's Be Connected<br><i>Logitech wireless mouse, iPad Gen7</i>   | \$1,138.00        |
| <b>EFT5792</b> | <b>26/06/20</b> | <b>Quick Corporate Australia</b>            |  | <b>\$448.49</b>   |
|                | 18/06/20        |   | Stationery<br><i>Wireless mouse, Packaging tape, Notebook A5, Archive boxes, Manilla folders, Keyboard &amp; mouse, Dymo labels, Hand wash, Toilet Rolls</i>                                       | \$364.39          |
|                | 19/06/20        |   | Stationery<br><i>Plain Notepads</i>  | \$9.16            |
|                | 25/06/20        |   | Stationery<br><i>C4 Envelopes, Extra Large Envelopes</i>   | \$74.94           |
| <b>EFT5793</b> | <b>26/06/20</b> | <b>Robert George Curtis</b>                 |  | <b>-849.49</b>    |
|                | 22/06/20        |   | Operating Waste Transfer Station<br><i>14/06/20 - 22/06/20, Clearing roadside bins, Reimbursement</i>  | \$849.49          |
| <b>EFT5794</b> | <b>26/06/20</b> | <b>Sheridan's for Badges</b>                |  | <b>\$514.53</b>   |
|                | 05/06/20        |   | Name badges<br><i>Councillors, Staff, Setup &amp; postage</i>  | \$514.53          |
| <b>EFT5795</b> | <b>26/06/20</b> | <b>Staff Deductions</b>                     |  | <b>\$290.00</b>   |
|                | 24/06/20        |   | Payroll deductions   | \$290.00          |

|                 |                 |                                      |   |                   |
|-----------------|-----------------|--------------------------------------|---|-------------------|
| <b>EFT5796</b>  | <b>26/06/20</b> | <b>Staff Deductions</b>              |   | <b>\$45.00</b>    |
|                 | 24/06/20        |                                      | Payroll deductions  | \$45.00           |
| <b>EFT5797</b>  | <b>26/06/20</b> | <b>Tangled Macramé</b>               |   | <b>\$406.00</b>   |
|                 | 18/06/20        |                                      | CRC Program<br><i>Macramé Workshop</i>  | \$406.00          |
| <b>EFT5798</b>  | <b>26/06/20</b> | <b>The Workwear Group</b>            |   | <b>\$465.52</b>   |
|                 | 01/06/20        |                                      | Uniforms<br><i>EMP1</i>   | \$66.52           |
|                 | 04/06/20        |                                      | Uniforms<br><i>EMP1</i>   | \$399.00          |
| <b>EFT5799</b>  | <b>26/06/20</b> | <b>Volt Air</b>                      |   | <b>\$420.00</b>   |
|                 | 22/06/20        |                                      | Repair air con - 1 Dowsett St<br><i>Labour</i>  | \$420.00          |
| <b>EFT5800</b>  | <b>26/06/20</b> | <b>Wandering Smash Repairs</b>       |   | <b>\$281.42</b>   |
|                 | 25/06/20        |                                      | Decals - WD.440<br><i>Supply &amp; fit</i>  | \$281.42          |
| <b>DD3397.3</b> | <b>11/06/20</b> | <b>Water Corporation</b>             |   | <b>\$396.78</b>   |
|                 | 14/05/20        |                                      | Standpipe<br><i>Water use</i>   | \$396.78          |
| <b>DD3412.1</b> | <b>10/06/20</b> | <b>WA Super</b>                      |   | <b>\$4,283.52</b> |
|                 | 10/06/20        |                                      | Payroll deductions  | \$3,401.75        |
|                 | 10/06/20        |                                      | Payroll deductions  | \$881.77          |
| <b>DD3412.2</b> | <b>10/06/20</b> | <b>ANZ OnePath Masterfund</b>        |   | <b>\$361.10</b>   |
|                 | 10/06/20        |                                      | Payroll deductions  | \$92.59           |
|                 | 10/06/20        |                                      | Payroll deductions  | \$268.51          |
| <b>DD3412.3</b> | <b>10/06/20</b> | <b>Colonial First State</b>          |   | <b>\$450.15</b>   |
|                 | 10/06/20        |                                      | Payroll deductions  | \$115.42          |
|                 | 10/06/20        |                                      | Payroll deductions  | \$334.73          |
| <b>DD3412.4</b> | <b>10/06/20</b> | <b>SuperWrap Personal Super Plan</b> |   | <b>\$89.26</b>    |
|                 | 10/06/20        |                                      | Payroll deductions  | \$89.26           |
| <b>DD3412.5</b> | <b>10/06/20</b> | <b>Prime Super</b>                   |   | <b>\$230.47</b>   |
|                 | 10/06/20        |                                      | Payroll deductions  | \$230.47          |
| <b>DD3412.6</b> | <b>10/06/20</b> | <b>Australian Super</b>              |   | <b>\$118.30</b>   |
|                 | 10/06/20        |                                      | Payroll deductions  | \$118.30          |
| <b>DD3415.1</b> | <b>02/06/20</b> | <b>Telstra</b>                       |   | <b>\$2,199.75</b> |
|                 | 18/05/20        |                                      | Phone charges<br><i>Administration Office, Harvest Ban line,<br/>Fuel Facility, CRC, Consulting room,<br/>Caravan Park, Cleaner, Supervisor,<br/>Remote Internet, CRC Internet, Office<br/>Internet Connection, New Phone System,<br/>Rounding, Teleconference, Administration<br/>iPad</i> | \$2,199.75        |
| <b>DD3416.1</b> | <b>21/06/20</b> | <b>Telstra</b>                       |   | <b>\$289.80</b>   |
|                 | 07/06/20        |                                      | Tims Messaging<br><i>Fire Control</i>   | \$289.80          |
| <b>DD3420.1</b> | <b>01/06/20</b> | <b>First Data Merchant Solutions</b> |   | <b>\$191.60</b>   |
|                 | 31/05/20        |                                      | Merchant Fee<br><i>Fuel facility</i>  | \$191.60          |
| <b>DD3426.1</b> | <b>24/06/20</b> | <b>WA Super</b>                      |   | <b>\$4,659.54</b> |
|                 | 24/06/20        |                                      | Payroll deductions  | \$3,701.57        |
|                 | 24/06/20        |                                      | Payroll deductions  | \$957.97          |
| <b>DD3426.2</b> | <b>24/06/20</b> | <b>ANZ OnePath Masterfund</b>        |   | <b>\$366.06</b>   |
|                 | 24/06/20        |                                      | Payroll deductions  | \$93.86           |
|                 | 24/06/20        |                                      | Payroll deductions  | \$272.20          |
| <b>DD3426.3</b> | <b>24/06/20</b> | <b>Colonial First State</b>          |   | <b>\$450.15</b>   |
|                 | 24/06/20        |                                      | Payroll deductions  | \$115.42          |
|                 | 24/06/20        |                                      | Payroll deductions  | \$334.73          |
| <b>DD3426.4</b> | <b>24/06/20</b> | <b>SuperWrap Personal Super Plan</b> |   | <b>\$89.26</b>    |
|                 | 24/06/20        |                                      | Payroll deductions  | \$89.26           |
| <b>DD3426.5</b> | <b>24/06/20</b> | <b>Prime Super</b>                   |   | <b>\$230.47</b>   |



|                 |                 |                         |                                  |              |                     |
|-----------------|-----------------|-------------------------|----------------------------------|--------------|---------------------|
|                 | 24/06/20        |                         | Payroll deductions               | \$230.47     |                     |
| <b>DD3426.6</b> | <b>24/06/20</b> | <b>Australian Super</b> |                                  |              | <b>\$118.30</b>     |
|                 | 24/06/20        |                         | Payroll deductions               | \$118.30     |                     |
| <b>DD3427.2</b> | <b>26/06/20</b> | <b>ClickSuper</b>       |                                  |              | <b>\$7.15</b>       |
|                 | 31/05/20        |                         | Transaction fee<br><i>May 20</i> | \$7.15       |                     |
|                 |                 |                         |                                  | <b>Total</b> | <b>\$161,824.69</b> |

## 16.2.MONTHLY FINANCIAL REPORTS

Nil – Refer Item 10.1 Draft Budget

## 17. CLOSURE OF MEETING