

# SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308  
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## *Our Vision:*

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

# ORDINARY MEETING OF COUNCIL

## Minutes 16/07/2020

*These Minutes of the meeting held 16 July 2020 are confirmed as a true and correct record of proceedings without amendment.  
Confirmed on 20 August 2020 by the Presiding Member, Cr I Turton.*

.....  
Cr Turton Presiding Member

20-Aug-20

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# ORDINARY MEETING OF COUNCIL MINUTES

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting declared open at 2:00pm. Mr Peter Cupitt, DFES in attendance to address Item 10.7.

*Mr Cupitt left the meeting at 2:36pm, and did not return.*

*Meeting adjourned at 2:37pm and resumed at 2:50pm*

## 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

Nil

## 4. PUBLIC QUESTION TIME

No members of the public in attendance.

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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

#### **COUNCIL DECISION**

Moved Cr Treasure

Seconded Cr Curtis

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.

**CARRIED 7/0**

## 7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Nil

## 8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

## 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**

UNCONFIRMED



## 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>	14.145.14512
<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. Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

#### CONSULTATION/COMMUNICATION

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 & COUNCIL DECISION – ITEM 10.1 - 2020/2021 BUDGET**

Moved Cr Whitely

Seconded Cr Curtis

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 1.374 cents in the dollar
- UV – Rural Mining 0.687cents in the dollar
- UV – Rural 0.687 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.

**CARRIED BY AN ABSOLUTE MAJORITY OF 7/0**

**AUTHOR'S SIGNATURE:**

UNCONFIRMED

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

<b>Proponent</b>	Shire of Wandering
<b>Location/Address</b>	Moramocking Road, Wandering
<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>	10.101.10103
<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

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs 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 & COUNCIL DECISION – ITEM 10.2 - AMENDMENT TO POLICY 68 – BUILDING SITE – REFUSE DISPOSAL BOND

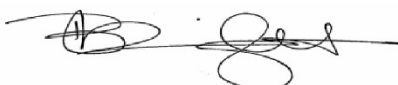
Moved Cr Watts

Seconded Cr Treasure

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

**CARRIED BY AN ABSOLUTE MAJORITY OF 7/0**

### AUTHOR'S SIGNATURE:



<b>POLICY TYPE:</b>	<b>COMMUNITY</b>	<b>POLICY NO:</b>	<b>68</b>
<b>DATE ADOPTED:</b>	24/10/2019	<b>DATE LAST REVIEWED:</b>	16/07/2020
<b>LEGAL (PARENT):</b>	Local Government Act 1995	<b>LEGAL (SUBSIDIARY):</b>	Environmental Protection (Rural Landfill) Regulations 2002
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	Yes	<b>DELEGATION NO.</b>	53

ADOPTED POLICY	
<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 Lobby and build enduring partnerships with key Government Departments to better manage Heavy Vehicles and their impact on local roads Develop a Roadside Reserve Management Plan Develop a strategic Gravel Reserve Policy

#### **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 & COUNCIL DECISION – ITEM 10.3 - DRAFT POLICY – 72 – ROADSIDE BURNING**

Moved Cr Whitely

Seconded Cr Watts

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

**LOST 2/5**

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



UNCONFIRMED

<b>POLICY TYPE:</b>	<b>COMMUNITY</b>	<b>POLICY NO:</b>	<b>72</b>
<b>DATE ADOPTED:</b>	<b>NOT 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.  Ensure our planning framework & environment supports nimble decision making and gives confidence to developers  Ensure our procurement policies support local business and help generate local employment  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  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. Budget – agreed that each Shire contribute an equal amount of \$1,500 as an initial contribution for incidental and establishment expenses. 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. Membership fees to be determined at April meeting. (unable to locate Minutes)
11/08/2014	Minutes - RESOLUTION: 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: 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 & COUNCIL DECISION – ITEM 10.4 - HWEDA MEMBERSHIP 2020-2021**

Moved Cr Curtis

Seconded Cr Price

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.

**CARRIED 7/0****AUTHOR'S SIGNATURE:**

UNCONFIRMED

## 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>	Nil.

### 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 Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

### IMPROVE OUR FINANCIAL POSITION

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

## 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 & COUNCIL DECISION – ITEM 10.5 - BETTER PRACTICE GUIDE FOR AUDIT COMMITTEES & INFORMATION SYSTEMS AUDIT REPORT**

Moved Cr Price

Seconded Cr Watts

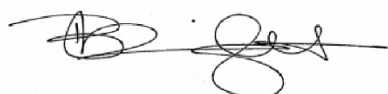
That Council directs the CEO to provide a report on the Office of Auditor General Reports:

- 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.

**CARRIED 7/0**

## 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**

<b>Our Goals</b>	<b>Our Strategies</b>
<b>The Wandering Shire is financially sustainable</b>	Improve accountability and transparency Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs 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 & COUNCIL DECISION – ITEM 10.6 - WRITE-OFF DEBTOR ACCOUNTS**


Moved Cr Price

Seconded Cr Whitely

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

**CARRIED 7/0**

#### **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 Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

### CONSULTATION/COMMUNICATION

Via DFES

### COMMENT

Pater Cupitt, the Bushfire Risk Planning Coordinator attended the meeting to talk about the project.

**VOTING REQUIREMENTS**

Simple majority

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

Moved Cr Treasure

Seconded Cr Curtis

That Council;

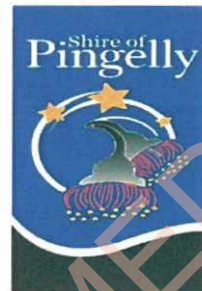
- Endorse the actions of the CEO in signing the joint Agreement (as attached); and
- Appoints Mr Peter Cupitt, Bushfire Risk Planning Officer, pursuant to *S38 Bush Fires Act 1954*, as a Bush Fire Control Officer (FCO) for the Shire of Wandering.
- Directs the CEO to instruct the Bushfire Risk Planning Officer to focus on reserves under the care and control of the Shire, and the protection of Shire assets as the highest priority.

**CARRIED 6/1****AUTHOR'S SIGNATURE:**

UNCONFIRMED



**FOR A SAFER STATE**



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**BUSHFIRE RISK MANAGEMENT PLANNING PROGRAM  
GRANT AGREEMENT VARIATION**

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May 2020

## VARIATION TO GRANT AGREEMENT

BETWEEN THE

Department of Fire and Emergency Services (DFES)  
(formerly the Fire and Emergency Services Authority of Western Australia)  
20 Stockton Bend, Cockburn Central WA 6164

AND

SHIRE OF NARROGIN  
SHIRE OF CUBALLING  
SHIRE OF WILLIAMS  
SHIRE OF WANDERING  
SHIRE OF PINGELLY  
SHIRE OF LAKE GRACE  
SHIRE OF KENT

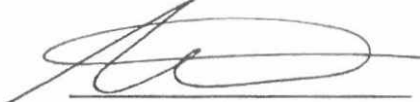
The parties agree to amend the existing Bushfire Risk Planning Program Grant Agreement (dated 18 June 2019), pursuant to Schedule 13 under Variation, as follows:

- (1) The Shire of Wandering, the Shire of Pingelly, the Shire of Lake Grace and the Shire of Kent will be incorporated into the Agreement and will agree to the terms and conditions
- (2) The allocation of the Bushfire Risk Planning Coordinator, as stated in Annex E, will be superseded by the following breakdown:

Financial Year	Local Government	Days per Fortnight
2020-21	Shire of Narrogin	1
2020-21	Shire of Cuballing	1
2020-21	Shire of Wandering	4
2020-21	Shire of Pingelly	4
2021-22	Shire of Narrogin	1
2021-22	Shire of Wandering	1
2021-22	Shire of Pingelly	1
2021-22	Shire of Lake Grace	3.5
2021-22	Shire of Kent	3.5



SIGNED for and on behalf of the Grantor:

  
Signature of Authorised Person

Darren Klemm AFSM

Print full name of Authorised Person

Dated 10/6/20

Commissioner Fire and Emergency Services

Position of Authorised Person

SIGNED for and on behalf of the Shire of Narrogin:

  
Signature of Authorised Person

Dale Stewart

Print full name of Authorised Person

Dated 22/5/20

Chief Executive Officer, Shire of Narrogin

Position of Authorised Person

SIGNED for and on behalf of the Shire of Cuballing:

  
Signature of Authorised Person

Cary Allan Sherry  
Print full name of Authorised Person

Dated 22 May 2020

CEO Shire of Cuballing  
Position of Authorised Person

SIGNED for and on behalf of the Shire of Williams:

  
Signature of Authorised Person

Geoff McKeown  
Print full name of Authorised Person

Dated 22/5/2020

CEO SHIRE OF WILLIAMS  
Position of Authorised Person



**SIGNED for and on behalf of the Shire of Wandering:**


  
Signature of Authorised Person

BELINDA KNIGHT  
Print full name of Authorised Person

Dated 19/05/2020

CHIEF EXECUTIVE OFFICER.  
Position of Authorised Person

**SIGNED for and on behalf of the Shire of Pingelly:**

  
Signature of Authorised Person

Julie Burton  
Print full name of Authorised Person

Dated 19/05/2020

Chief Executive officer -  
Position of Authorised Person

**SIGNED for and on behalf of the Shire of Lake Grace:**

  
Signature of Authorised Person

ALAN GEORGE  
Print full name of Authorised Person

Dated 19/05/2020

ACTING CHIEF EXECUTIVE OFFICER  
Position of Authorised Person

**SIGNED for and on behalf of the Shire of Kent:**

  
Signature of Authorised Person

RICK MILLER  
Print full name of Authorised Person

Dated 27/05/2020

CHIEF EXECUTIVE OFFICER  
Position of Authorised Person

## SCHEDULE 1

### DEFINITION OF PROGRAM OR SERVICE TO BE FUNDED

#### 1. **Approved Purpose of Grant**

The Approved Purpose of the Grant is to enable the Organisation to purchase and/or lease services and items and pay the salary of the Bushfire Risk Planning Coordinator (BRPC), as described in Annex A, to undertake and complete Bushfire Risk Management Planning (BRMP) activities.

#### 2. **Program Definition and/or Anticipated Activities**

The 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.

#### Responsibilities of the Organisation

- a) The Organisation will deliver on the milestones contained in the BRM Plan Milestone Report (c) and will submit an updated report by the last working day of each month.
- b) The Organisation agrees that the BRPC position will be employed under and administered by the Grantee, for the period covered by this Agreement.
- c) The Organisation must cooperate fully with Grantor in respect of the administration of this Agreement.
- d) The Organisation must properly provide for the care, safety, security and protection of all Records as defined herein, (whether created by Grantor, the Organisation or any other person) that are in their custody or control.
- e) Unless the Grantor agrees otherwise in writing, the Organisation must provide everything necessary to enable it to fully comply with all of its obligations under this Agreement.
- f) The Organisation must take out and maintain insurance in relation to all insurable liabilities of the Organisation under this Agreement, as specified in Schedule 1 of this Agreement.
- g) The Organisation agrees to use local or regional human resources, products and services for the BRMP program wherever possible.
- h) The Organisation must obtain oversight of the BRPC's daily activities to ensure they work within the terms of this Agreement.

- i) The Organisation must nominate a suitable employee to manage the BRPC's obligations, as identified in this Agreement, and must provide their contact details to the Grantor.

#### Responsibilities of the Grantor

- a) The Grantor will provide strategic assistance and advice to the Organisation concerning the development and implementation of their BRM Plan.
- b) The Grantor will provide templates, guidelines and the procedures necessary for the Organisation to develop and implement their BRM Plan.
- c) The Grantor will provide technical expert advice and support through the Bushfire Risk Management Officer assigned to the Organisation.
- d) The Grantor will provide training to the BRPC in the BRMP process and the use of BRMS.
- e) The Grantor will inform the Organisation of any updates or changes to the BRMP process or BRMS.
- f) The Grantor will provide BRMS Information Technology support.
- g) The Grantor will ensure that the licence for the use of BRMS remains in force, at its own cost, for the duration of the grant period.

#### Appointment of the BRPC

The following conditions must be adhered to during the appointment of the BRPC:

- a) The selection process for the position of the BRPC will be managed by the Grantee in consultation with all parties to this Agreement.
- b) The Grantor will be entitled to nominate at least one representative to the selection panel, if a panel is required.
- c) The BRPC will undertake the role as per the agreed Job Description Form (JDF) as set out at Annex G.
- d) The BRPC will be an employee of the Grantee and will be employed under the relevant Local Government Industry Award or a contract arrangement for the duration of the grant period unless a variation is sought.
- e) The Grantee will provide the equipment, as set out in Annex A, to the BRPC.
- f) The Grantee agrees to procure and maintain Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRPC.
- g) Although the Grantee will host the BRPC, the BRPC's time (Annex E) and equipment will be shared between the Organisations in this Agreement, where applicable, to ensure the success of the BRMP program for all participants.

### Training

- a) The Grantor will provide the BRPC with the necessary BRMP and BRMS training, through self-paced and/or workplace delivery strategies.

### **3. Agreement Term**

This Agreement will apply from the date this Agreement is signed by all parties and will run for 3 years (as per annex E) unless the grantor and grantee renegotiate agreement terms. The agreement term will be run and funded across 3 years with payment of the grant being on an annual basis (financial year). The grant funding is detailed in Annex A.

### **4. Special Conditions of Grant**

#### Agreement terms

The period of the agreement for all shires will be for 36 Months from 01 Jul 2019 – 30 June 2022 and all Shires joining the agreement and sharing the services of the BRPC will abide by the terms of the original agreement. The agreement will be reviewed on an annual basis. Annex E tables the proposed resource allocation over the period of the grant.

#### Use of BRMS

- a) The Grantee will be obliged to ensure that the computer purchased for the BRPC has the minimum system requirements as set out at Annex D.
- b) A BRMS account will be established by the BRMS Administrator following successful completion of the identified training by the BRPC.
- c) All BRMS technical queries will be made to the Grantor through the BRMS Administrator.
- d) The performance of BRMS is dependent on the internet speeds of each Organisation.

#### BRMS and BRMP Material

- a) The BRMS logo and all BRMP materials including Guidelines, Handbook, training manuals and brochures will be provided by the Grantor to the Organisation royalty-free to be used only as set out in this Agreement.
- b) The Grantor's ownership of the intellectual property rights in the materials must be acknowledged whenever the materials are published, copied or circulated.
- c) The Organisation will provide the Grantor with public recognition on all literature and promotional material for the BRMP program, in the format approved by the Grantor.
- d) The Organisation may not amend the BRMP materials in any way, unless approved by the Grantor in writing.
- e) Should the Grantor amend the materials in any way then the Organisation are obliged to ensure that they publish and/or circulate the most recent versions.
- f) The BRMP materials may not be used by the Organisation for commercial gain.

### Unavailability of BRPC

Where the appointed BRPC is unavailable at any time during the scheduled performance of the key roles or tasks, the Grantee will promptly advise the Grantor and propose a substitute. Any substitute must be approved by the Grantor. The Grantor may not unreasonably withhold its approval of a substitute but it may give its approval subject to such conditions, as it reasonably considers necessary to protect its interests under this Agreement.

### Intellectual Property Rights

- a) The Intellectual Property Rights in BRMS is owned by Amristar Solutions Pty Ltd and PAN Software Pty Ltd. The Organisation acknowledges that the use of BRMS is subject to a licence agreement between the owners of the Intellectual Property Rights and the Grantor.
- b) Upon expiry of the licence agreement, the Organisation shall no longer make use of BRMS unless with written permission of both the owners of the Intellectual Property Rights and the Grantor.
- c) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement.
- d) The Organisation further acknowledge that the Intellectual Property Rights in the data supplied to them for the purposes of mapping are owned by the entities that provide these layers to the Organisation and the terms of any agreement that the data provider may require must be adhered to. In addition, the Confidentiality provisions of this Agreement will apply to the data.
- e) Relevant information and images contained in the BRMP Guidelines and templates are published in accordance with the SAI Global licencing agreement. The agreement does not extend to additional documents outside of specified material.

### Confidentiality

- a) The Grantor may publicly disclose: (i) the identity of the Organisations; (ii) the value of this Agreement; and (iii) a description of the BRMP program. The Organisation acknowledges that this Agreement, and information held or compiled by the Grantor or the State of Western Australia in relation to this Agreement, is subject to the Freedom of Information Act 1992.
- b) In addition to the general definition of Confidential Information the following information is specified as confidential: all information and documentation provided by external parties for use in the BRMS that relates to critical infrastructure and/or threatened environmental areas and/or culturally sensitive areas and/or is specified by the external party as confidential.
- c) The Organisation must keep all Confidential Information confidential. The Organisation must not use or disclose the Confidential Information to any person except:
  - (i) where necessary for the purpose of performing the BRMP program; or
  - (ii) as authorised in writing by the Grantor or the external party, as the case may be; or
  - (iii) to the extent that the Confidential Information is public knowledge (other than because of a breach of this clause by the Organisation); or

- (iv) as required by any law, judicial or parliamentary body or governmental agency; or
  - (v) when required (and only to the extent required) to the Organisation professional advisers, and the Organisation must ensure that such professional advisers are bound by the confidentiality obligations imposed on the Organisation under this clause.
- d) Except to the extent that the Organisation are required by law to retain any Records, the Organisation must return all Records containing Confidential Information immediately at the expiration or termination of this Agreement.

#### Data Security

The Organisation must:

- a) prohibit and prevent any officer, employee, contractor or agent of the Organisation who does not have the appropriate level of security clearance from gaining access to BRMS or the Confidential Information and without limiting this requirement, use reasonable endeavours to prevent any unauthorised person from gaining access to BRMS or the Confidential Information; and
- b) notify the Grantor immediately, and comply with all directions of the Grantor, if an Organisation becomes aware of any contravention of data security requirements.

#### Access

- a) The Organisation must keep accurate, complete and current written Records in respect of this Agreement and must comply with the directions of the Grantor in relation to the keeping of Records, whether those directions relate to the period before or after the expiry of this Agreement.
- b) The Organisation must allow the Grantor to have reasonable access to all Records in the custody or control of the Organisation and to examine, audit, copy and use these Records. For this purposes, subject to the Grantor giving reasonable prior notice, the Organisation must allow the Grantor to have reasonable access to any premises used or occupied in connection with the BRMP program.
- c) The Organisation must do everything necessary to obtain any third party consents, which are required to enable the Grantor to have access to Records under this clause.
- d) This clause survives expiration or termination of this Agreement.
- e) The Organisation acknowledges that the Grantor will have access to all data within BRMS.
- f) An Organisation will not have access to any other Organisation's data unless shared assets and/or treatments warrant this requirement. Approval for sharing the data must be provided to the respective Organisation and the Grantor so that the necessary BRMS access privileges can be granted.

#### Indemnity

Each Organisation indemnifies the Grantor, the State of Western Australia and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities (including, without limitation, legal costs and expenses) as a result of any

action, suit, claim, demand or proceeding taken or made by any third party arising from or in connection with:

- a) any breach of contract by an Organisation under this Agreement;
- b) any wilful, tortious or unlawful act or omission of an Organisation or all officers, employees, agents or contractors of an Organisation;
- c) any breach of a State, Commonwealth or Territory law relevant to this Agreement by an Organisation; or
- d) any claim for damages arising out of the BRMP program and/or risk treatments undertaken or not undertaken by an Organisation.

#### Insurance

- a) The following insurance is required to be effected and enacted by the Organisation:

The Grantee: Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRPC for the duration of the employment contract.

The Organisation: Professional indemnity insurance and Public Liability insurance for the duration of this Agreement plus six months after termination.

- b) Each Organisation must provide the Grantor with sufficient evidence of the insurances required under this clause (including, if requested, a copy of any policy) and provide a certificate of currency of insurance, as requested by the Grantor at any time.
- c) If an Organisation becomes aware of any event or incident occurring, which gives rise or is likely to give rise to a claim under any insurance required under this clause, it must as soon as reasonably practicable notify the Grantor in writing of that event or incident.
- d) Failure to comply with this clause will not invalidate or otherwise affect any indemnities, liabilities and releases of this Agreement.
- e) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement for so long as the obligations of the Organisation under this clause continue.
- f) Nothing in this clause limits an Organisation's other liabilities under this Agreement.

#### Notices

Further to clause 7 notices or other communication can be sent by email to the email address of the recipient as set out in item 5 of Schedule 1 or the responsible person as nominated in "Responsibilities of the Organisation" item 2 (i) Schedule 1. The email will only be considered to have been received if:

- a) the sender receives a receipt notification;
- b) any text in the body of the email or the subject line will not form part of the notice;
- c) an attachment to an email will only form part of a notice if it is in .pdf format or such other format as may be agreed between the parties from time to time.



### Grant Funds

The Grantee will ensure that the bank account into which the Grant Funds are deposited is not overdrawn at any time during the term of this Agreement.

#### **5. Notice Addresses**

- (a) Grantor : Commissioner Fire and Emergency Services  
Registered Mail: Bushfire Risk Management Branch  
Cockburn Emergency Services Complex  
20 Stockton Bend, Cockburn Central WA 6164  
Email: [BRMP@dfes.wa.gov.au](mailto:BRMP@dfes.wa.gov.au)
- (b) Organisation: Shire of Narrogin  
Registered Mail: PO Box 1145  
Narrogin WA 6312  
Facsimile: 08 9881 3092  
Email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)
- (c) Organisation: Shire of Cuballing  
Registered Mail: PO Box 13  
Cuballing, WA 6311  
Email: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)
- (d) Organisation: Shire of Williams  
Registered Mail: PO Box 96  
Williams, WA, 6391  
Facsimile: 08 9885 1020  
Email: [shire@williams.wa.gov.au](mailto:shire@williams.wa.gov.au)

### PAYMENT SCHEDULE

#### **6. Method of payment and total amount of Grant Funds**

Payment of the Grant Funds (exclusive of GST) will be made in the amounts detailed below and within ten (10) business days of receipt of an invoice from the Grantee.

PAYMENT SCHEDULE	AMOUNT TO BE PAID (\$)	PAYMENT DATE
2019-2020	Grant Amount \$172,931.00 TOTAL \$172,931.00 (rounded)	Within ten (10) business days of receipt of an invoice from the Grantee
2020-2021	Grant Amount \$174,505.19 TOTAL \$174,505.00 (rounded)	Within ten (10) business days of receipt of an invoice from the Grantee
2021-2022	Grant Amount \$176,083.09 TOTAL \$176,083.00 (rounded)	Within ten (10) business days of receipt of an invoice from the Grantee

#### **7. Vehicles**

The vehicle used by the BRPC will be by prior agreement between the Organisation and the Grantor within agreed specifications (Annex C). The vehicle model may be negotiated between the Organisation and the Grantor dependant on regional requirements. Depreciation



costs for the life of the grant can be claimed if a vehicle is purchased. Vehicle purchase costs are not claimable.

Configurations above the agreed specifications will be funded by the host Organisation.

## **8. System Requirements**

The Information communications technology equipment (ICT) used by the BRPC will be by agreement between the Organisation and the Grantor within agreed minimum specifications (Annex D). Configurations above the agreed specifications will be funded by the host Organisation.

Hardware as per State Government and DFES requirements is only required to be provided/replaced on a four (4) yearly basis.

## **9. Equipment**

Any equipment and general materials, including vehicles, leased or purchased from grant funding will be required to relocate with the BRPC if they are permanently moved to another Local Government (host organisation). All equipment and materials purchased/leased are for grant approved purposes only.

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## SCHEDULE 2

### REPORTING REQUIREMENTS

1. In addition to the reporting processes contained within the BRMP Guidelines, the Organisation is to complete and present the following reports to their respective DFES Bushfire Risk Management Officer (BRMO) by the due date stated. The BRPC must also upload the reports onto the DFES Bushfire Risk Management Branch (BRMB) Team Site. In instances where a BRMO is not appointed the BRPC must provide the identified reports to DFES' BRMB.
2. In instances where the BRPC has not been recruited the BRMO will undertake the relevant tasks.
3. Extension to the due dates must be provided by the Grantor as per Notice requirements and according to length of delay experienced. Extension approvals will be provided as follows:

Length of delay (working days)	Approving Officer
1 -10	BRMO
11+	Superintendent Bushfire Risk Management Branch

The reports below are contained within the BRMP Guidelines (see templates) and Annex B for Milestone Reports. The annual report is generated within BRMS.

Report	Description	Due Date
1	Monthly BRM Plan Milestone Report	Last working day of each month
2	Draft BRM Plan as per BRMP Guidelines (excluding Asset Risk Register and Treatment Schedule)	TBD with LGs
3	Reporting on an annual basis provided to OBRM to reflect status of identified risks and treatments	End of each financial year

#### 4. Acquittance Report

The Grant Funds must be acquitted on an annual basis by 31 July until the end of the grant period. The Grantor will provide the Grantee with an Acquittance Report template. The Grantee must provide the Grantor with a completed and signed Acquittance Report, which is to include:

- a) A final statement of income and expenditure consisting of:
  - i. an expenditure statement (exclusive of GST) signed by the Chief Executive Officer or Accountable Officer, detailing budgeted expenditure in accordance with the Approved Budget and actual expenditure on the BRMP program described in the request;
  - ii. details of all cash and in-kind contributions received for the BRMP program including those provided by the participating Organisation, if any, and any interest received in accordance with the Agreement; and
  - iii. Invoices, receipts and other relevant documentary evidence of expenditure, if no independent audit is made.

- b) Copies of any reports, studies, photographs, maps, videos etc. produced as part of the BRMP program.

Where the Grant Funds are valued at under \$35,000, financial statements are to be certified by the Chairman, CEO or equivalent of the Organisation.

Where the Grant Funds are valued at \$35,000 or more, financial statements are to be certified by the Chairman, CEO of the Organisation, or equivalent AND certified by a professional auditor who is:

- i. not an officer or employee of the Organisation;
- ii. registered as a company auditor or equivalent under a law in force in Western Australia; or
- iii. a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

#### 5. Audited Inspection

- i. Upon receipt of the Organisations audited Financial Reports the Grantor may request an inspection of the financial records by the appointed the Grantor Auditor.
- ii. If a preliminary survey by the appointed Grantor Auditor reveals that the appropriate
  - a. accounting standards have not been complied with, a recommendation may be made by the Grantor that any further payments of Grants be withheld until agreed action has been taken.

#### 6. Evaluation Arrangements

The Organisation's respective BRMO will validate the reports in Schedule 2, section 3. The Organisation will upload the Milestone Report, as per Annex B, to DFES' BRMB team site at each milestone due date.

Following feedback on the draft BRM Plan by DFES' BRMB, the Organisation will submit their draft BRM Plan to the Office of Bushfire Risk Management (OBRM). The draft BRM Plan will be reviewed for consistency against the BRMP Guidelines and any feedback will be provided to the Organisation in writing. Following completion of the review process OBRM will notify the Organisation of consistency with the Guidelines. The Organisation will be required to obtain internal approval of the BRM Plan in accordance with its own protocol.

**ANNEX A****Approved Budget (p/year over entire period)**

ITEM Funded	Grant Period		
	01 Jul 2019 - 30 June 2020	01 Jul 2020 – 30 June 2021	01 Jul 2021 – 30 June 2022
SALARY			
Salary/wages	\$ 112,590.00	\$113,590.00	\$114,590
ON COSTS			
Workers Compensation Superannuation Annual Leave	\$25,896.00	\$26,126.00	\$26,356.00
ICT COST			
Laptop Computer, accessories and datacard	Only every 4 years- equipment transfer from Boddington	Only every 4 years- equipment transfer from Boddington	Only every 4 years- equipment transfer from Boddington
Mobile Phone & Usage	\$1,818.00	\$1,836.00	\$1,855.00
VEHICLE COSTS			
Lease/Service	\$ 15,150.00	\$15,302.00	\$15,455.00
Fuel	\$ 10,908.00	\$11,017.00	\$11,127.00
OTHER			
other (inc equipment and PPE)	\$ 1,899.00	\$1,918.00	\$1,937.00
Training	\$ 1,010.00	\$1,020.00	\$1,030.00
Travel Allowance	\$ 3,660.00	\$3,697.00	\$3,734.00
Other (furniture/fittings/administration)	In Kind	In Kind	In Kind
<b>GRAND TOTAL (EX GST)</b>	<b>\$ 172,931.00</b>	<b>\$174,505.19</b>	<b>\$176,083.09</b>

**ANNEX B****Milestone Reporting**

The BRM Plan Milestone Report template (see below) must be completed and submitted to DFES' Bushfire Risk Management Branch by the last working day of each month. The reports must also be uploaded onto the DFES Bushfire Risk Management Branch team site.

<b>BRM Plan Milestone Report</b>					
<b>Local Government:</b>					
<b>Bushfire Risk Management Officer:</b>					
<b>Bushfire Risk Planning Coordinator:</b>					
<b>Reporting Period:</b>					
<b>Milestone</b>	<b>Baseline forecast</b>	<b>Forecast Completion Date</b>	<b>Actual Completion Date</b>	<b>% Complete</b>	<b>Comments</b>
Planning Areas defined and entered into BRMS					
Complete draft BRM Plan using BRMP Guidelines templates (excluding BRMP Asset Risk Register)					
Identify all Assets in BRMS (Human Settlement, Economic, Environmental & Cultural)					
Complete all Risk Assessments in BRMS against identified Assets					
Draft BRM Plan submitted to DFES BRM Branch for review					
Draft BRM Plan updated incorporating BRM Branch feedback					
Draft BRM Plan submitted to OBRM for review (BRMP 'locked' in BRMS)					
BRM Plan endorsed by OBRM					
Final BRM Plan submitted to local government Council for approval					
BRM Plan approved by local government Council					
Enter Treatment(s) (Recommended, Agreed & Scheduled) in BRMS against all identified Assets					
OBRM notified Treatment Schedule (Recommended, Agreed & Scheduled Treatments) is finalised in BRMS					

**ANNEX C****Base Vehicle Specifications (Lease/Hire)**

- New diesel 4 x 4 including low range capability
  - Dual Cab ute with secure lockable canopy

Note: or alternate vehicle with prior agreement between Organisation and Grantor

- Air conditioned
- Reversing Camera and sensors
- Tinted windows
- Heavy Duty Bullbar
- Driving Lights
- Cell Fi (Phone booster)

**Recommendations**

- Automatic transmission
- Tow bar
- Seat covers
- Heavy duty floor mats
- DFES and Local Government logos

**ANNEX D****Recommended Minimum System Requirements**

Hardware	Tablet/laptop and docking station Desktop dual monitors	Specifications to suit minimum system requirements on software
Web Browser	Google Chrome (Windows and Linux)	Latest stable version supported
	Microsoft Edge	Latest stable version supported
	Microsoft Internet Explorer (Windows)	Version 11 (Internet Explorer's Compatibility View is not supported)
	Mozilla Firefox (Windows and Linux)	Latest stable version supported
Applications	Microsoft Office Pro (word, excel, outlook, publisher)	Latest version
	Microsoft Visio/Project	Latest version
	Microsoft Outlook	Latest version
	Adobe Acrobat pro	Latest version
	Local Government mapping and records management system	Latest version
Operating System	Windows	Windows 10
Mobile Phone	Smart Phone	Latest version

**ANNEX E****Bushfire Risk Management Resource Allocation**

It is proposed that the BRPC will indicatively work within the following local governments to assist with the development of their BRM Plans and Treatment schedules as per table below, The agreed allowance of days will depend upon completion of the plans and will be reviewed annually.

<b>Year</b>	<b>Local Government</b>	<b>Days per Fortnight</b>
2019/2020	Shire of Narrogin	4
2019/2020	Shire of Williams	2
2019/2020	Shire of Cuballing	4
2020/2021	Shire of Narrogin	1
2020/2021	Shire of Cuballing	1
2020/2021	New Shire in region– (to be confirmed)	4
2020/2021	New Shire in region– (to be confirmed)	4
2021/2022	Shire of Narrogin	1
2021/2022	Continuing Shire from 2020	1.5
2021/2022	Continuing Shire from 2020	1.5
2021/2022	New Shire in region– (to be confirmed)	3
2021/2022	New Shire in region– (to be confirmed)	3

The resource allocation in the table above indicates the level of support provided to each local government. The Grantor and Organisation understand and accept that the provision of resources is flexible and may vary according to the requirements of each local government, at any given time.

Resource allocation between the Shires will be reviewed on an annual basis and reallocation may occur based on Shire need and BRMP progress.

**ANNEX F****Location:**

The BRPC will be employed by the Shire of Narrogin.



## **ANNEX G**

### **Job Description Form for BRPC**

The Government of Western Australia (WA) has implemented a Bushfire Risk Management Planning (BRMP) program across WA. The program is responsible for the development and implementation of 'tenure-blind' whole of Shire Bushfire Risk Management (BRM) Plans. The Local Government of ..... and the Local Government of ..... Have agreed to participate in this program and seek a Bushfire Risk Planning Coordinator to develop the BRM plan and assist with its implementation.

The Local Government of ..... Under the BRMP LG Grant Agreement, will host the Bushfire Risk Planning Coordinator position, however the successful applicant will be required to work across the Shires of.....

An opportunity exists for an enthusiastic and experienced person to become an integral part of *x number* organisations and communities experiencing substantial growth. Applicants will have emergency management knowledge; be experienced in undertaking risk assessments and have an understanding of the roles and responsibilities of bushfire-related organisations.

This is a full time position on a fixed contract basis ending on ..... with a possibility of extension or permanency. Regional travel will be a requirement of the role. A vehicle and mobile phone will be made available for use for the duration of the contract.

Interested candidates are requested to submit a completed application form, written application addressing the selection criteria in no more than 4 pages and current resume detailing experience relative to the position.

### **Selection Criteria**

#### **ESSENTIAL**

1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
2. Demonstrated conceptual, analytical and problem solving skills including an understanding of risk management principles and processes with experience undertaking risk assessments.
3. Well-developed communication, interpersonal and reporting skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders, including senior government officers, industry and private landowners.
4. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes, including reporting requirements. Experience in project management would be an advantage.
5. Possession of a current C Class Western Australian driver's licence as a minimum, which must remain valid for the duration of employment.

**HIGHLY DESIRABLE**

6. Experience applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and bio-diversity.
7. Experience in rural fire management including planned burning and firefighting, with an understanding in the principles of bushfire behaviour and suppression activities.
8. Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

UNCONFIRMED

**Position Description**

<b>1</b>	<b>TITLE</b>	Bushfire Risk Planning Coordinator
<b>2</b>	<b>LEVEL</b>	NA
<b>3</b>	<b>DEPARTMENT/UNIT</b>	Local Government
<b>4</b>	<b>POSITION OBJECTIVES</b>	
	<b>Objectives of Position</b> To develop Bushfire Risk Management Plans for the Local Government of ..... and the Local Government of ..... using the Bushfire Risk Management System (BRMS).	
<b>5</b>	<b>ORGANISATIONAL RELATIONSHIPS</b>	
	<u>Responsible to</u> <ul style="list-style-type: none"> <li>• Relevant local government manager</li> <li>• Work in consultation and collaboration with their respective Bushfire Risk Management Officer (BRMO)</li> </ul>	
<b>6</b>	<b>KEY DUTIES/RESPONSIBILITIES</b>	
	<ul style="list-style-type: none"> <li>• Facilitate the management of bushfire risk to the community, assets and infrastructure by developing a Bushfire Risk Management (BRM) Plan for the Local Governments of ..... and ..... through the use of BRMS and in collaboration with the regional DFES BRMO.</li> <li>• Provide advice to local government, State Agencies, industry and major landholders in the BRMP process and the use of BRMS.</li> <li>• Develop and maintain professional relationships with stakeholders to ensure the delivery of services as specified in the BRMP Grant Agreement between the Department of Fire and Emergency Services, the Local Government of ..... and the Local Government of .....</li> <li>• Consult with stakeholders to facilitate the planning, development and review of BRM Plans within the Local Governments of ..... and .....</li> <li>• Remain up-to-date with all BRMS and BRMP training requirements set by DFES.</li> <li>• Identify and register community assets in BRMS and conduct risk assessments on these assets, through site inspections where appropriate.</li> <li>• Assist the BRMO in identifying and scheduling appropriate bushfire mitigation strategies and treatments and ensure these are captured in BRMS.</li> <li>• Monitor treatment progress, undertake post-treatment risk assessments and perform duties to support BRM across the region.</li> <li>• Complete BRMP program milestone reports and other requests for information as required within established timeframes.</li> <li>• Assist with managing the budget requirements relevant to the BRMP program.</li> <li>• Assist with operational policy development and the development of BRMS through constructive feedback to DFES.</li> <li>• Attend meetings and training with DFES Bushfire Risk Management Branch.</li> <li>• Travel between funded local Government areas for meetings and undertaking site</li> </ul>	

	<p>assessments.</p> <ul style="list-style-type: none"><li>• Plan and meet timeframes for delivery of a Bushfire Risk management Plan.</li><li>• Undertake tasks and actions as per business plan.</li></ul>
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UNCONFIRMED

## 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 Assist Community and sporting organisations to remain sustainable and active Engage and celebrate local culture, both indigenous and non-indigenous Facilitate and support Emergency Services Planning Preserve our history

**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 & COUNCIL DECISION – ITEM 10.8 - WANDERING FAIR COMMITTEE – REQUEST FOR FINANCIAL ASSISTANCE**

Moved Cr Price

Seconded Cr Treasure

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.

**CARRIED 7/0**

**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 requiring strong technique to execute. It's an approach that has always inspired 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

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

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

Our Goals	Our Strategies
Capture tourism opportunities locally	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 & COUNCIL DECISION – ITEM 10.9 - WANDERING AUTUMN GRAZE – REQUEST FOR FINANCIAL ASSISTANCE**

Moved Cr Whitely

Seconded Cr Curtis

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.

**CARRIED 7/0****AUTHOR'S SIGNATURE:**

UNCONFIRMED

## 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>	03.031.03101:RA14
<b>Attachments</b>	Draft Policy

### 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:*

- 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*
- 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. 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>	<p>Improve accountability and transparency</p> <p>Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</p> <p>Prudently manage our financial resources to ensure value for money</p>	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>	<p>Ensure accountable, ethical and best practice governance</p> <p>Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan</p> <p>Service Level Plans detail operational roles, responsibilities and resources</p> <p>Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships</p>

**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 & COUNCIL DECISION – ITEM 10.10.1 - 2020/2021 – RATING REVIEW**

Moved Cr Parsons

Seconded Cr Watts

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 or 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 or 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.

**CARRIED BY AN ABSOLUTE MAJORITY OF 7/0**

*Cr Whitely and Cr Parsons left the meeting at 4:22pm and returned at 4:24pm*

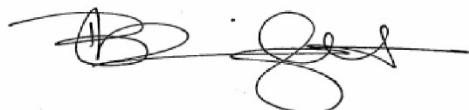
**OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 10.10.2 - 2021/2022 – RATING REVIEW**

Moved Cr Watts

Seconded Cr Price

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

**CARRIED BY AN ABSOLUTE MAJORITY OF 7/0**

**AUTHOR'S SIGNATURE:**

<b>POLICY TYPE:</b>	<b>LEGISLATIVE</b>	<b>POLICY NO:</b>	<b>73</b>
<b>DATE ADOPTED:</b>	16/07/2020	<b>DATE LAST REVIEWED:</b>	
<b>LEGAL (PARENT):</b>	Local Government Act 1995	<b>LEGAL (SUBSIDIARY):</b>	Local Government (Financial Management) Regulations 1996
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	No	<b>DELEGATION NO.</b>	

ADOPTED POLICY	
<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 Town Planning 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 any differential rate in the dollar applying to properties zones “Residential – Gross Rental Values” will be at the discretion of Council.

#### ***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 any differential rate in the dollar applying to properties zoned “Rural – Unimproved Values” will be at the discretion of Council.

#### ***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.



6. 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

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

##### 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 Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

#### CONSULTATION/COMMUNICATION

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**

Absolute Majority

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

Moved Cr Turton

Seconded Cr Parsons

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

**CARRIED BY AN ABSOLUTE MAJORITY OF 5/2**

**CR WHITELY REQUESTED THAT HIS NAME BE RECORDED AS VOTING AGAINST THIS MOTION.**

**AUTHOR'S SIGNATURE:**

UNCONFIRMED

<b>POLICY TYPE:</b>	<b>COMMUNITY</b>	<b>POLICY NO:</b>	<b>74</b>
<b>DATE ADOPTED:</b>	16/07/2020	<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 a minimum distance of 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 landowner agrees to pay 100% of the cost.

UNCONFIRMED

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

Cr Turton attended the Regional Road Group Sub-Group meeting on 13/07/2020 with the EMTS & Cr Parsons.

Cr Turton attended a WALGA Zone teleconference on 19/06/2020

Cr Whitely, Cr Treasure, Cr Turton and Cr Watts attended the Community Centre Upgrade project meeting on 29/06/2020

Cr Whitely attended the Wandering Campout Working Group meeting on 15/07/2020.

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

Nil

UNCONFIRMED

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****14.0 COUNCIL DECISION – MOTION TO CONSIDER WANDERING CAMPOUT WEEKEND EVENT**

Moved Cr Parsons

Seconded Cr Treasure

That Council grant leave to the CEO to present a report to the meeting on the Wandering Campout Weekend Project.

**CARRIED 7/0**

**14.1.LATE ITEM – WANDERING CAMPOUT WEEKEND EVENT**

<b>Proponent</b>	Wandering CRC
<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>	11.116.11601
<b>Attachments</b>	Nil

**BRIEF SUMMARY**

To consider endorsing the deferral of the Wandering Campout Weekend event until 2021.

**BACKGROUND**

01/01/2020: The CRC received advice of the successful grant for the Wandering Campout weekend. The grant agreement stated that funds were to be spend by the end of this calendar year, however the CRC Coordinator has confirmed that the funds can be held over until 2021.

This is a far more realistic timeline for an event of this magnitude.

The Working Group, made up of representatives from the Shire, Lions, P&C and CWA met on 15/07/2020 and unanimously supported the deferral of the event.

**STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995.

**POLICY IMPLICATIONS**

No policy applies

**FINANCIAL IMPLICATIONS**

The budget for this event is as follows:



## 2020-21 REGIONAL EVENTS SCHEME - BUDGET

### CASH BUDGET

Provide a detailed budget including projections of cash income and expenditure.  
 The budget must be submitted in the below format, all other formats will not be accepted.  
 Please change descriptions according to your specific budget.  
 Events with diverse sponsorship and varied sources of income will be more competitive.  
 Please ensure your budget totals are all correct.

Cash Income	Total	Notes
<i>Sponsorship</i>		
Federal Government		
State Government		
Local Government	\$5,000	
Healthway	\$10,000	Application - Naming Rights
Lotterywest	\$20,000	Marketing, equipment hire & purchase
Corporate Sponsorship	\$20,000	Major - 2 Sponsors
	\$25,000	Supporting - 5 Sponsors
	\$10,000	Entertainment - 5 Sponsors
	\$2,500	Individual/ Small Business 5 5 Sponsors
<b>Subtotal</b>	<b>\$102,500</b>	
<i>Estimated spectator revenue</i>		
Food sales	\$20,000	1000 patrons x \$20
Merchandise sales	\$10,500	\$35 x 300 units
Stall/market sales	\$3,000	100 stalls by \$30
Tour sales	\$3,840	
Food Vendors stalls	\$1,350	
Camping fees	\$3,000	
<b>Subtotal</b>	<b>\$41,690</b>	
<b>Total Cash Income</b>	<b>\$144,190</b>	

Cash Expenditure	Total	Notes
<i>Administration</i>		
Wages	\$4,500	
Casual staff	\$1,500	
Risk management	\$5,000	
Stationary	\$200	
Postage	\$300	
<b>Subtotal</b>	<b>\$11,500</b>	
<i>Operational costs</i>		
Equipment & staging hire	\$25,000	
Safety equipment	\$2,000	
Permits	\$800	
Contingency	\$5,000	
Event vehicles	\$0	in-kind
<b>Subtotal</b>	<b>\$32,800</b>	
<i>Marketing and promotions</i>		
TV advertising	\$2,500	
Radio advertising	\$1,200	
Print advertising	\$4,000	
Web advertising	\$500	social media
Web maintenance	\$0	
Direct mail	\$300	
Displays and signage	\$2,000	
Promotional clothing	\$3,000	300 units purchased and printed
Photography	\$0	volunteer/in-kind
<b>Subtotal</b>	<b>\$13,500</b>	
<i>Services</i>		
Welcome/closing function	\$3,000	event launch
Awards	\$0	dog jumping prize in-kind
Catering - entertainers and staff	\$2,000	
Entertainment/talent	\$35,000	headline act, roving entertainers, stage entertainers
MC	\$1,500	
Security	\$3,000	
Cleaning services	\$2,000	
Catering - food outlets	\$5,000	
Fireworks	\$8,000	
<b>Subtotal</b>	<b>\$59,500</b>	
<b>Total Cash Expenditure</b>	<b>\$117,300</b>	
<b>Cash Profit / Loss</b>	<b>\$26,890</b>	

**STRATEGIC IMPLICATIONS****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

**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

**CONSULTATION/COMMUNICATION**

Via Working Group.

**COMMENT**

Council have not had an opportunity to endorse this Event to date, and now with the proposed deferral, is given an opportunity to review the project and grant endorsement, or otherwise to it.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 14.1.1 LATE ITEM – WANDERING****CAMPOUT WEEKEND EVENT**

Moved Cr Whitely

Seconded Cr Turton

That Council:

- Endorses the Wandering Camp Out Weekend Event;
- Accepts the budget for the event and refers this to the 2021/2022 Budget;
- Makes no amendment to the 2020/2021 budget for this project, being \$5,000, to allow the payment of deposits and/or marketing as required; and
- Directs the CEO to formally request a twelve (12) month deferral of the grant received from Tourism WA.

**LOST 0/7**

**COUNCIL DECISION – ITEM 14.1.2 LATE ITEM – WANDERING CAMPOUT WEEKEND EVENT**

Moved Cr Parsons

Seconded Cr Curtis

That Council does not endorse the Wandering Camp Out Weekend Event in its current format.

**CARRIED 7/0**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 14.1.3 LATE ITEM – GRANT APPLICATION POLICY**

Moved Cr Curtis

Seconded Cr Treasure

That Council directs the CEO to prepare a policy for Council consideration and adoption, to ensure proposed grant applications that meet the following criteria are endorsed by Council prior to their submission:

- Applications for grants for projects/events that are included in the current budget, with a value greater than \$5,000; or
- Applications for grants for projects/events that are not included in the current budget irrespective of their value.

**CARRIED 7/0**

**AUTHOR'S SIGNATURE:****15. CONFIDENTIAL ITEMS****15.1. ITEM FOR DISCUSSION - NIL**

Nil

UNCONFIRMED

**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 Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs Prudently manage our financial resources to ensure value for money

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

Moved Cr Price

Seconded Cr Treasure

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.

**CARRIED 7/0**

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT5725	05/06/20	Advertiser Print			\$505.00
	02/06/20		Stationery DL envelopes, Postage	\$505.00	
EFT5726	05/06/20	Avon Waste			\$3,328.56
	30/05/20		General waste services Domestic & commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin	\$3,328.56	
EFT5727	05/06/20	BOC			\$81.53
	29/05/20		Container Service Oxygen, Acetylene, Argoshield, Medical Oxygen	\$81.53	
EFT5728	05/06/20	Beacon Equipment			\$307.70
	29/05/20		Repair small plant - Cutting saw/upright compactor Labour, Parts	\$307.70	
EFT5729	05/06/20	Ben Pike Carpentry			\$66.00
	04/05/20		Install overhead projector Labour	\$66.00	
EFT5730	05/06/20	Best Office Systems			\$507.04
	29/05/20		Copier Contract - Shire B&W copies, Colour copies	\$363.07	
	31/05/20		Copier Contract - CRC B&W copies, Colour copies	\$143.97	
EFT5731	05/06/20	Blackwoods			\$996.01
	28/05/20		Grease guns WD.458, Fuel Trailer, Workshop	\$996.01	
EFT5732	05/06/20	Boral Construction Materials			\$33,238.92
	15/05/20		Bitumen sealing 14 Mile Brook Rd	\$33,238.92	
EFT5733	05/06/20	Bunbury WA Skills Training			\$2,055.00
	26/05/20		Training - EWP Brad Hunt, Tom Martin	\$2,055.00	

<b>EFT5734</b>	<b>05/06/20</b>	<b>Claw Environmental</b>		<b>\$1,571.03</b>
	11/05/20		DrumMuster processing fees <i>Plastic drums &lt;20L, Plastic drums 20/25L, 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 <i>Rural addressing late - 15 Watts St, Fuel 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 <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 <i>Labour, Parts</i>	\$68.20
	02/06/20		Tyre repair - WD.001 <i>Labour</i>	\$33.00
	02/06/20		Tyre repair - WD.001 <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 <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 Centre <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 <i>Watts St Public Toilets, Caravan Park, Admin Office, Depot, Codjatotine Toilets, 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 <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 <i>Labour, Travel</i>	\$1,250.00
	02/06/20		Senior Health Officer <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 <i>Library books, IND Auto</i>	\$93.73
	13/05/20		Freight <i>Library books, Shred X</i>	\$164.52
	20/05/20		Freight <i>Rynat</i>	\$54.59
	27/05/20		Freight <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 <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 <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 <i>40% deposit</i>	\$2,500.00
	28/05/20		Replace gas regulator - 5 Dunmall Dr <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 <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 Edition 645	\$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 June 20	\$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 Wandering photo	\$75.00
<b>EFT5769</b>	<b>19/06/20</b>	<b>Quick Corporate Australia</b>		<b>\$976.03</b>
	21/05/20		Stationery 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	\$923.59
	04/06/20		Sign menu holder, Double sided tape, 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) Labour, Field allowance	\$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 Labour, Travel	\$540.00
<b>EFT5772</b>	<b>19/06/20</b>	<b>Startrack Express</b>		<b>\$370.78</b>
	03/06/20		Freight Corsign	\$298.66
	10/06/20		Freight Aus. Safety Engineers	\$72.12
<b>EFT5773</b>	<b>19/06/20</b>	<b>The Workwear Group</b>		<b>\$232.48</b>
	01/05/20		Uniforms EMP1	\$232.48
<b>EFT5774</b>	<b>19/06/20</b>	<b>Wandering Cricket Club</b>		<b>\$270.00</b>
	12/06/20		Bond refund Cleaning bond	\$270.00
<b>EFT5775</b>	<b>19/06/20</b>	<b>Wandering Tavern</b>		<b>\$150.00</b>
	08/06/20		Gas bottle 5 Dunmall Dr	\$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 Bush fire brigade	\$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 GST on Sales, Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding	\$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 Labour, Parts	\$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 Labour	\$940.00
<b>EFT5780</b>	<b>26/06/20</b>	<b>Central Regional Tafe</b>		<b>\$738.86</b>
	19/06/20		Course fees Events Traineeship	\$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 <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 <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 <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 <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 <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 <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 <i>Labour, Consumables</i>	\$327.80
	18/06/20		Repair brake system - WD.1169 <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 <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 <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 <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 <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 <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 <i>Plain Notepads</i>	\$9.16
	25/06/20		Stationery <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 <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 <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 <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 <i>EMP1</i>	\$66.52
	04/06/20		Uniforms <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 <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 <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 <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 <i>Administration Office, Harvest Ban line, Fuel Facility, CRC, Consulting room, Caravan Park, Cleaner, Supervisor, Remote Internet, CRC Internet, Office Internet Connection, New Phone System, Rounding, Teleconference, Administration 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 <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 <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 <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

There no further business the meeting closed at 5:27pm

UNCONFIRMED